



Research Executive Agency



GUIDE FOR APPLICANTS

Marie Curie Actions *PEOPLE*

Marie Curie International Outgoing Fellowships for Career
Development (IOF)

Call identifier FP7-PEOPLE-2010-IOF

Closing Date 17 August 2010 at 17:00:00 (Brussels local time)



Foreword

This is the Guide for Applicants for the call:

FP7-PEOPLE-2010-IOF

The Guide for applicants for the Marie Curie International Outgoing Fellowships has been revised and **some of the main changes** with regard to the 2009 Guide for Applicants are:

- **The People Programme is managed by the Research Executive Agency (REA), within the guidelines set by the Commission.** The REA was set up by the Commission on 14 December 2007 to manage certain programmes within the 7th Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013)¹. On 15 June 2009 the REA took over the management of those programmes entrusted to it including the Marie Curie actions of the PEOPLE Programme. On the basis of this delegation of powers by the Commission, the Agency carries out all operations necessary for implementing this programme;
- The beneficiary must sign a partnership agreement with the outgoing host institution;
- **Change in the criteria for evaluation "Impact".** "Impact" has now a Threshold of 3.5 and its first sub criterion has been modified as follows "Potential of acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training".

¹ Commission Decision 2008/46/EC of 17 December 2007 setting up the Research Executive Agency for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003, OJ L11, 15.01.2008.

Researchers addressed under the **People Programme** are of at least postgraduate or equivalent level and are classified on the basis of professional experience (see definitions below).

Definitions used throughout this Guide

Experienced researchers must, at the time of the relevant deadline for submission of proposals or selection by the host organisation, depending on the action, either be in possession of a doctoral degree, irrespective of the time taken to acquire it, or have at least four years of full-time equivalent research experience.

Early-stage researchers are defined as those who are, at the time of selection by the host organisation, in the first four years (full-time equivalent) of their research careers. This is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.

Host organisation (return host organisation/contracting organisation) is the legal entity established in a European Union Member State (MS) or Associated Country (AC) with which the REA will sign the *grant agreement* and where the re/integration phase of the project is going to take place.

Partner organisation (outgoing host organisation) is a legal entity established in a Third Country where the outgoing phase will take place. The partner organisation will conclude a *partnership agreement* with the host organisation.

Partnership agreement means the strategic partnership agreement signed between the host organisation and partner organisation for the purpose of the research training activities of the experienced researcher.

Third Countries are countries which are neither EU Member States nor countries associated to FP7 (Associated Countries).

Scientist in charge is the scientist team leader located at the *host organisation* who will supervise the researcher during the whole duration of the project. He/She will be the person the REA will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).

Coordinator is the participant who 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 REA. Important, before the call deadline, the researcher would be considered as the "proposal coordinator". However after the call deadline the *scientist in charge* will be the only single contact point. The researcher and the scientist cannot be the same person.

Mobility: at the time of the relevant deadline for submission of proposals, 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 prior to the reference date. 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 the reference deadline for submission of proposals, in the same appointing organisation.

Fellow is the eligible experienced researcher who benefits from the IOF fellowship in the *partner organisation* and in the *host organisation*.

Work Programme: 2010 Work Programme PEOPLE, European Commission C(2009) 5892 of July 2009.

About this Guide

This Guide explains the principles of Marie Curie International Outgoing Fellowships for Career Development (IOF), to be funded under the EU's Seventh Framework Programme.

Similar documents are available for the other Marie Curie Actions namely:

Marie Curie Initial Training Networks (ITN)
Marie Curie Intra European Fellowships for Career Development (IEF)
Marie Curie Reintegration Grants (RG)
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Marie Curie International Incoming Fellowships (IIF)
Marie Curie International Research Staff Exchange Scheme (IRSES)
Researchers' Night (NIGHT)

The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of action and may also vary from call to call. It is therefore important to ensure that you are using the right guide.

Please check that this is the right guide for you by consulting the Work Programme, the call text and the description of the Marie Curie Action in chapter 2.

Please note:

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS² website (<http://cordis.europa.eu>).

This Guide does not in itself have a legal value, and thus does not supersede those documents.

² Community R&D Information System

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THE ESSENTIALS

What is the aim of the Marie Curie International Outgoing Fellowships for Career Development?

This action aims to reinforce the international dimension of the career of European *experienced researchers* by giving them the opportunity to be trained and acquire new knowledge in a *Third Country* high-level research organisation. Subsequently, these *experienced researchers* will return with the acquired knowledge and experience to an organisation in a Member State or Associated country.

Who can apply?

Experienced researchers who are nationals of a Member State or Associated Country fulfilling the eligibility criteria can apply.

Which research topics are supported?

All Marie Curie actions have a **bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the European Union Treaties are eligible for funding.

How does it work?

Proposals are submitted jointly by the *host organisation* and the individual *experienced researcher* within the specified deadlines. Eligible proposals are evaluated by external independent experts against a series of predetermined criteria. Financial support will be provided to the respective individual selected proposals, for a period of up to 36 months full-time equivalent, including an initial outgoing phase (between 12 and 24 months,) in a *third country* and a **mandatory** reintegration phase (12 months) in a European Union Member State or Associated Country.

What does the funding cover?

Funding is provided for advanced training (including complementary skills) and trans-national mobility, on the basis of the "personal career development plan" established by the *experienced researcher* with her/his personal supervisor in the *host organisation*. The financial support for International Outgoing Fellowships takes the form of a grant covering up to 100% of the budget. It includes in particular a salary for the *experienced researcher* and a contribution towards research-related costs. Additionally, the *host organisation* receives contributions to overheads and management costs.

How much funding is involved per fellowship?

The contribution of the European Union depends on several parameters including the *experienced researcher's* level of experience and family situation, the country where the *host organisation* is established and the country of the *partner organisation*, and whether it is a laboratory-based project or not.

How to apply?

This Guide contains the essential information for you to prepare and submit a proposal for **International Outgoing Fellowships** for Career Development. You should also consult the relevant legal documents (listed in the Annex 1 of this Guide) in order to better understand the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically via the Electronic Proposal Submission Service (EPSS). Detailed instructions are available in this Guide.

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **calls** published by the REA, which solicit **proposals**. Proposals describe planned research, training or transfer of knowledge activities and provide information on who will carry them out. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The REA evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

The REA then **negotiates** with some or all of those whose proposals have successfully passed the evaluation stage, depending on the budget available. If negotiations are successfully concluded, **grant agreements** providing for a European Union financial contribution are established with the *host organisation*.

*The **grant agreement** is the agreement concluded between the REA and the host organisation "**the Beneficiary**" which defines terms and conditions related to the financial contribution of the Union granted for the implementation of the IOF.*

You must refer to the **2010 Work Programme of the People Programme**. This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the European Union contribution and the evaluation criteria. Work Programmes are revised each year, so make sure you refer to the appropriate version before preparing your proposal.

*Please check that this is the right Guide for you by consulting the Work Programme, the **call fiche**, and the description of the Marie Curie Action in the next section.*

This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal.

This Guide and the Work Programme are essential reading. However, you may also wish to consult other reference and background documents, in particular those relating to negotiation and the *grant agreements*, which are available on the Commission's CORDIS web site (see Annex 1 of this Guide).

This Guide does not in itself have any legal value, and thus does not supersede those documents.

2. About the Marie Curie Action: "International Outgoing Fellowships for Career Development" (IOF)

2.1. General aspects

2.1.1 Purpose

The specific objectives of the Marie Curie International Outgoing Fellowships for Career Development are described in the work programme:

"This action aims to reinforce the international dimension of the career of European researchers by giving them the opportunity to be trained and acquire new knowledge in a high-level organisation active in research, established in a third country. Subsequently, these researchers will return with the acquired knowledge and experience to an organisation in a Member State or Associated country (2010 "People" Work programme, section 4.1.1)"

Experienced researchers applying to this action need to identify and develop a research training project that will provide the means to reach professional maturity and independence and to add different/complementary scientific competencies to their careers (such as inter/multi-disciplinary research, research management skills and inter-sectoral mobility) by exposing them to a research training experience outside Europe. A fundamental concept underlying this action is that of advanced training and life-long learning of European researchers, while by means of the return-phase their experience and knowledge acquired as well as the contact-network built up outside Europe is used to the benefit of the development of the European knowledge-based economy and society.

2.1.2 Structure

Proposals for International Outgoing Fellowships involve formally a *host organisation* established in a Member State or Associated Country, and a *partner organisation* established in a *Third Country*. The project proposals are submitted by *experienced researchers* who meet the eligibility criteria (see Chapter 2.3 of this Guide) in liaison with a *host organisation* (see Chapter 2.2 of this Guide) which is represented by the *scientist in charge*. Any proposal should be submitted by the researcher provided that he/she has prior approval from the *host organisation*. It is important to note that the *experienced researcher* (future *fellow*) and the *scientist in charge* (future supervisor of the *fellow*) are two different persons.

2.1.3 Duration

International Outgoing Fellowships have a minimum duration of 24 months up to a maximum of 36 months (full-time equivalent), with an outgoing phase of 12 to 24 months and a final **mandatory** reintegration phase of 12 months (*Work Programme, section 4.1.2*).

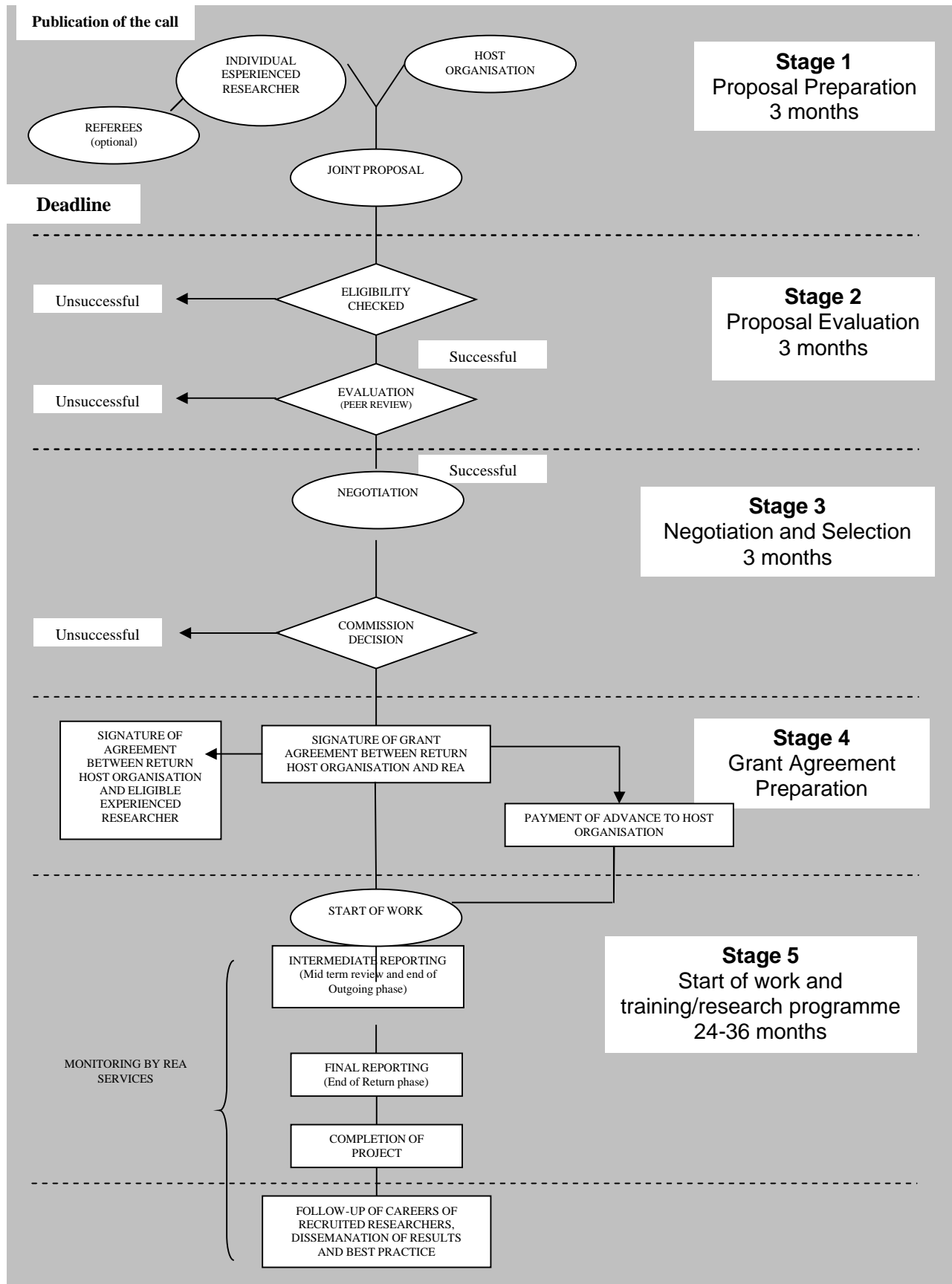
2.1.4 How does it work?

The following page shows the lifecycle of an International Outgoing Fellowships.

2.1.5 The topic of the Project

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the European Union are eligible for funding (except areas of research covered by the EURATOM Treaty). All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme. (See also Section 3.1).

LIFE CYCLE OF AN IOF



The Concept of Panels

For practical organisational reasons, proposals will be classified under eight major areas of science (known as 'panels'): Chemistry (CHE), Social and Human Sciences (SOC), Economic Sciences (ECO), Information science and Engineering (ENG), Environmental and Geo-Sciences (ENV), Life Sciences (LIF), Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal submission stage (by filling the field 'Scientific Panel' on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the REA in the selection of experts for proposal evaluation. The REA reserves the right to move proposals from one panel to another. Note that there is no predefined budget allocation among the panels in the call for proposals. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel. To help you select the most relevant panel for your proposal a breakdown of each scientific area into a number of sub-disciplines is provided in Annex 3 of this Guide.

2.2. Participants (Return host organisations)

Participants are legal entities established in Member States or Associated Countries³.

'Legal entity' means any legal person created under the national law of its place of establishment, or under Community law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Many different types of *host organisation* can take part in IOF such as:

- National Governmental or public organisations (e.g. universities, research centres etc);
- International organisations;
- Commercial enterprises, e.g. those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European Interest Organisations (e.g. CERN, EMBL, etc.);
- The Joint Research Centre of the European Commission.

Where can the *host organisations* be established?

The European Union Member States are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

The Associated countries are⁴:

Albania, Bosnia and Herzegovina, Croatia, Former Yugoslavian Republic of Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland and Turkey

Note that the association agreement between the European Union and the Faroe Islands has become provisionally applicable on 1 January 2010.

Other countries: may become associated during the course of FP7. The latest news will be posted on the CORDIS web site: http://cordis.europa.eu/fp7/who_en.html.

The participation and funding of the above types of organisation based in European Union Member and Associated Countries is foreseen for IOF according to the Rules for Participation in FP7 (this

³ Please make a distinction between the scientific entity (i.e. the lab where the fellow will carry out her/his project) and the legal entity (i.e. the legal person with whom REA signs the grant agreement).

⁴ Please consult list at http://cordis.europa.eu/fp7/who_en.html

document contains the binding definitions of the above categories of organisation, see http://cordis.europa.eu/fp7/participate_en.html).

Where can the outgoing phase take place?

The initial part of training (the outgoing phase) is to be spent in a distinct legal entity in a third country (*partner organisation*), where the *experienced researcher* is seconded.

A **Partnership agreement** has to be signed between the *host organisation* and the *partner organisation* for the purpose of the research training activities in compliance with the obligations stemming from the grant agreement.

Before the signature of a grant agreement, the Commission has to verify the existence and legal status of all participants. This verification is made only once for each organisation at the time of its first participation in FP7. The details of all validated organisations are stored in a **Unique Registration Facility (URF)**. These organisations are allocated a unique code, the so-called **Participant Identification Code (PIC)**. In any further participation in other proposals, the organisations already validated use the PIC for their identification with the Commission.

For the confirmation and maintenance of the data stored in the URF, the Commission asks each organisation to nominate one privileged contact person, the so-called Legal Entity Appointed Representative (LEAR). The LEAR is usually a person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and financial data online and ask for corrections and changes to the data of their legal entity via the Web interface of the Unique Registration Facility.

2.3. Eligible researchers

A number of eligibility criteria must be fulfilled at **the time of the deadline for proposal submission**. After the deadline, submitted proposals will be checked for eligibility. Those proposals that do not meet the criteria will not undergo scientific evaluation and will be rejected.

These eligibility criteria will be checked based on the information given by the applicant in the proposal particularly based on the information in the A proposal submission form. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal or because the applicant has not been awarded his or her PhD or has insufficient post-graduate research experience), the proposal will be declared non-eligible and as such immediately rejected.

2.3.1 Level of Experience

International Outgoing Fellowships are directed exclusively at *experienced researchers*, defined as persons who either:

- i) have at least 4 years of research experience (full-time equivalent) after obtaining the degree which would formally entitle them to embark on a doctorate; or**
- ii) are already in possession of a doctoral degree (PhD).**

The **time limit** to fulfil the above-mentioned conditions is the **deadline** for proposal submission of the relevant call.

As regards the required research experience, it does not include periods of break during the research career of a researcher, irrespective of the reason (e.g. working outside research, family reasons, etc.); therefore, in case of a break time only continues to run when the researcher resumes his/her research career.

Please note that in the context of Marie Curie actions, Medical Doctor (MD) studies are not taken as equivalent to PhD studies. For MDs, the requirement of 4 years of full-time research experience will apply. This equivalence should be strictly regarded as a specific objective of the Marie Curie actions (evaluation of research experience), and should not be regarded as conflicting with national rules in some Member States or Associated Countries, which may recognise the equivalence of MD and PhD for other reasons (e.g. for career progression in the public sector).

Examples:

Applicants eligible as experienced researchers

A) A researcher who does not have a PhD but has worked full-time in research for the last 4 years after obtaining a university degree giving access to a doctorate prior to the deadline for proposal submission.

B) A researcher who was awarded a PhD 2 years prior to the call deadline but has not been working in research ever since. He/she is eligible by virtue of having a PhD.

Applicants ineligible as experienced researchers

A researcher who has 3 years and 9 months full time work experience in research and who expects to obtain a PhD 2 months after the deadline for proposal submission.

If you are at an early stage of your career and do not have the level of experience that allows you to comply with any of the above criteria, you may still be eligible to participate in other Marie Curie actions directed at early-stage researchers (see *Marie Curie Action Initial Training Networks (ITN)*).

2.3.2 Nationality and mobility

Experienced researchers must comply with a series of conditions regarding nationality and trans-national mobility.

Experienced researchers must be **nationals** of a Member State or Associated Country (please see a list in section 2.2) and must comply with either of the mobility rules:

a) Mobility from a Member State or Associated Country to a third country:

- Ø *Experienced researchers* must move **from a Member State or Associated country to a Third Country**; additionally, at the time of the relevant deadline for submission of proposals, researchers must not have resided or carried out their main activity in the country of the outgoing *host organisation (partner organisation)* for more than 12 months in the 3 years immediately prior to the deadline for submission of proposals.

b) Mobility related to International European interest Organisations or international organisations

- Ø *Experienced researchers* can apply to any International European Interest Organisations or international organisations established in a third country; additionally, *experienced researchers* must not have spent in the same organisation more than 12 months in the 3 years immediately prior to the deadline for submission of proposals.

For the **outgoing phase**, *experienced researchers* must move from a Member State or Associated Country to a Third Country.

N.B.

The mobility is toward a *Third Country* (outgoing phase) and the reintegration phase can be in any Member State/Associated Country, including the *experienced researcher's* country of nationality or previous residence.

The *experienced researcher* must not have spent in the same partner/outgoing host organisation more than 12 months in the 3 years immediately prior to the deadline for submission. **There is no minimum length for the time spent in a Member State or Associated Country of the *host organisation* before the deadline.** Nevertheless, mobility is considered to be very positive for the development of a scientist. It allows the acquisition of new skills, new knowledge and new perspectives, all contributing to the enhancement of creativity, efficacy and performance, thereby contributing to career development and a successful, competitive, knowledge based society. Mobility is, therefore, a central plank to Marie Curie funding. It will be evaluated in the "Impact" criterion. *Experienced researchers* who apply for a Marie Curie International Outgoing Fellowship to extend their stays beyond the few months already spent at the *host organisation* will have to clearly demonstrate that the maximal benefit of their stays has not yet been achieved. **It is very important that, in the proposal, the candidate clearly and effectively articulates the advantages of mobility as expressed through the Fellowship, to their personal, scientific development. This will be assessed by independent evaluators during the evaluation phase as part of the overall benefit for the European Research Area.**

Experienced researchers from *Third countries* are not eligible.

Examples

Applicants complying with the mobility rules:

A) A Danish national who has always resided in Denmark may apply for a fellowship in Australia (outgoing phase) along with a mandatory return phase in any Member State or Associated Country.

B) A Hungarian national who resides and works in Germany may apply for a fellowship in the United States (outgoing phase) along with a mandatory return phase in any Member State or Associated Country.

Applicant not complying with the mobility rules:

A) A South African national who has resided and worked in research in the UK during the last 6 years can not apply for an International Outgoing Fellowship.

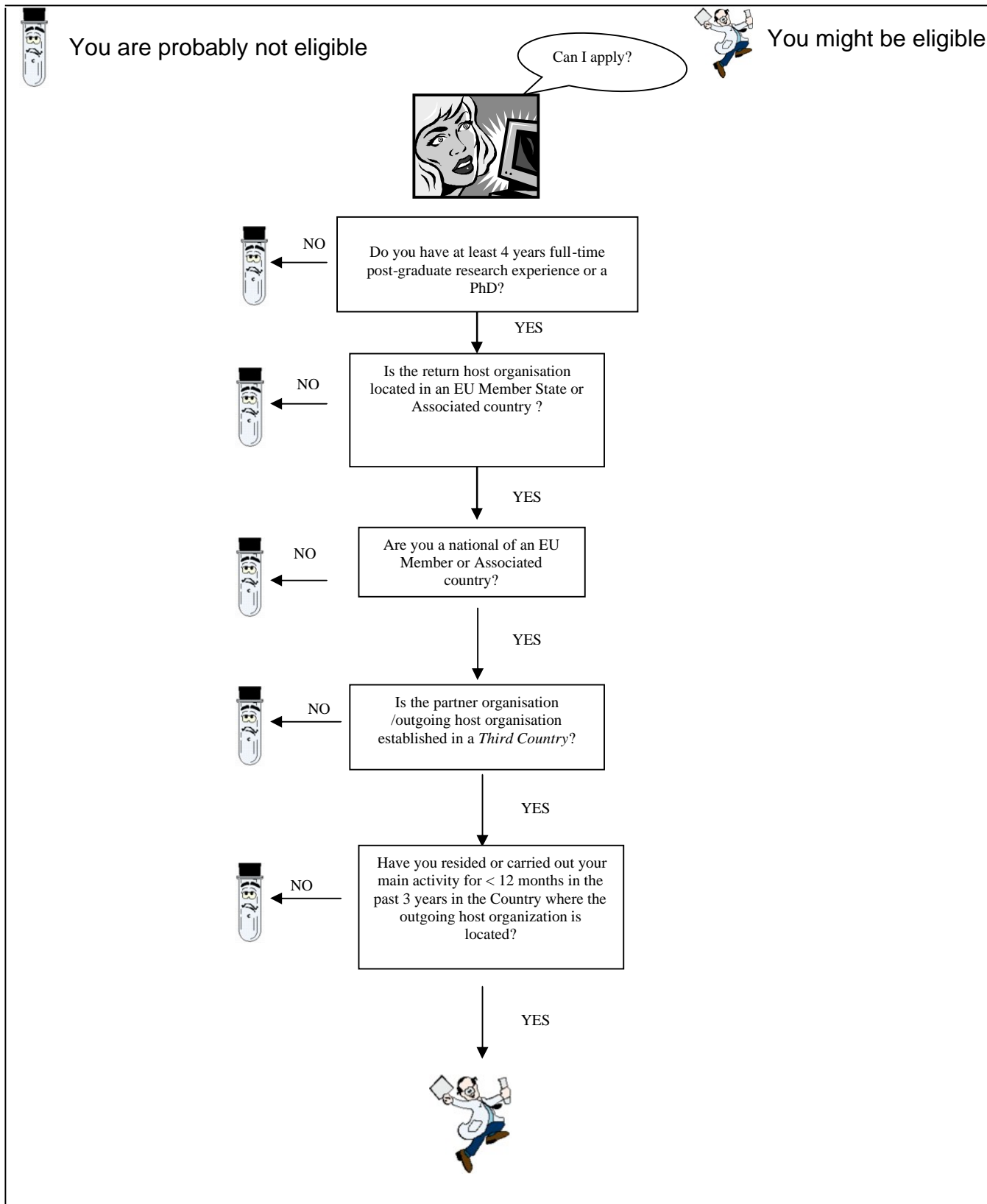
B) An experienced researcher with British nationality who has been residing 16 months in South Africa during the last 3 years can not apply for an International Outgoing Fellowship with an outgoing phase in South Africa.

2.3.3 Finding your way through the eligibility criteria

To find your way through the eligibility criteria, the flowchart on the following page has been prepared. Please note that this chart is indicative only and you are always advised to check the text of the Work programme.

INDICATIVE CONDITIONS FOR ELIGIBILITY FOR AN IOF

In the following diagram, the conditions under which an *experienced researcher* may be eligible for a Marie Curie International Outgoing Fellowship are described.



2.4. Typical Activities of an International Outgoing Fellowship for Career Development

2.4.1 Training activities

The main activities of an IOF will be based on a research project prepared by the *experienced researcher* in coordination with the *host organisation*. The project is tailored in order for the *experienced researcher* to reach a realistic and well-defined objective in terms of career advancement like strengthening or attaining a leading independent position, or resuming a research career after a break. The project will be shaped in order to significantly develop and widen the competences of the *experienced researcher*, in particular in terms of multi- or interdisciplinary expertise, inter-sectoral experience and complementary skills.

Such training activities might include:

- Primarily, training-through-research under supervision by means of an individual personalised project;
- Hands-on training activities for developing scientific (new techniques or instruments, etc.) and complementary skills (proposal preparation to request funding, patent applications, project management, task coordination, technical staff supervision, etc.);
- Inter-sectoral or interdisciplinary transfer of knowledge;
- Capacity to build collaborations;
- Taking active part in the scientific and financial management of the research project;
- Developing organisational skills through organisation of training or dissemination events.

A **Personal Career Development Plan** will be established by the *experienced researcher* and her/his supervisor at the *host organisation* in order to aid in the provision of the research training programme and scientific objectives that best suits the needs of the researcher. This plan will act as a reference for the *experienced researcher* him/herself to monitor his/her progress and take corrective action when necessary in order to attain the target set in terms of professional development.

2.5. Financial Regime

The conditions for funding the activities undertaken by the *experienced researcher* in order to attain the project deliverables are defined in Annex 3 of the *Work Programme*. The contribution relates to the costs of the Fellowship and directly related costs only. The *host organisation* must cover all other costs connected to hosting the *fellow* and the implementation of the project.

2.5.1 What types of expenses are covered?

According to the Work Programme, the eligible expenses may be broadly divided into:

- *Eligible expenses for the activities carried out by the experienced researcher;*
- *Eligible expenses for the activities carried out by the host organisations and for the benefit of the experienced researcher.*

The financial support for International Outgoing Fellowships takes the form of a grant covering up to 100% of the budget, comprising the following components:

2.5.2 Expenses for the activities carried out by the *experienced researchers*

- a monthly living allowance:

This refers to the basic monthly amount to be paid each month to the *fellow* according to Table 3.1 in Annex 3 of the Work Programme. This is then adjusted, applying a correction factor for the cost of living according to the country in which s/he will be appointed, as shown in Table 3.3 in Annex 3 of the Work Programme

As a general rule fellows must be appointed under an employment contract except in adequately documented cases or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the *experienced researcher* must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

As a general principle the choice of appointment type should be made in accordance with the best interests of the *fellows*. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of the *fellows*.

In all cases, the *host organisations* must ensure that the *fellow* is covered under the social security scheme which is applied to employed workers within the country of the contractor, or under a social security scheme providing an adequate protection and covering the *fellow* in every place of implementation of the IOF activities.

The living allowance is a gross European Union contribution to the salary costs of the *fellow*. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

Social security contributions and taxation vary from country to country. In order to obtain an estimation of the actual net allowances for the fellow, it is recommended to consult the host organisation and/or the relevant National Contact Point (see Annex 1 for address with the list of National Contact Points).

The host organisation may pay a **top-up** to the *fellow* in order to complement this contribution.

- a mobility allowance

This is a monthly payment of a fixed amount to cover expenses related to the mobility (relocation, family expenses, language courses, etc.). As for the living allowance, a correction factor for the cost of living of the country of execution of the project is applied (see Table 3.3 in Annex 3 of the *Work Programme*). There are two reference amounts depending on the family situation of the *fellow* at the time of the relevant deadline for submission of proposals:

- € 800/month: *experienced researcher* with family obligations (marriage or equivalent status recognised by national legislation of the country of the host or of the nationality of the researcher, and/or charge of children).
- € 500/month: *experienced researcher* without family obligations.

Mobility allowance is only paid in those cases where there is trans-national mobility of the *experienced researcher*. Consequently, a *fellow* who is returning to his/her country of origin (see definition below) after the outgoing phase would not receive a mobility allowance during the return phase.

- a travel allowance

This refers to an allowance given upon taking up employment and yearly thereafter. As shown in table 3.2 in Annex 3 of the *Work Programme*, it is based upon the direct distance between the *location of origin* and the host organisation of the *fellow*.

The *location of origin* means the place where the fellow has resided or carried out his/her main activity for the longest period in the three years immediately preceding the deadline for proposal submission.

The country of origin is the country in which the location of origin is situated.

Fellows with a 12 month outgoing phase are entitled to one travel allowance for the outgoing phase, whereas those with longer outgoing phases will receive 2 travel allowances. Additionally, the fellows may be entitled to a travel allowance for the return phase according to the rules laid out in the Work Programme, the amount of this travel allowance will be based on the distance between the location of origin and the return host laboratory.

- a contribution to the participation expenses of the fellow

This contribution is managed by the *host organisation*. In principle **all** costs related to the successful execution of the project by the *fellow* (e.g. *purchase of consumables, participation in conferences and training courses, fees for scientific journals, memberships in scientific associations etc.*), and which would normally not arise if the *fellow* was not hosted at the *host organisation*, are eligible. This contribution consists of a fixed amount:

- €800 per researcher-month: for laboratory based research projects;
- €500 per researcher-month: for non-laboratory based research projects.

2.5.3 Expenses for the activities of the host organisation for the benefit of the fellow

management costs and contribution to overheads Fixed-amount of EUR 700 per researcher-month, to which the correction factor for the cost of living as referred to in Table 3.3 in Annex 3 of the Work Programme, is applied. The total amount of this contribution cannot exceed 20% of the total direct costs excluding the direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the *beneficiary*.

The maximum amount of the grant will be fixed in the grant agreement after the negotiation phase.

2.5.4 How do I estimate the EU contribution?

The contribution relates to the costs of the Fellowship and directly related costs only. Applicants are not required to calculate the amount of the estimated EU contribution. This will be automatically calculated from the information contained in the A4 proposal submission form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the Work Programme. If the proposal is selected for funding, the European Union contribution will be calculated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

The example below aims to help understand the way the contributions are calculated.

Example: An *experienced researcher* with 6 years experience and family charges, going from Lisbon (where s/he has always resided and worked) to Harvard, Boston (USA) for a 2 year outgoing phase and a 1 year re-integration phase in Lisbon with an Outgoing International Fellowship under an employment contract and with location of origin in Portugal. The project is lab based.

EXPENSES FOR THE ACTIVITIES CARRIED OUT BY THE FELLOW (all are part of the direct costs mentioned in Annex 3 of the Work Programme):

Outgoing Phase

- Living allowance: € 56,400 x 2 years = € 112,800
- Mobility allowance: € 800 x 24 months = € 19,200

Correction factor for USA = 88.3%

(Total Living allowance + Total Mobility allowance) x Correction factor for the USA = € 132,000 x 88.3% = € 116,556

- Travel costs: € 2,000 x 2 years = € 4,000 (based on the fact that Lisbon is 5,131 km away from Boston), which translates into an annual travel allowance of € 2,000

Re-integration Phase

- Living allowance: € 56,400 x 1 year = € 56,400
- Mobility allowance: None (return to country of Origin)

Please note that if the fellow would return to a different Member State or Associated Country than his country of origin, s/he would be entitled to a mobility allowance for the re-integration phase.

Correction factor for Portugal = 91.7%

(Total Living allowance + Total Mobility allowance) x Correction factor for Portugal = € 56,400 x 91.7% = € 51,718.80

- Travel costs: None

Please note that if the fellow would return to a different town than his town of origin, s/he would still not be entitled to a travel allowance for the return phase.

Note that these amounts represent the European Union contributions to salary costs and as such include compulsory social security contributions and income tax, if relevant. The mobility and travel allowances must also be taken into account when calculating the total expenses.

European Union Contribution to the experienced researcher (gross): € 176,956

Contribution to the participation expenses of eligible researchers (managed by the host organisations)

Research costs (lab based): € 800 x 36 = € 28,800

European Union Contribution for the activities carried out by the experienced researcher: € 205,756

EXPENSES FOR THE ACTIVITIES CARRIED OUT BY THE HOST ORGANISATION FOR THE BENEFIT OF THE EXPERIENCED RESEARCHER ARE ADDED TO THIS AMOUNT:

Outgoing Phase

Management costs and contribution to overheads: € 700 x 24 = € 16,800

Correction factor for USA = 88.3 %

(Total management costs and contribution to overheads) x Correction factor for the USA = € 16,800 x 88.3% = € 14,834.40

Return Phase:

Management costs and contribution to overheads: € 700 x 12 = € 8,400

Correction factor for Portugal = 91.7%

(Total management costs and contribution to overheads) x Correction factor for Portugal = € 8,400 x 91.7% = € 7,702.80

Total management costs and contribution to overheads: € 14,834.40 + € 7,702.80 = € 22,536.80

Total European Union Contribution = € 205,756 + € 39,336.80 = € 245,092.80

Total Maximum European Union Contribution: € 245,092.80
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In summary:

Contribution	Budget (€)
Contribution for the benefit of the <i>fellow</i>	205,756.00
Management costs and contribution to overheads	39,336.80
Total maximum EU contribution	245,092.80

2.6. The Project Phase

Successful proposals will be invited to enter into negotiation. On the basis of the information provided and the recommendation by the independent experts, a "grant agreement" is prepared and sent to the host organisation (beneficiary). The partner organisation does not sign any grant agreement with the REA. The partner organisation signs a partnership agreement with the host organisation (beneficiary).

The *grant agreement* should be signed in duplicate by the *host organisation* and sent to the REA for signature. The *host organisation* signs a written agreement⁵ with the selected *experienced researcher* in line with the provisions of the *grant agreement*. The signature of the agreement and the start of the project will normally take place after the *grant agreement* enters into force, i.e. after its signature by the REA.

The accomplishment of a reintegration phase for the *fellow* in the European host organisation is pivotal for a successful achievement of the objectives of this funding. In the *grant agreement* between the return host organisation and the REA it is therefore clearly stressed that the *fellow* has to undertake a **mandatory period of re-integration at the *host organisation* following the outgoing phase. **In case of non-fulfilment of this condition**, the *host organisation* shall reimburse the total amount received from the REA for the benefit of the *experienced researcher* under this grant agreement. The *grant agreement* also stipulates that in case the responsibility of non-fulfilment of the return clause lies with the *fellow*, the host organisation **shall take all appropriate measures (including legal action) to recover from the *fellow* the total amount received** for his/her benefit under the *grant agreement*, in order to reimburse this amount to the REA.**

Key aspects of the *host organisation* – *experienced researcher* agreement

⁵ As a general rule fellows must be appointed under an employment contract except in adequately documented cases or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the fellow must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

The agreement between the *host organisation* and the *experienced researcher* must determine, in accordance with the *grant agreement*, the conditions for implementing the research training activities and the respective rights and obligations of the *experienced researcher* and the *host organisation*. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangements and social security coverage among other issues. The requirements to be respected are included in Annex III (Specific provisions) of the *grant agreement*, which should be annexed to the agreement. **Experienced researchers are strongly encouraged to read these provisions carefully and check that their agreements comply with the rules.** A copy of the model *grant agreement* is available from [CORDIS](http://cordis.europa.eu). Further information and assistance is available on the EURAXESS webpage: <http://ec.europa.eu/euraxess>.

The actual fellowship must not start until the agreement between the *fellow* and the *host organisation* is in place. This means that neither the REA nor the *host organisation* are under any obligation to make any payments to *fellows* who unilaterally decide to start at an earlier date to that established in the agreement, and that *fellows* who take such steps do so at their own risk.

Annexed to the agreement there shall be a Personal Career Development Plan that should have been previously established by the *fellow* and his/her supervisor. This Plan comprises the *fellow's* training needs and scientific objectives as well as a description of all activities foreseen as part of the fellowship specific training/career development programme at the host. This Personal Career Development Plan will be part of the follow up at the different reporting stages.

Project suspension

The REA must be informed immediately of any interruptions of *fellows'* stays and appropriate justifications should be provided.

If the *experienced researcher* wants to suspend the execution of the project for personal, family or professional reasons unforeseen at the time of the signature of the *grant agreement*, a request for suspension should be submitted to the REA. The REA will not object to any requests for suspension when the *fellow* is entitled to maternity/parental leave established either by national law or internal rules of the *host organisation*. In all other cases, the REA's approval of such requests will depend on the justifications provided and the impact expected on the execution of the project

Part-time work

In principle, *fellows* must work full-time on their training project. Exceptionally, part-time work and the corresponding extension of the project duration can be accepted for personal or family reasons subject to prior approval by the REA. In such a case, the allowances should be adapted pro-rata to the time actually spent on the project. Under no circumstances can the total contribution of the Union as indicated in the *grant agreement* be exceeded.

Stays away from the host organisation

As a general rule, the project must take place at the *host organisation* premises. However, in some cases, stays away may be justified as part of collaborations or as part of the training.

The responsible project officer in the REA must be informed of any period of stay away from the *host organisation's* premises which exceeds one month. In any case, *fellows* may not stay more than 30% of the duration of the fellowship away from the *host organisation's* premises unless such stays **have been explicitly provided for in the original proposal and in the *grant agreement*.**

3. How to apply

3.1. Turning your idea into an effective proposal

The coordinator

The REA refers to the participant who 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 REA. It is important to note that, before the call deadline, the *experienced researcher* is considered as the "proposal coordinator". However after the call deadline the *scientist in charge* at the *host organisation* premises will be the only single contact point. As a reminder the *experienced researcher* and the *scientist in charge* **cannot be the same person** (refer to part A of the proposal). Please note that the Acknowledgement of Receipt of the proposal will be sent to the *experienced researcher* (see Section 5 and FAQ, question n°2).

Focusing your planned work

Refer to the description of the Marie Curie Action in chapter 2 of this Guide and the Work Programme to check the **eligibility criteria** and any other special conditions that apply.

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in Annex 2. Keep these in mind while writing your proposal.

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page – see http://cordis.europa.eu/fp7/get-support_en.html or Annex 1 of this Guide).

Please note that the NCPs will receive statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Other sources of help

Annex 1 to this guide gives references to these further sources of help for this call. In particular:

- The general **Research Enquiry Service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply. Please see <http://ec.europa.eu/research/enquiries>;
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service (EPSS)**. See chapter 3.2 below;
- The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from http://ec.europa.eu/euraxess/index_en.cfm?CFID=1103254&CFTOKEN=cbe7f11239e89043-623CD4EF-F017-1878-081E5961BD335995;
- A further help desk providing assistance on intellectual property matters (see CORDIS under http://cordis.europa.eu/fp7/how_en.html#ipr);
- Any other guidance documents or background information related specifically to this call.
- The date and contact address for any '**information day**' that the REA may be organising for this call;

- Other services, including partner search facilities, provided via the CORDIS web site (see http://cordis.europa.eu/fp7/partners_en.html).

Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union⁶. 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. For this reason, the REA and the European *Commission* carry out an ethical review on research proposals when appropriate.

The following fields of research shall not be financed under this Framework Programme:

- **research activity aiming at human cloning for reproductive purposes;**
- **research activity intended to modify the genetic heritage of human beings which could make such changes heritable⁷;**
- **research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.**

With regard to human embryonic stem cell research, the REA will maintain the same practice as in the Sixth Framework Programme, which excludes from the scope of European Union financial support research activities destroying human embryos, including the procurement of stem cells. The exclusion of funding of this research step will not prevent the European Union funding of subsequent steps involving human embryonic stem cells.

Presenting your proposal

A proposal has two parts:

Part A consists of several administrative forms which contain information about the proposal and the applicant. The information requested includes a brief description of the work, contact details of the *host organisation* and the *experienced researcher*, and information related to the funding requested (please see Annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics and evaluation reports. This information will also be used by the experts and the *REA* staff during the evaluation process.

The information in **Part A** is entered through a set of on-line forms. Applicants must first enter the *return host organisation* (MS/AC) in the A2 form and then the *outgoing host organisation* as a complementary A2 form.

Part B is a "template", or list of headings, rather than an administrative form (see Annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work.

The information given will be the basis on which the experts will evaluate the proposal, so make sure that it is precise and complete. References to web pages will not be taken into account as part of the proposal during evaluation.

⁶ Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm

⁷ Research relating to cancer treatment of the gonads can be financed.

Part B of the proposal is uploaded by the applicant into the Electronic Proposal Submission Service ([EPSS](#)) described below.

A maximum length may be specified for the different sections of Part B, or for Part B as a whole (see Annex 4 of this Guide). Applicants must keep their proposal within these limits. Experts will be instructed to disregard any excess pages.

Proposal language

The working language of the expert evaluators is English and it is recommended that proposals are prepared in English. However, proposals may be prepared in any official language of the European Union. If your proposal is not in English, the abstract in Part A of the proposal should be in English. A translation of the full proposal would be of assistance to the experts.

3.2. Proposal submission

About the EPSS

Proposals must be submitted electronically, using the **Electronic Proposal Submission Service (EPSS)**. Proposals arriving at the REA by any other means are regarded as 'not submitted', and will not be evaluated⁸. All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

You can access the EPSS from the call page <https://www.epss-fp7.org/epss>.

Full instructions are found in the "EPSS preparation and submission guide" available from the EPSS entry page http://cordis.europa.eu/fp7/epss_en.html.

The most important points are explained below.

Use of the system by the proposal coordinator

The EPSS refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator" (for IEF this will be the *experienced researcher* in liaison with the *host organisation*). Only one login and password is provided which must then be shared between the *experienced researcher* and the *host organisation(s)* as appropriate.

As coordinator you can:

- register as interested in submitting a proposal to a particular call;
- complete all of **Part A** of the proposal, pertaining to the proposal in general, and to your administrative details;
- download the document template for writing **Part B** of the proposal, and when it is completed, upload the finished **Part B**;
- submit the complete proposal **Part A** and **Part B**;
- nominate referees.

NB: The *experienced researcher* should register as proposal coordinator, because the referees are asked for their opinion of the person who registers.

Use of Participant Identification Codes (PICs)

The Participant Identification Code is a unique 9 digit number that helps the European Commission identify a participant. It is used in all grant-related interactions between the participant and the Commission.

If your organisation has already participated in a 7th Framework Programme proposal, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal: <http://ec.europa.eu/research/participants/urf>.

⁸ In exceptional cases, when a proposal coordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the partnership to do so, an applicant may request permission from the REA to submit on paper. A request should be sent via the FP7 enquiry service (see Annex 1), indicating in the subject line "Paper submission request". (You can call the enquiry service if the web access is not possible: +800 6 7 8 9 10 11 from inside Europe; or +32 2 299 96 96 from the rest of the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the REA no later than one month before the call deadline. The REA will reply within five working days of receipt. If derogation is granted, a proposal on paper may be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

If your organisation already has a PIC, it is likely that it has also appointed a Legal Entity Appointed Representatives (LEAR) (see section 31.). The names of LEARs are not available online, you have to enquire with the administration of your organisation.

All participants already possessing a PIC should use it to identify themselves in the Electronic Proposal Submission System. After entering the PIC, parts of the A forms will be filled in automatically.

If a PIC is not yet available for your organisation, you can still submit your proposal by entering the organisation details manually. However, it is strongly recommended that before submitting a proposal via the Electronic Proposal Submission System (EPSS), you self-register your organisation in the Unique Registration Facility and receive a temporary PIC, which can then be used in the EPSS. The use of PICs – even temporary ones – will lead to more efficient processing of your proposal.

In case you use the PIC of your organisation in the EPSS and the data on your organisation displayed in EPSS seem to contain mistakes, please ask your LEAR to change the data through the Unique Registration Facility (URF). This parallel process has no influence on the preparation and submission of your proposal. The proposal can be submitted even without the correction of such errors.

Self-registration in the Unique Registration Facility for receiving a temporary PIC is quick and simple, see <http://ec.europa.eu/research/participants/urf> (use the button "Register").

Further details on the appointment of LEARs and the use of PICs can be found in the FAQs of the Participant Portal: <https://ec.europa.eu/research/participants/portal> and on Cordis: http://cordis.europa.eu/fp7/pp_en.html.

If your organisation has not yet appointed a LEAR, the necessary documents and instructions can be found here: http://cordis.europa.eu/fp7/pp-lear_en.html.

Referees' assessments

Up to three referees can be nominated in order to provide assessments of the researcher. A special facility within the EPSS system permits referees to create their assessment for the proposal. The creation of the referee happens from the "Set Up Proposal" page. Once the proposal co-ordinator (*experienced researcher*) has nominated a referee the EPSS system will automatically send a login and password to the referee's e-mail. Due to potential problems with junk-mail filters however, when a mail is sent to the referee, an instruction mail is also sent to the person who has registered, requesting the applicant to crosscheck with the referee if (s)he indeed has received the e-mail from the EPSS.

When the nominated referee uploads an assessment the proposal coordinator will receive an e-mail to confirm that an assessment has been uploaded but the assessment itself will not be visible to the coordinator. The referee assessments are automatically added to the proposal package by the EPSS system but will only become accessible to the REA when (if) the proposal is submitted. Referees assessments can be submitted any time between the issue of a password and login for the referee and the call closure (even before the main proposal is submitted).

Submitting the proposal

Only the coordinator (the *experienced researcher*) is authorised to submit the proposal.

Completing the **Part A** forms in the EPSS and uploading a **Part B** does not mean that your proposal is submitted. Once there is a consolidated version of the proposal, the coordinator must press the button "**SUBMIT NOW**".

(If you don't see the button "SUBMIT NOW", first select the "SUBMIT" tag at the top of the screen).

Please note that "SUBMIT NOW" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

After reading the information page that then appears, it is possible to submit the proposal using the button marked "**PRESS THIS BUTTON TO SUBMIT THE PROPOSAL**".

The EPSS then performs an automatic validation of the proposal. A list of any problems such as missing data, viruses, wrong file format or excessive file size will then appear on the screen. **Submission is blocked until these problems are corrected.** Once corrected, the coordinator must then repeat the above steps to achieve submission.

If successfully submitted, the coordinator receives a *message* that indicates that the proposal has been received. This automatic message is *not* the official acknowledgement of receipt (for this, please see Section 5).

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one until the deadline. *Please note that the sequence above must be repeated each time.* If the submission sequence described above is not followed, the REA considers that *no proposal has been submitted*.

For the proposal Part B you 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 system. Irrespective of any page limits specified in Annex 4 to this Guide, there is an overall limit of 10Mbyte to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.

Applicants are advised to clean your document before converting to PDF (e.g. accept any track changes). Check that your conversion software successfully converts all pages and the original document (e.g. there is no problem with page limits).

Please note that the REA prints out proposals on plain A4 paper. The printable zone on the print engine is bounded by 1.5 cm right, left, top bottom. No scaling is applied to make the page "fit" the window. Printing is done at 300 dots per inch.

About the deadline

Proposals must be submitted on or before the deadline specified in the Call fiche.

The EPSS will be closed for this call at the call deadline. After this moment, access to the EPSS for this call will be impossible. Do not wait until the last moment before submitting your proposal!

Call deadlines are absolutely final and are strictly enforced

Please note that you may submit successive drafts of your proposal through the EPSS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline**.

Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.

Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.

If you have registered and submitted your proposal in error to another call which closes after this call, the REA will not be aware of it until it is discovered among the downloaded proposals for the later call. It will therefore be classified as ineligible because of late arrival.

*The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **Applicants are advised not to delegate the job of submitting your proposal!***

In the unlikely event of a failure of the EPSS service due to breakdown of the REA server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by e-mail to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS (see <http://cordis.europa.eu/fp7/calls>) or go to the pages of the People Programme (see http://cordis.europa.eu/fp7/people/home_en.html and follow the "call" link) and on the web site of the EPSS.

Such a failure is a rare and exceptional event, therefore do not assume that there will be an extension to this call. If you have difficulty in submitting your proposal, you should not assume that it is because of a problem with the EPSS server, since this is rarely the case. Contact the EPSS help desk if in doubt (see the address given in Annex 1 of this Guide).

Please note that the REA will not extend deadlines for system failures that are not its own responsibility. In all circumstances, you should aim to submit your proposal well before the deadline to have time to solve any problems.

Correcting or revising your proposal

Errors discovered in proposals submitted to the EPSS can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the REA can accept no further additions, corrections or re-submissions. The last version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

Ancillary material

Only a single PDF file comprising the complete Part B can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

Withdrawing a proposal

You may withdraw a proposal by submitting a revised version with an empty part B section, with the following words entered in the abstract field of form A:

"The applicants wish to withdraw this proposal. It should not be evaluated by the REA".

If you wish to withdraw a proposal after the deadline, please contact the EPSS help desk.

Multiple Submissions

*Applicant researchers are reminded that only **one** proposal may be submitted in an evaluation procedure at any one time for any of the following actions (this restriction does not apply to host organisations):*

- Marie Curie Intra-European Fellowships for Career Development (IEF),
- Marie Curie International Outgoing Fellowships for Career Development (IOF),
- Marie Curie International Incoming Fellowships (IIF),
- Marie Curie Reintegration Grants (RG)

Please note that the Research Executive Agency will not conclude another grant agreement for the same project.

Registration of legal entities in the Commission's Early Warning System (EWS) and Central Exclusion Database (CED)

To protect the European Union's financial interests, the Commission and the REA use an internal information tool, the Early Warning System (EWS) to flag identified risks related to beneficiaries of centrally managed contracts and grants. Through systematic registration of financial and other risks the EWS enables the Commission and the REA services to take the necessary precautionary measures to ensure a sound financial management⁹.

EWS registrations are not publicly disclosed. However, registrations will be transferred to the Central Exclusion Database (CED) if they relate to entities that have been excluded from European Union funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offence detrimental to European Union financial interests. The data in the CED are available to **all public authorities implementing European Union funds**, i.e. European institutions, national agencies or authorities in Member States, and, subject to conditions for personal data protection, to third countries and international organisations.

The Work Programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts¹⁰.

More information on the EWS and CED can be found here:

http://ec.europa.eu/budget/sound_fin_mgt/ews_en.htm

⁹ The EWS covers situations such as significantly overdue recovery orders, judicial proceedings pending for serious administrative errors/fraud, findings of serious administrative errors/fraud, legal situations which exclude the beneficiary from funding.

¹⁰ The basis of registrations in EWS and CED is laid out in the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) and in the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p.12)

4. Checklist

4.1 Preparing your proposal

- **Are you applying for the right action?** Check that your proposed work falls within the scope of this call, and that you have applied for the right action¹¹ (see the "PEOPLE" *Work Programme*).
- **Is your proposal eligible?** The eligibility criteria are given in the *Work Programme*. See also Chapter 2 of this Guide. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a **Part A**, containing the *administrative information* including partner and *project costs details* on standard forms; and a **Part B** containing the *scientific and technical description* of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- If you intend to use referee's assessment to support your application (optional), have you defined the referees well in advance so that they can submit their recommendation letter before the deadline?
- **Does your proposed work raise ethical issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with sensitive issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (Annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** Please be aware that there will be strong competition. Therefore, edit your proposal carefully, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; please refer to the evaluation criteria given in the Annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (please see Annex 1 of this Guide). Remember the Enquiry service listed in Annex 1.

4.2 Final checks before submission

- **Do you have the agreement** of the *host organisation* in the project to submit this proposal on its behalf?
- **Check once more the eligibility criteria mentioned in the call!**
Remember – the information given in part A is considered definitive.
- **Is your Part B in portable document format (PDF)**, including no material in other formats?
- **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
- **Have you printed out your Part B**, to check that it really is the file you intend to submit, and that it is complete, printable and readable? Proposals that cannot be printed will not be evaluated. After the call deadline it will not be possible to replace your Part B file.
- **Double check that you respect the minimum font size (11 points) and the page limitations for the different chapters (if any)!**
- **Is your Part B (pdf file) within the size limit of 10 Mbytes?**
- **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

4.3 The deadline is very important!

- **Have you taken the responsibility to submit your proposal?**
- **Have you made yourself familiar with the EPSS in good time?**
- **Have you allowed time to submit a first version of your proposal well in advance of the deadline**

¹¹ If you have in error registered for the wrong call, discard that registration (usernames and passwords) and re-register and re-submit correctly. If there is no time to do this, notify the EPSS Helpdesk.

(at least several days before), and then to continue to improve it with regular resubmissions?

- **Have you completed the submission process for your latest version?**
- **Have you pressed 'SUBMIT' after your final version?**

4.4 Following submission

- Information submitted to the EPSS remains encrypted until the deadline and can only be viewed by the applicant;
- It is recommended that you check that all your material has been successfully uploaded and submitted;
- You can revise and resubmit your proposal up to the call deadline.

5. What happens next

Shortly after the call deadline, an **acknowledgement of receipt** will be sent to the e-mail address¹² of the proposal coordinator (A2 form – person in charge) given in the submitted proposal. Please note that the brief electronic message given by the EPSS system after each submission is not the official Acknowledgement of Receipt.

The sending of an acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

If you have not received an acknowledgement of receipt within 12 working days after the call deadline, you should contact the FP7 Enquiry Service without further delay (see Annex 1 of this Guide). However, first please check that you are the person named in the proposal as contact person for the participant, check the email address which you gave for yourself, and check the junk mail box of your email system for the first few days following the close of call for any mail originating from FP7Aor@ess-fp7.org.

The REA will check that your **proposal** meets the **eligibility criteria** that apply to this Call and this funding scheme (see the Work Programme and Chapter 2 of this Guide).

All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in Annex 2 of this Guide on the basis of the Work Programme.

Soon after the completion of the evaluation, the results will be finalised and all co-ordinators will receive a letter containing **initial information** on the results of the evaluation, including the Evaluation Summary Report (ESR) giving the opinion of the experts on their proposal. Even if the experts viewed your proposal favourably, the REA cannot at this stage indicate if there is a possibility of European Union funding.

If you have not received the "initial information letter" by the date referred to in Annex 1 to this Guide, please contact the REA via the FP7 enquiry service

The letter will also give the relevant contact details and the steps to follow if you consider that there has been a shortcoming in the conduct of the evaluation process.

The Commission and the REA also informs the **Programme Committee of the People Programme**, consisting of delegates representing the governments of the MS and AC. Based on the results of the evaluation by experts, the REA draws up the final list of proposals for possible funding, taking into account the available budget. The REA, along with the Commission, must also take into account the strategic objectives of the Programme, as well as their overall balance.

Official letters are then sent to the applicants. If the letter expresses a positive outcome of the evaluation, the letter will mark also the beginning of the **negotiation phase**. Due to budget constraints, it is also possible that your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded on this occasion.

A description of the negotiation process will be provided in the "**FP7 Guidelines for negotiation**" available at http://cordis.europa.eu/fp7/find-doc_en.html.

Negotiations between the applicants and the REA aim to conclude a *grant agreement* which provides for European Union funding of the proposed work. They cover both the scientific/technological, and the administrative and financial aspects of the *project*. The officials

¹² Please check carefully the accuracy of the email address

conducting these negotiations on behalf of the *REA* will be working within a predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal as well as any recommendations arising from an ethical review of your proposal if one was carried out. Where relevant, security aspects must also be considered.

The negotiations will also deal with the relevant principles contained in the European Charter for *Researchers* and the Code of Conduct for their Recruitment.

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed. For these participants, the procedure of registration and validation is triggered by a self-registration in the web interface of the URF available at <http://ec.europa.eu/research/participants/urf>. This self-registration will lead to a request to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR).

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the REA related to all questions on legal status. He/she has access to the online database of legal entities, the possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. After the validation of the entity has been finalised, the contact person/authorised representative named in the URF receives the PIC number. Once the LEAR is validated, he/she becomes the main contact point for REA, manages the modifications of the entity-related information in the URF and distributes the PIC number within his/her organisation.

Further details can be found in chapter 3.2., on the Participant Portal <http://ec.europa.eu/research/participants/urf> and on Cordis http://cordis.europa.eu/fp7/pp_en.html

Applicants are reminded that the Commission's Research DGs and executive agencies have adopted a new and reinforced audit strategy aimed at detecting and correcting errors in cost claims submitted in projects on the basis of professional auditing standards. As a result, the number of audits and participants audited will increase significantly and the Commission's and agencies' services will assure appropriate mutual exchange of information within the relevant internal departments in order to fully coordinate any corrective actions to be taken in a consistent way. More information can be found here: http://cordis.europa.eu/audit-certification/home_en.html

Glossary

The following explanations are provided for clarity and easy-reference. They have no legal authority, and do not replace any official definitions set out in the Council decisions.

A

Acknowledgement of receipt

Applicants are informed by email shortly after the deadline that a proposal has been successfully submitted (but not that it is necessarily eligible). Contact the *help desk* urgently if you do not receive such an acknowledgement.

Applicant

The term used generally in this guide for a person or entity applying to a call for proposals. The term 'participant' is used in the more limited sense of a member of a proposal or project consortium (see definition).

Associated countries

Non-EU countries which are party to an international agreement with the Community, under the terms or on the basis of which it makes a financial contribution to all or part of the Seventh Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU. The list of associated countries is given in the body of this guide.

C

Call fiche

The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the CORDIS web page devoted to a particular call.

Call for proposals (or "call")

An announcement, usually in the Official Journal, inviting proposals for research activities in a certain theme. Full information on the call can be found on the CORDIS web-site.

Consensus meeting

The stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.

Consortium

Most *funding schemes* require proposals from a number of participants (usually at least three) who agree to work together in a consortium.

Coordinator

The coordinator leads and represents the applicants. He or she acts as the point of contact with the REA.

CORDIS service

A web service providing access to all the documentation related to FP7, and access to the *electronic proposal submission service*.

D

Deadline

For a particular *call*, the moment after which proposals cannot be submitted to the REA, and when the *Electronic Proposal Submission Service* closes for that call. Deadlines are strictly enforced.

Deliverable

A deliverable represents a verifiable output of the project. Normally, each work package will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

Direct costs

Direct costs are all eligible costs which can be attributed directly to the project and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules.

E

Early Warning System (EWS)

An internal information tool of the Commission to flag identified financial risks related to beneficiaries.

Electronic Proposal Submission Service (EPSS)

A web-based service which must be used to submit proposals to the REA. Access is given through the *CORDIS* web-site, or via a specific site.

Electronic Proposal Submission Service (EPSS) Helpdesk

A telephone / email service to assist applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System: tel: +32 2 233 3760 email support@epss-fp7.org

Eligibility Review Committee

An internal committee which examines in detail cases of proposals whose eligibility for inclusion in an evaluation is in question

Eligibility criteria

The minimum conditions which a proposal must fulfil if it is to be retained for evaluation. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the *deadline, minimum participation, completeness and scope*. However, additional eligibility criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Ethical issues table

Research activities supported by the Framework Programme should respect fundamental ethical principles. The main issues which might arise in a project are summarised in tabular form in a checklist included in the proposal

Evaluation criteria

The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Evaluation Summary Report (ESR)

The assessment of a particular proposal following the evaluation by independent experts is provided in an Evaluation Summary Report. It normally contains both comments and scores for each criterion.

F

FP7 enquiry service

A general information service on all aspects of FP7. Contact details are given in annex 1 to this Guide.

Funding scheme

The mechanisms for the Community funding of research projects. The funding schemes have different objectives, and are implemented through grant agreements.

G

Grant Agreement (GA)

The legal instrument that provides for REA funding of successful proposals.

I

Indirect costs

Indirect costs, (sometimes called overheads), are all those eligible costs which cannot be identified by the participant as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.

Individual evaluation

The stage in the evaluation process when experts assess the merits of a particular proposal before discussion with their peers.

Information Days

Open events organised by the REA to explain the characteristics of specific calls, and often as well, a chance for potential applicants to meet and discuss proposal ideas and collaborations.

Initial information letter

A letter sent by the REA to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary Report).

International Cooperation Partner Countries (ICPC)

A list of low-income, lower-middle income and upper-middle-income countries, given in annex 1 to the work programme. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.

International European Interest Organisation

International organisations, the majority of whose members are European Union Member States or Associated Countries, and whose principal objective is to promote scientific and technological co-operation in Europe.

J

Joint Research Centre (JRC)

The Commission's own research institutes.

L

LEAR (Legal Entity Authorised Representative)

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission (see below), and distributes this number within his/her organisation.

Lump sum

Lump sums do not require the submission of financial justifications (statements), as they are "fixed".

M

Milestones

Control points where decisions are needed with regard to the next stage of the project.

N

National Contact Points (NCP)

Official representatives nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).

Negotiation

The process of establishing a grant agreement between the REA and an applicant whose proposal has been favourably evaluated, and when funds are available.

Non-profit

A legal entity is qualified as "*non-profit*" when considered as such by national or international law.

P

Part A

The part of a proposal dealing with administrative data. This part is completed using the web-based EPSS.

Part B

The part of a proposal explaining the work to be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the EPSS as a pdf file

Part B template

A document in PDF format supplied by the EPSS, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B. The template format is given in Annex 4 to this Guide.

Participants

The members of a consortium in a proposal or project. These are legal entities, and have rights and obligations with regard to the Community.

Participant Identification Code (PIC)

Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Unique Registration Facility (see below), and to identify themselves in all transactions related to FP7 proposals and grants. An online tool to search for existing PICs and the related organisations is available at <http://ec.europa.eu/research/participants/urf>.

Programme committee

A group of official national representatives who assist the Commission in implementing the Framework Programme.

Proposal

A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested

Public body

Public body means any legal entity established as such by national law, and international organisations.

R

Redress procedure

The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. The committee's role is to ensure a coherent legal interpretation of such requests and equal treatment of applicants. The committee will not call into question the judgement of appropriately qualified groups of experts. In the light of its review, the committee will recommend a course of action to the authorising officer responsible for the call.

Research organisation

A legal entity established as a *non-profit* organisation which carries out research or technological development as one of its main objectives.

Reserve list

Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively. In such conditions, proposals on a reserve list may only be financed if funds become available following the negotiation of projects on the main list.

Risk-Sharing Finance Facility (RSFF)

A new mechanism to foster private sector investment in research, by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects.

RTD

Research and Technological Development.

S

SME

'SMEs' are micro, small and medium-sized enterprises. SMEs are defined in Recommendation 2003/361/EC of 6 May 2003. Research organisations (non profit public or private bodies which carry out research) can participate in this action only.

Specific flat rate (60%)

A 60% flat rate of the total direct costs applicable under certain conditions to non-profit public bodies, secondary and higher education establishments, research organisations and SMEs. This rate is now available for the entire duration of FP7.

T

Thresholds

For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.

U

Unique Registration Facility (URF)

A system that will allow organisations to register their details and status once and for all, obviating the need to provide the same information with each submission. The Web interface of the URF is

found at <http://ec.europa.eu/research/participants/urf>. On this website you will also find a search tool to check if your organisation is already registered or not.

W

Weightings

The scores for certain evaluation criteria may be multiplied by a weighting factor before the total score is calculated. Generally, weightings are set to one; but there may be exceptions and applicants should check the details in annex 2 to this Guide.

Work Package

A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project.

Work Programme

A formal document of the Commission for the implementation of a specific programme, that sets out the research objectives and topics to be addressed. It also contains information that is set out further in this Guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.

Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing "part A" of the proposal
- Annex 4 Instructions for drafting "part B" of the proposal

Annex 1 – Timetable and specific information for this call

- The **People work programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS call page (see <http://cordis.europa.eu/fp7/dc/index.cfm>). The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.

- Indicative timetable for this call**

Publication of call	17 March 2010
Deadline for submission of proposals	17 August 2010 at 17.00.00 Brussels local time
Evaluation of proposals	04-29 October 2010
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	End of November 2010
Invitation letter to successful coordinators to launch <i>grant agreement</i> negotiations with REA services	December 2010
Letter to unsuccessful applicants	From December 2010
Signature of first <i>grant agreements</i>	From March 2011

- Further information and help**

The CORDIS call page: <http://cordis.europa.eu/fp7/dc/index.cfm> contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call information: CORDIS call page and work programme <http://cordis.europa.eu/fp7/dc/index.cfm>

General sources of help: The Research Enquiry Service: <http://ec.europa.eu/research/index.cfm?pg=enquiries>

National Contact Points: http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance

CORDIS help desk: http://cordis.europa.eu/guidance/helpdesk/home_en.html

EPSS help desk: support@epss-fp7.org

IPR help desk: <http://www.ipr-helpdesk.org/index.html>

Legal documents generally applicable (see http://cordis.europa.eu/fp7/find-doc_en.html)

Decision on the Framework Programme: *Decision* No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013), available in all Community languages

Rules for Participation: Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013), available at http://ec.europa.eu/research/fp7/index_en.cfm?pg=documents

People Specific Programme: Council Decision 2006/973/EC concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013) http://cordis.europa.eu/fp7/home_en.html

Rules for proposal submission of proposal, and the related evaluation selection and award procedures http://cordis.europa.eu/fp7/participate_en.html

Other supporting information

Brochure "**The FP7 in Brief**" can be downloaded from the Europa web site at: http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

International cooperation on CORDIS at <http://cordis.europa.eu/inco/>

Ethical issues

A dedicated website that aims to provide clear, helpful information on ethical issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html

Annex 2 – Evaluation criteria and procedures to be applied for this call

1. General

The evaluation of proposals is carried out by the REA with the assistance of independent experts.

REA staff ensure that the process is fair, and in line with the principles contained in the REA's rules¹³.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including an agreement of non-disclosure/confidentiality and conflict of interest before beginning their work. These rules must be adhered to at all times, before, during and after the evaluation.

Conflicts of interest: Under the terms of the appointment letter, experts must disclose beforehand any known conflicts of interest, and must immediately inform a REA staff member if one becomes apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict.

Non-disclosure/Confidentiality: The appointment letter 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.

In addition, independent experts will be appointed by the REA to observe the evaluation process from the point of view of its working and execution. The role of the observer is to give independent advice to the REA on the conduct and fairness of the evaluation sessions, as well as on possible improvements to the evaluation procedures. The observer will not express views on the proposals under examination or the opinions of the experts on the proposals.

2. Before the evaluation

On receipt by the REA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked 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:

- It is received by the REA before the deadline given in the call fiche;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- The content of the proposal relates to the funding scheme, including any special conditions set out in the relevant parts of the work programme;
- At the date of the Call deadline the researchers are either:
 - in possession of a doctoral degree (independently of the time taken to complete the doctoral studies) **or**
 - have at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree/diploma which

¹³ Rules on Proposal Submission, Evaluation, Selection and Award Procedures (CORDIS)

formally allowed them to embark on doctoral studies in the country in which the degree/diploma was obtained (irrespective of whether or not a doctorate was envisaged);

- The researchers are nationals of a Member State or Associated Country;
- At the deadline for submission of proposals, researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of the outgoing *host organisation* for more than 12 months in the 3 years immediately prior to the Call deadline; or, researchers must not have spent in the International European interest Organisations or international organisations more than 12 months in the 3 years immediately prior to the deadline for submission of proposals.

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the experts will be instructed to disregard any excess pages.

The REA establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies;

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts

In constituting the lists of experts, the REA also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

REA staff allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Individual evaluation of proposals

At the beginning of the evaluation, experts will be briefed by REA staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material (including the integration of the international cooperation dimension).

Each proposal will first be assessed independently by at least three experts, chosen by the REA from the pool of experts taking part in this evaluation, against the following criteria:

Funding Scheme "Support for Training and Career Development of Researchers": Marie Curie International Outgoing Fellowships				
S&T Quality (award) Threshold: 3, Weighting:25%	Training (award) Threshold: 3, Weighting:15%	Researcher (award) Threshold: 4, Weighting:25%	Implementation (selection) Weighting:15% <small>split where appropriate between the 3rd country institution and the European host</small>	Impact (award) Threshold: 3.5; Weighting:20%
Priority in case of ex aequo 3	2	1	5	4
Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Research experience	Quality of infrastructure / facilities and International collaborations of host (outgoing and return host)	Potential of acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training
Research methodology	Relevance and quality of additional scientific training, as well as complementary skills offered	Research results including patents, publications, teaching etc., taking into account the level of experience	Practical arrangements for the implementation and management of the scientific project (outgoing and return host)	Contribution to career development, or re-establishment where relevant.
Originality and innovative nature of the project and relationship to the 'state of the art' of research in the field	Host expertise in training experienced researchers in the field and capacity to provide mentoring/tutoring (outgoing and return host)	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the third country
Timeliness and relevance of the project		Match between the fellow's profile and project.	Practical and administrative arrangements, and support for the hosting of the fellow (outgoing and return host)	Contribution to European excellence and European competitiveness
Host scientific expertise in the field (outgoing and return host)		Potential for reaching a position of professional maturity		Benefit of the mobility to the European Research Area
Quality of the group/supervisors (outgoing and return host)		Potential to acquire new knowledge.		

Evaluation scores will be given for each of the four criteria, and not for the sub-criteria. The sub-criteria are issues that the expert should consider in the assessment of the relevant criterion. They also act as reminders of issues to be raised later during the discussions on the proposal.

If it becomes clear before, during or after the peer review evaluation phase, that one or more of the eligibility criteria has not been met, the proposal is declared ineligible and is withdrawn from any further examination. Where there is a doubt on the eligibility of a proposal, the peer review evaluation may proceed pending a final decision on eligibility. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility.

Each criterion will be scored out of 5. Scores will be given to a resolution of one decimal place. The scores indicate the following with respect to the criterion under examination:

0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information;
1 - Poor . The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
2 - Fair . While the proposal broadly addresses the criterion, there are significant weaknesses;
3 - Good . The proposal addresses the criterion well, although improvements would be necessary;
4 - Very Good . The proposal addresses the criterion very well, although certain improvements are still possible;
5 - Excellent . The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The thresholds and weightings for the different IOF criteria are summarised in the table below:

Evaluation Criterion	Weighting (in %)	Threshold	Priority in case of ex aequo
S&T Quality	25	3	3
Training	15	3	2
Researcher	25	4	1
Implementation	15 ¹⁴	N/A	5
Impact	20	3.5	4

In addition to the individual thresholds for the four criteria above, an overall threshold of 70% will be applied to the total weighted score.

Examples of the evaluation forms and reports that will be used by the experts in this call will be made available on CORDIS.

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, experts will *only* apply the above evaluation criteria.

Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

¹⁴ split where appropriate between the 3rd country institution and the European host

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues,

Signature of the IAR also entails a declaration that the expert has no conflict of interest in evaluating the particular proposal.

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, a REA staff member will be informed immediately, and the views of the other experts will be sought.

If the consensus view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation, and the proposal will be deemed ineligible.

4. Consensus meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views.

This entails a consensus meeting to discuss the scores awarded and to prepare comments.

The consensus discussion may be moderated by a representative of the REA. The role of the moderator is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The moderator for the group may designate an expert to be responsible for drafting the consensus report ("Rapporteur"). The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope and ethics

If during the consensus discussion it is found to be impossible to bring all the experts to a common point of view on any particular aspect of the proposal, the REA may ask up to three additional experts to examine the proposal.

Ethical issues (above threshold proposals)

If one or more experts have noted that there are ethical issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked and an Ethical Issues Report (EIR) completed, stating the nature of the ethical issues. Exceptionally for this issue, no consensus is required.

The EIR will be signed by a REA moderator and one member of the consensus group (normally, the proposal Rapporteur).

Following the evaluation, The REA will submit all proposals in the funding range and for which ethical issues have been flagged (either by the applicant and/or by the experts during the evaluation) to a specific ethical review screening. A specific EIR will be filled in by the ethics experts and forwarded to the beneficiaries during the negotiation. Requirements in the report will be regarded as contractual obligations and will have to be fulfilled before the negotiation can be completed. Furthermore, for projects raising specific ethical issues such as research intervention on human beings; research on human embryos and human embryonic stem cells and non-human primates an in depth ethical review will be automatically carried out by the Commission's services.

Outcome of consensus

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the Rapporteur and the moderator. The moderator is responsible for ensuring that the consensus report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The REA will take the necessary steps to assure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

Evaluation of a resubmitted proposal

In the case of proposals that have been submitted previously to the REA, the moderator gives the experts the previous evaluation summary report (see below) only at the consensus stage and after a consensus has been achieved between the experts. If necessary, the experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

5. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the REA having had an overview of the results of the consensus step. The main task of the panel is to establish a ranked list of the proposals which passed all evaluation thresholds. The panels are organised according to the scientific disciplines and comprise experts involved at the consensus step.

The panels are organised according to the scientific disciplines and comprise experts involved at the consensus step. The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report
- recommending a priority order for proposals with the same consensus score;

The panel is moderated by the chair. The REA will ensure fair and equal treatment of the proposals in the panel discussions. A panel Rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- An evaluation summary report (ESR) for each proposal, including, where relevant, a report on any ethical issues raised and any security considerations;
- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order.
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation by experts;
- A summary of any deliberations of the panel.

The panel report is signed by at least three panel experts, including the panel Rapporteur and the chairperson. A further special ethical review of above-threshold proposals may be organised by the REA.

Annex 3 – Instructions for completing "part A" of the proposal

Proposals in this call must be submitted electronically, using the Commission's Electronic Proposal Submission System. The procedure is given in section 3 of this guide.

In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in part B (Annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the *host organisation*¹⁵, section A3 gives details of the applicant researcher, while section A4 deals with financial matters.

How to complete the forms (A1 to A4)?

When you complete part A, please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in Euros (not thousands of Euros), and must exclude value added tax.]*

Note: *The eligibility check will be performed on the information provided in the Part A of the proposal. Furthermore in case of any important incoherence or inconsistency between part A and part B, the REA may also consider the proposal ineligible and it will not be evaluated. **All fields must be filled.***

Note: *The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available. The precise questions and options presented on EPSS may differ slightly from these below.*

¹⁵ In case of a possible return phase the identified return host organisation must be clearly stated in the part A2 of the proposal submission form after the incoming host organisation (and different from the incoming host organisation) and in the part A4

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: International Outgoing Fellowships (IOF)
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the REA in the organisation of the evaluation of proposals. Chemistry CHE Social and Human Sciences SOC Economic Sciences ECO Information science and Engineering ENG Environment and geosciences ENV Life sciences LIF Mathematics MAT Physics PHY * To help you select the most relevant panel code please refer also the breakdown of each scientific area into a number of sub-disciplines at the end of this section
Total Duration in months	Insert the estimated duration of the project in full months.
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: <i>FP7-PEOPLE-IOF-200X</i>
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 100 characters</u> . Please select at least two keywords from the drop-down list and/or add free keywords.
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please write the proposal abstract in English. There is <u>a limit of 2000 characters</u> .
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the REA to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific Panels - Sub-disciplines

To help you in selecting the most relevant panel code please find below a breakdown of each scientific area:

CHEMISTRY (CHE)

- Biological, Pharmaceutical and Medicinal Chemistry
- Environmental Chemistry
- Homogeneous and Heterogeneous Catalysis
- Instrumental Techniques, Analysis, Sensors
- Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
- New Synthesis, Combinatorial Chemistry
- Reaction Mechanisms and Dynamics
- Surface Science and Colloids
- Theoretical and Computational chemistry
- Other Chemistry

SOCIAL & HUMAN SCIENCES (SOC)

- Education and Training
- Law (European or Comparative National)
- Linguistics (applied to: Education, Industrial Efficiency or Social Cohesion)
- Media and Mass Communication
- Political Sciences (European or Comparative National)
- Psychology (Social, Industrial, Labour, or Education)
- Sociology
- Other Social and Human Sciences

ECONOMIC SCIENCES (ECO)

- Financial Sciences
- Industrial Economics (incl. Technology & Innovation)
- International Economics
- Labour Economics
- Macroeconomics
- Management of Enterprises (incl. Marketing)
- Microeconomics
- Natural Resources & Environmental Economics
- Public Sector Economics
- Quantitative Methods
- Research Management
- Social Economics
- Urban & Regional Economics (incl. Transport Economics)
- Other Economic Sciences

ENGINEERING & INFORMATION SCIENCE (ENG)

- Automation, Computer Hardware, Robotics
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Graphics, Human Computer Interaction, Multimedia
- Electrical Engineering
- Electronics
- Information Systems, Software Development and Databases
- Knowledge Engineering and Artificial Intelligence
- Materials Engineering
- Mechanical Engineering
- Parallel and Distributed Computing, Computer Architecture
- Signals, Speech and Image Processing
- Systems, Control, Modelling & Neural Networks
- Telecommunications
- Transport Engineering
- Other Engineering and Information Science

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)

- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture
- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology
- Other Environment and Geosciences

LIFE SCIENCES (LIF)

- Bioenergetics
- Biological Membranes
- Biomedicine, Public Health & Epidemiology
- Cancer Research
- Cell Biology
- Computational Biology and Bioinformatics
- Developmental Biology
- Enzymology
- Genetic Engineering
- Genomics and General Genetics
- Immunology
- Macromolecular Structures and Molecular Biophysics
- Medical Pathology
- Metabolic Regulation and Signal Transduction
- Metabolism of Cellular Macromolecules
- Microbiology and Parasitology
- Neurosciences (incl. Psychiatry and Clinical Psychology)
- Pharmacology and Toxicology
- Physiology
- Virology
- Other Life Sciences

MATHEMATICS (MAT)

- Algebra and Number Theory
- Algorithms and Complexity
- Analysis and Partial Differential Equations
- Applied Mathematics and Mathematical Physics
- Discrete Mathematics and Computational Mathematics
- Geometry and Topology
- Logic and Semantics
- Statistics and Probability
- Other Mathematics

PHYSICS (PHY)

- Astronomy, Astrophysics and Cosmology
- Atomic and Molecular Physics
- Biophysics and Medical Physics
- Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
- Condensed Matter- Mechanical and Thermal Properties
- Condensed Matter- Optical and Dielectric Properties
- Elementary Particles and Fields
- Fluids and Gases
- Non Linear Dynamics and Chaos Theory
- Nuclear Physics
- Optics and Electromagnetism
- Physical Chemistry, Soft Matter and Polymer Physics
- Physics of Superconductors
- Plasmas and Electric Discharges
- Statistical Physics and Thermodynamics
- Surface Physics
- Other Physics

Section A2 – Information on the Host organisations	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one. Special cases: IOF: the host institution in the European Union or in an Associated Country is always participant number one and the partner institution in a <i>Third Country</i> is number two
Participant identification code	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the Commission are encouraged to use it when submitting proposals. Check the following web link to retrieve your PIC number (http://cordis.europa.eu/fp7/urf-pic_en.html). By entering a PIC, parts of section A2 will be filled in automatically. An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/urf . Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/urf) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	For a Public Law Body , it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; For a Private Law Body , it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. For a natural person , it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (/,...), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges, etc.).
International Organisation	"International Organisation" means an intergovernmental organisation, other than the European Union, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest Organisation	"International European Interest Organisation" means 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;
Joint Research Centre of the European Commission	The European Commission's Joint Research Centre

Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units, Enterprise Groupings, Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
NACE code	NACE means " <u>N</u> omenclature des <u>A</u> ctivités économiques dans la <u>C</u> ommunauté <u>E</u> uropéenne". Please select one activity from the list that best describes your professional and economic ventures. If you are involved in more than one economic activity, please select the one activity that is most relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .
Small and Medium-Sized Enterprises (SMEs)	SMEs are micro, small and medium-sized enterprises within the meaning of Commission Recommendation 2003/361/EC of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm
Contact point	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the REA will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Authorised representative to sign the grant agreement or to commit the organisation for this proposal	Please indicate the contact details of the person in the <i>host organisation</i> who would be authorised to sign the <i>grant agreement</i> with the REA in case the proposal is selected for funding.
Title	Please choose one of the following: Prof., Dr., Mr., Mrs., Ms.
Sex	This information is required for statistical and mailing purposes. Indicate Female or Male as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Section A3 – Information on the Researcher:	
Location of origin (country)	The country in which the location of origin is situated (see below). Insert the name of the country as commonly used.
Location of origin (town)	The place where the <i>researcher</i> has residing resided or carried out his/her main activity for the longest period in the three years immediately preceding the at the time of the relevant deadline for proposal submission.
Contact address	Fill in only the fields forming your complete postal address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field Please make sure that the email address given will still be valid for at least a year after the deadline.
University degree	Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible.
Doctorate expected before the deadline	If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience after obtaining the university degree giving access to a doctorate on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
Doctorate	Please specify the date of award of a doctoral degree using the format (DD/MM/YYYY). Wrong or missing information may cause your proposal to be ineligible
Full-time postgraduate research experience	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible.
Place of activity/place of residence (previous 5 years)	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years up until the deadline for the submission of the proposal. <u>The 5 years prior to the deadline must be covered.</u> Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
Period	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. <u>There must be no gaps between the periods</u>

<p>Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, IIF or RG, or have you previously benefited of Community funding under Marie Curie actions?</p>	<p>Each researcher may only submit one proposal at a time for the following actions:</p> <ul style="list-style-type: none"> • Marie Curie Intra-European Fellowships (IEF), • Marie Curie International Outgoing Fellowships (IOF), • Marie Curie International Incoming Fellowships (IIF), • Marie Curie Reintegration Grants (RG) <p>Having several proposals in the application procedure for one or more actions at the same time may render your proposal ineligible. New or similar proposals are eligible to be submitted only after the evaluation procedure of the relevant round has been terminated.</p> <p>Please note that the Research Executive Agency will not conclude another <i>grant agreement</i> for the same project.</p> <p>If you have previously benefited of EU funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project. Indicate here the action name, year and the proposal or contract number.</p>
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Section A4 – Funding Request IOF	
<p>Type B Fixed-amount fellowship (Y/N)</p>	<p>The <i>host organisation</i> can recruit the researcher either under an employment contract/fellowship with full social security coverage or on a fixed-amount fellowship with minimum social security (Type B). More information concerning the choice can be found in Annex 3 of the Work Programme. Please indicate here if you choose the Type B Fixed-amount fellowship. Please note that in the latter case the allowance for the researcher will be lower.</p>
<p>Mobility allowance</p>	<p>Only researchers who will undertake a trans-national mobility, i.e. move from one country to another, at the start of the project or who have undertaken such a mobility within the last 12 months before the deadline for the submission of proposals are entitled to a mobility allowance.</p> <p>Family related mobility allowance refers to a researcher with a spouse and/or children. Please see the definition in Annexe 3 of the Work Programme. The reference date for family situation is the relevant deadline for submission of proposals.</p> <p>Please indicate your eligibility status by inserting YES or NO in the boxes.</p>
<p>Travel allowance</p>	<p>Please indicate the estimated direct distance ("as the crow flies") between the location of origin and the <i>host organisation</i> premises.</p> <p>Please indicate the name of the cities for the location of the <i>host organisation</i> premises and for the location of origin.</p>
<p>Research classified as laboratory based</p>	<p>Please indicate if you consider your project to be laboratory based. A project is laboratory based if there are costs associated with the proposal beyond those of a purely theoretical study which is executed with office based equipment. Activities such as field trips, expensive computer run-time, supply of chemicals or costs associated with working in a laboratory can be considered as such costs.</p> <p>Information concerning this aspect of the proposal must be clearly presented in the part B.</p>
<p>Post-graduate Research Experience of the applicant</p>	<p>Please choose between the 3 categories to indicate the full-time research experience of the applicant at the deadline of the call: less than 4 years (<4 years), from 4 up to 10 years (4-10 years), or more than 10 years (>10 years).</p>



Proposal Submission Forms



Research Executive Agency
7th Framework Programme on Research,
Technological Development and
Demonstration

Marie Curie Actions
International Outgoing Fellowships (IOF)

A1

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
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GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i>			
<i>Marie Curie action-code</i>		<i>Scientific Panel</i>	
<i>Total duration in months</i>		<i>Call identifier</i>	
<i>Keywords (up to 200 characters)</i>			
<i>Abstract (up to 2000 characters)</i>			

Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes? YES/NO		
<i>If yes:</i>		
<i>Programme name(s) and year</i>	<i>Proposal number(s)</i>	

Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B? YES/NO	
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International Outgoing Fellowships (IOF)

A2

Proposal Nr		Proposal Acronym		Participant Nr	1
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INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7, enter your Participant Identity Code	[PIC or 'none']
Organisation legal name	
Organisation short name	

Administrative data

Legal address	
Street name	Number
Town	
Postal Code / Cedex	
Country	EU MS/AC
Internet homepage (optional)	

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories:

- Non-profit organisation ?
- Public body ?
- Research organisation ?
- Higher or secondary education establishment ?
- International organisation ?
- International European Interest organisation ?
- Joint Research Centre of the European Commission ?
- Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherche) / Enterprise groupings] ?
- Commercial Enterprise ?

Main area of activity (NACE code): [dropdown list]

The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"	
1. Is your number of employees smaller than 250? (full time equivalent)	[yes/no]
2. Is your annual turnover smaller than €50 million?	[yes/no]
3. Is your annual balance sheet total smaller than €43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]
You are not an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. Please check the additional conditions given in annex X.	
Following this check, do you conform to the Commission's definition of an SME	[yes/no]



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A2

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? (Yes or No)				
If Yes:				
Participant Number		Organisation Short Name		Character of dependence
Participant Number		Organisation Short Name		Character of dependence
Participant Number		Organisation Short Name		Character of dependence

Contact points

Person in charge (For the coordinator (participant number 1) this person is the one who the REA will contact in the first instance)				
Family name		First name(s)		
Title		Sex (Female – F / Male – M)		
Position in the organisation				
Department/Faculty/Institute/Laboratory name/ ...				
Is the address different from the legal address? YES/NO				
Street name		Number		
Town				
Postal Code / Cedex				
Country				
Phone 1		Phone 2		
E-mail		Fax		

Authorised representative to sign the grant agreement or to commit the organisation for this proposal				
Family name		First name(s)		
Title		Sex (Female – F / Male – M)		
Position in the organisation				
Department/Faculty/Institute/Laboratory name/ ...				
Is the address different from the legal address? YES/NO				
Street name		Number		
Town				
Postal Code / Cedex				
Country				
Phone 1		Phone 2		
E-mail		Fax		



Proposal Submission Forms



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A2

Proposal Nr		Proposal Acronym		Participant Nr	2
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INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7, enter your Participant Identity Code	[PIC or 'none']
Organisation legal name	
Organisation short name	

Administrative data

Legal address	
Street name	Number
Town	
Postal Code / Cedex	
Country	Third country
Internet homepage (optional)	

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories:

- Non-profit organisation ?
- Public body ?
- Research organisation ?
- Higher or secondary education establishment ?
- International organisation ?
- International European Interest organisation ?
- Joint Research Centre of the European Commission ?
- Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherche) / Enterprise groupings] ?
- Commercial Enterprise ?

Main area of activity (NACE code): [dropdown list]

The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"	
1. Is your number of employees smaller than 250? (full time equivalent)	[yes/no]
2. Is your annual turnover smaller than €50 million?	[yes/no]
3. Is your annual balance sheet total smaller than €43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]
You are not an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. Please check the additional conditions given in annex X.	
Following this check, do you conform to the Commission's definition of an SME	[yes/no]



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Marie Curie Actions
International Outgoing Fellowships (IOF)

A2

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? (Yes or No)				
If Yes:				
Participant Number		Organisation Short Name		Character of dependence
Participant Number		Organisation Short Name		Character of dependence
Participant Number		Organisation Short Name		Character of dependence

Contact points

Person in charge (For the coordinator (participant number 1) this person is the one who the REA will contact in the first instance)				
Family name		First name(s)		
Title		Sex (Female – F / Male – M)		
Position in the organisation				
Department/Faculty/Institute/Laboratory name/ ...				
Is the address different from the legal address? YES/NO				
Street name		Number		
Town				
Postal Code / Cedex				
Country				
Phone 1		Phone 2		
E-mail		Fax		

Authorised representative to sign the grant agreement or to commit the organisation for this proposal				
Family name		First name(s)		
Title		Sex (Female – F / Male – M)		
Position in the organisation				
Department/Faculty/Institute/Laboratory name/ ...				
Is the address different from the legal address? YES/NO				
Street name		Number		
Town				
Postal Code / Cedex				
Country				
Phone 1		Phone 2		
E-mail		Fax		



Proposal Submission Forms



Research Executive Agency
7th Framework Programme on Research,
Technological Development and
Demonstration

Marie Curie Actions
International Outgoing Fellowships (IOF)

A3

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
INFORMATION ON THE RESEARCHER			
<i>Family Name</i>		<i>Birth Family Name</i>	
<i>First Name(s)</i>			
<i>Title</i>		<i>Sex: Female(F)/Male(M)</i>	
<i>1st nationality</i>		<i>2nd nationality</i>	
<i>Location of origin (country)</i>		<i>Date of birth</i>	
<i>Location of origin (town)</i>			
Contact address			
<i>Street name</i>		<i>Number</i>	
<i>Town</i>			
<i>Postal Code / Cedex</i>			
<i>Country</i>			
<i>Phone 1</i>		<i>Phone 2</i>	
<i>E-mail</i>		<i>Fax</i>	

Qualifications			
<i>University degree</i>		<i>Date of award (DD/MM/YYYY)</i>	
<i>Doctorate expected before the deadline</i>		<i>Expected date of award (DD/MM/YYYY)</i>	
<i>Doctorate</i>		<i>Date of award (DD/MM/YYYY)</i>	
<i>Full-time postgraduate research experience</i>		<i>Number of months</i>	
<i>Other academic qualifications</i>		<i>Date of award (DD/MM/YYYY)</i>	
Place of activity/place of residence (previous 5 years)			
<i>Period: From DD/MM/YYYY</i>		<i>To DD/MM/YYYY</i>	
		<i>Country</i>	
INVOLVEMENT OF THE RESEARCHER IN OTHER MARIE CURIE PROPOSALS			
Are you applying for this grant in order to resume a career after a break? YES/NO			
If so, for how long have you been inactive in research? (number of months)			
Have you submitted or are you in the process of submitting another proposal for the Marie Curie Actions: IEF, IOF, IIF or RG, or have you previously benefited of EU funding under Marie Curie actions? YES/NO			
<i>If yes:</i>			
<i>Action name(s) and year</i>		<i>Proposal or contract number(s)</i>	



Proposal Submission Forms



Research Executive Agency
7th Framework Programme on Research,
Technological Development and
Demonstration

Marie Curie Actions
International Outgoing Fellowships (IOF)

A4

Proposal Number		Proposal Acronym	
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FUNDING REQUEST				
Year Number	Main Phase		Return Phase (IIF and IOF only)	
	Full-time person-months	Type B Fixed-amount Fellowship (Y/N)	Full-time person-months	Type B Fixed-amount Fellowship (Y/N)
Year 1				
Year 2				
Total				

Mobility allowance	
Are you eligible for a mobility allowance? YES/NO	
If yes, are you eligible for the family-related mobility allowance? YES/NO	

Travel allowance	
Indicate the estimated distance (in km) between your location of origin and the premises of the Host	
Location of Host (town)	
Location of Origin (town)	

Research classified as Laboratory-based YES/NO	
---	--

Post-graduate Research Experience of the applicant at the deadline of the call (<4 years; 4-10 years; >10 years)	
--	--

Annex 4 – Instructions for drafting "part B" of the proposal

A description of this action is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see Annex 2).

The **maximum length** of part B is **25 pages** (excluding table of contents; the ethical issues section as well as start and end pages). The experts will be instructed to disregard any pages exceeding these limits. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

The minimum font size allowed 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).

Please make sure that:

- You use the right template to prepare your proposal;
- You respect the maximum number of pages.; The experts will be instructed to disregard any pages exceeding these limits;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "Part B - Page X of Y" is used;
- Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

International Outgoing Fellowships (IOF)
Call: FP7-PEOPLE-2010-IOF

PART B

“PROPOSAL ACRONYM”

Part B – Table of Contents of Proposals

To draft PART B of proposals applicants should take into account the following structure. If required for an adequate description of their project, applicants may wish to add further headings.

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY

- Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
- Research methodology
- Originality and Innovative nature of the project, and relationship to the 'state of the art' of research in the field
- Timeliness and relevance of the project
- Host scientific expertise in the field (outgoing and return host)
- Quality of the group/supervisors (outgoing and return host)

B2 TRAINING

- Clarity and quality of the research training objectives for the researcher
- Relevance and quality of additional scientific training as well as of complementary skills offered
- Host expertise in training *experienced researchers* in the field and capacity to provide mentoring/tutoring (outgoing and return host)

B3 RESEARCHER

- Research experience
- Research results including patents, publications, teaching etc., taking into account the level of experience
- Independent thinking and leadership qualities
- Match between the fellow's profile and project
- Potential for reaching a position of professional maturity
- Potential to acquire new knowledge

B4 IMPLEMENTATION

- Quality of infrastructure / facilities and international collaboration of host (outgoing and return host)
- Practical arrangements for the implementation and management of the project (outgoing and return host)
- Feasibility and credibility of the project, including work plan
- Practical and administrative arrangements and support for the hosting of the fellow (outgoing and return host)

B5 IMPACT

- Potential of acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training
- Contribution to career development or re-establishment
- Potential for creating long term collaborations and mutually beneficial cooperation between Europe and the Third Country.
- Contribution to European excellence and European competitiveness
- Benefit of the mobility to the European Area

B6 ETHICAL ISSUES

B1. SCIENTIFIC AND TECHNOLOGICAL QUALITY (maximum 8 pages)**Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal**

Outline the research objectives against the background of the state of the art, and the results hoped for. Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or socio-economic reasons for carrying out further research in the field covered by the project. If relevant, provide information on interdisciplinary / multidisciplinary and/or inter-sectoral aspects of the proposal.

Research methodology

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

Originality and Innovative nature of the project, and relationship to the 'state of the art' of research in the field

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

Timeliness and relevance of the project

Describe the appropriateness of the research proposed against the state of the art and outline the benefit that will be gained from undertaking the project at EU level and how the fellowship will contribute to enhance EU scientific excellence and reintegrate the researcher.

Host scientific expertise in the field (outgoing and return host)

The host institutions (outgoing and return phase) must explain their level of experience on the research topic proposed and document their track record of work, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. Similar information should be provided for the *scientist in charge* of the supervision of the project. Where relevant, show that any gender issues associated to the proposal have been adequately taken into account.

Quality of the group/supervisors (outgoing and return host)

The host institutions must demonstrate their track record of previous training achievements especially at an advanced level within the field of research.

B2. TRAINING (maximum 2 pages)**Clarity and quality of the research training objectives for the experienced researcher**

Explain in detail which will be the training objectives of the proposal and how these can be beneficial for the development of an independent research career.

Relevance and quality of additional scientific training as well as of complementary skills offered

Explain how the training provided will contribute to adding different/complementary scientific competencies to the career of the *fellow*. Outline complementary training and skills expected during the execution of the project (such as research management, presentation skills, ethics, etc.).

Host expertise in training experienced researchers in the field and capacity to provide mentoring/tutoring (outgoing and return host)

Give a short outline of the host's (outgoing and return phase) expertise in mentoring/tutoring researchers

B3. RESEARCHER (maximum 7 pages which includes a CV and a list of main achievements)**Research experience**

The applicant must present a comprehensive description of his/her research experience. A scientific/professional CV must be provided and should mention explicitly:

- academic achievements
- list of other professional activities
- any other relevant information

Research results including patents, publications, teaching etc., taking into account the level of experience

Outline the major achievements of the *experienced researcher*. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc., taking into account the level of experience. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of maximum three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

Independent thinking and leadership qualities

Describe the activities that reflect initiative, independent thinking, project management skills and leadership since these are qualities that will be taken into account in the evaluation. Outline the potential for future development of the applicant.

Match between the *fellow's* profile and project

Show that the applicant's skills and experience are suitable for the project proposed.

Potential for reaching a position of professional maturity

Describe the researcher's ability to acquire a position of professional maturity.

Potential to acquire new knowledge

Describe the researcher's ability to acquire new knowledge and skills.

B4. Implementation (maximum 6 pages)**Quality of infrastructure / facilities and international collaboration of host (outgoing and return host)**

The proposal must explain the level of experience of the outgoing host institution on the research topic proposed, including all international collaborations (outgoing and return host). Information provided should include participation in projects, publications, patents and any other relevant results.

The facilities available in both the outgoing and returning host and their adequacy to the research project should be mentioned.

Information on the capacity to provide training in complementary skills that can further aid the *fellow* in the reintegration period should be included. The host needs to specify what are the infrastructures available and whether these can respond to the needs set by the execution of the project.

The European return host's qualities and capabilities to absorb and make use of the experience gained by the returning *fellow* should be described.

Practical arrangements for the implementation and management of the project (outgoing and return host)

The applicant and the host institutions for both phases (outgoing and return) must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

Feasibility and credibility of the project, including work plan

Provide a work plan that includes the goals that can help assess the progress of the project. Mention the arrangements made in terms of supporting the reintegration phase of the *fellow* providing a career development plan where applicable. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project.

Practical and administrative arrangements and support for the hosting of the *fellow* (outgoing and return host)

The host of the outgoing phase should describe what practical arrangements are in place to host a researcher coming from another country. What support will be given to him/her to settle into their new host country (in terms of language teaching, help with local administration, obtaining of permits, accommodation, schools, childcare etc.) The host of the return phase should explain which measures are planned for the successful re-integration of the researcher.

B5. IMPACT (maximum 2 pages)

Potential for acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training

Describe the *fellow's* potential for acquiring (complementary) competencies and skills during the fellowship and which impact this will have on the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.

Explain how the newly acquired skills and knowledge will be transferred from the *Third Country* to the return host

Contribution to career development or re-establishment

How will the fellowship contribute in the medium- and long-term to the development of the *Fellow's* career?

In the case of a *fellow* returning to research, how will his/her re-establishment be helped by the fellowship?

Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the *Third Country*

What is the likelihood of continuing the collaboration between the two hosts after the end of the fellowship?

Contribution to European excellence and European competitiveness

How will the fellowship contribute to the European excellence and European competitiveness?

Benefit of the mobility to the European Research Area

Describe how the proposed mobility will be beneficial to the European Research Area and explain why the mobility is genuine. Genuine mobility is considered as moving from a MS/AC to a Third country allowing the researcher to work in a significantly different geographical and working environment; different from the one in which he has already worked before.

B6. ETHICAL ISSUES

Describe any ethical issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject. The following special issues should be taken into account:

Informed consent: When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of individuals leaving the study prematurely.

Data protection issues: Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identity of the data is protected.

Use of animals: Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments.

Human embryonic stem cells: Research proposals that will involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans;
- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells;
- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the applicants should ensure that for all hESC lines to be used in the project were derived from embryo's
 - of which the donor(s)' express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;
 - that result from medically-assisted in vitro fertilisation designed to induce pregnancy, and were no longer to be used for that purpose;
 - of which the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity; of which the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered to donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate

Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethical review. It enables the independent experts to decide if an ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

(No maximum length for Section B.6: Depends on the number of such issues involved)

Notes:

Any ethical review will be performed solely on the basis of the information available in the proposal. Only in exceptional cases will additional information be sought for clarification. Projects

raising specific ethical issues such as research intervention on human beings¹⁶; research on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethical review.

To ensure compliance with ethical principles, the Commission and REA Services will undertake ethics audit(s) of selected projects at its discretion.

A dedicated website that aims to provide clear, helpful information on ethical issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html

Ethics is central to scientific integrity, honesty and clarity of science. It is considered essential by the European Commission and the REA in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7th Framework programme, ethics issues must be identified and addressed. Proposals that pose ethics concerns will be flagged. If some aspects are incomplete, clarification may be sought, but this will cause delays in the application process. Considering ethics issues from the concept stage of a proposal enhances the quality of research. Applicants should take time to consider the benefit/burden balance of each work package; consider the impact of the research, not only in terms of scientific advancement, but also in terms of human dignity and social and cultural impact; consider elements such as the ethics and social impact of the research and whether there is a balance between the objectives and the means.

The following special issues should be taken into account:

ETHICS REVIEW AND THE REVIEWERS

Ethics review aims to prevent EU funding being used for research activities that contravene fundamental rights.

- Reviewers are selected on the basis of their expertise.
- Reviewers must first register online on CORDIS.
- Reviewers have a wide range of skills. They include doctors, biologists and clinicians, ethicists, lawyers.
- Gender balance is promoted.
- Reviewers come from the European Union and other countries.

Every proposal gets a report outlining the views of the reviewers. No marks are given, but if the proposal is unclear on ethics issues, clarification may be asked for.

ETHICS REVIEW IS AUTOMATIC IF A PROPOSAL INCLUDES:

- Interventions on human beings;
- The use of human embryonic stem cells (hESC); and/or
- The use of non-human primates.

Ethics Review may be necessary if the proposal is flagged by the scientific expert as raising specific ethics issues.

MAIN ETHICS ISSUES THAT MUST BE ADDRESSED

- Informed consent
- Human embryonic stem cells
- Privacy and data protection
- Use of human biological samples and data
- Research on animals
- Research in developing countries
- Dual use

¹⁶ Such as clinical trials, and research involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

AREAS EXCLUDED FROM FUNDING

- Research activity aiming at human cloning for reproductive purposes.
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research related to cancer treatment of the gonads can be financed).
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

MAJOR CHANGES FROM FP6 TO FP7

The Ethic Review will be carried out on the proposal as it is submitted.

- No additional information will be requested at Ethical Review.
- Drafts of Information Sheet and Consent Form have to be submitted.
- No need to submit copies of legislation.

INFORMED CONSENT

When is it needed?

- When children are involved
- Healthy volunteers
- Human genetic material
- Human biological samples
- Human data collection

WHAT MUST BE IN A CONSENT FORM?

A statement confirming that this is a research project.

- The purpose of the research, the duration, procedures to be used and identification of any experimental procedure.
- A description of the foreseen risks and benefits to be included.
- A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
- A disclosure of any alternative procedures that might be beneficial.
- For research involving more than minimal risk, an explanation as to whether there are any treatments or compensation if injury occurs and if so what they consist of or where further information can be obtained.
- Identify the contact person for answers to questions about the research and research subject's rights, and whom to contact in the event of injury to the subject.
- A statement that participation is voluntary, withdrawal from the research can be undertaken at any time without loss of benefits which the subject is otherwise entitled to.

HOW TO DEAL WITH INFORMED CONSENT IN PRACTICE?

Ensure that:

- it is understood. Explain how you check the critical part of the process;
- it excludes vulnerable persons, prisoners, mentally impaired persons, severely-injured patients, very young children, but avoid lost opportunities for these persons. The framework should guarantee their participation (notion of surrogate legal/ therapeutic representative);
- you address the fact that people rarely recall what they have agreed upon when signing an informed consent form.

PRIVACY AND DATA PROTECTION

Privacy problems exist wherever uniquely identifiable data relating to a person is collected or stored, in digital form or otherwise. Improper disclosure control can be the root cause for privacy issues.

Data affected by privacy issues

- Health Information
- Financial and Genetic information
- Criminal justice
- Location information
- Data privacy/sharing data while protecting identifiable information

How to address Data protection and Privacy?

- Describe the procedures for informed consent confidentiality.
- Inform consent for duration and limited purposes.
- Encode or make anonymous banked biomaterial, security for storage and handling and make sure it is lawfully processed.
- Check for accuracy, and security Check for data transferred abroad unprotected.

DUAL USE

Dual use is a term used to refer to technology which can be used for both peaceful and military aims.

DOUBLE STANDARDS

The issues at stake when conducting research in *Third Countries* are linked with applying the same criteria to other cultures. This implies that you take into account the wide disparities in health systems, the burden of disease, the level of literacy and the scientific and ethics infrastructures.

HUMAN EMBRYONIC STEM CELL RESEARCH (HESC)

Each proposal using hESC is assessed by at least two independent ethics reviews: one in the country where the research is carried out and one at the EU level. No system in the world offers a higher guarantee regarding the respect of fundamental ethics principles.

When involving the use of hESC in their research project, researchers should take into account and specify:

- if it does not destroy embryos (including to procure stem cells);
- if the consortium has taken into account the legislation, regulations, ethics rules and/or codes of conduct in place in the countries where the research using the hESC will take place, including the procedures for obtaining informed consent;
- the source of the hESC;
- the protection of personal data (genetic data and privacy);
- the nature of financial inducements, if any;
- positive opinion from a Committee constituted by Member States representatives;
- approval of the relevant national or local ethics committee prior to the start of the research activities.

ELEMENTS FOR A GOOD APPROACH

- Foresee Ethics Responsibility at the level of Work-Package Leadership.
- Include a flowchart of the Ethics review process within the partnership.
- Include an appropriate periodic report on ethics.
- Ethics consideration is reflected in the structure of the proposal.
- Include an Ethics Standing Committee or at least a periodic monitoring for ethics.
- Include a Work Package on Ethics (if relevant).
- Specifically include: Insurance of participants, Conflict of interest, Incidental findings.
- The content of the Ethics part of the proposal should reflect that the issue was thought of thoroughly.
- Address possible ethics issues, even if to justify that they are not applicable, give justification.
- Justify the choice of animals, estimate the numbers.
- Take into account data, data transfer, banks, collecting samples, future clinical trials.

RESEARCH ON ANIMALS

- Address the question of animal by explaining your choices of species.
- Make a detailed and convincing explanation for the application of the 3Rs: Reduction, Replacement, Refinement.
- Justify species and give an estimate of numbers of animals you will use.
- Refer humane end points and pain suffering.
- Check for alternatives.

FOR MORE INFORMATION

- Guide for Applicants and Ethics Review guidance: <http://cordis.europa.eu/fp7/dc/index.cfm>
- Experts' registration: <https://cordis.europa.eu/emmf7/>
- Ethics Review: http://cordis.europa.eu/fp7/ethics_en.html
- Research on Animals: <http://www.nc3rs.org.uk/category.asp?catID=3> and http://www.vet.uu.nl/nca/links/databases_of_3r_models

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethical review. It enables the independent experts to decide if an ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

ETHICAL ISSUES TABLE

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred automatically to Ethical Review)

	Research on Human Embryo/ Foetus	YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Research on Humans	YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Privacy	YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Research on Animals	YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Research Involving Developing Countries	YES	Page
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Dual Use	YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

International Outgoing Fellowships (IOF)
Call: FP7-PEOPLE-2010-IOF

PART B

“PROPOSAL ACRONYM”

Frequently Asked Questions

1. How will the mobility be evaluated by experts?

Mobility is a central plank to Marie Curie funding. It is evaluated in the "Impact" criterion. Considering the sub-criteria in this section, it is obvious that mobility is interwoven into most aspects; evaluators need to take a balanced view as to how the researcher intends to benefit from this mobility and how effective it will be.

In all of this, it is very important that the researcher, in the proposal, clearly and effectively articulates the advantages of mobility as expressed through the Fellowship, to their personal, scientific development.

2. How the REA communicates after the call deadline?

The applicant will receive the Acknowledgment of Receipt (AoR) of its application (normally a few days after the closure of the call). From then onwards, the REA will communicate with the "person in charge", namely the scientist in charge of the research activities (via email).

3. Can the Scientist in charge also be a referee?

The Supervisor of the project (or scientist in charge) cannot be a referee of the researcher. The role of the scientist in charge is to supervise the research activity of the researcher during the fellowship, whilst referees have not to be involved in the proposal's preparation.

4. Are referees' assessments really taken into account? Would it be helpful for the evaluation of a proposal if a referee provides a positive assessment?

Reference letters are not compulsory. Thus, having them might help an applicant to show his/her potential and qualities to the evaluators; anyway, not having them does not compromise the evaluation. Please note that a referee has to describe in details the qualities of the applicant, regarding his/her research experience, aptitude and potential for high scientific achievements.

5. May a researcher apply twice, by submitting the same proposal in two different Marie Curie actions?

Only one proposal may be submitted in an evaluation procedure at any one time for any of the Marie Curie actions within the People 2010 Work Programme. Any action may not be funded twice and therefore, the REA not conclude two *grant agreements* for the same project.

6. Where and in what format may references be added?

References sections may be located wherever you want (after each section or together at the end of the proposal). They are taken into account in the maximum number of page recommended.

7. What are NCPs?

National Contact Points (NCPs) are a network of offices where information on EU programmes is available and they may provide assistance to the researcher in his/her application.

8. Is it possible to proceed with our proposal submission without a PIC?

The use of a unique Participants Identification Code (PIC) is not compulsory for proposal submission, but it is strongly recommended as it helps identify the participant. However, if the participants are organisations which have not yet registered for participation in FP7 calls and want to submit a proposal for a call which closes in less than 48 hours, they should proceed without a PIC.

9. Which PIC number should be included in the EPSS form?

The PIC of the host organisation is to be included.

10. Is the Ethical issue table to be included at the end of a proposal even if no ethical issues apply to the research activities?

Yes, such a table is to be included but if there are no ethical issues it is to be filled in with NO.

11. Is there any possibility to protect proposals from competitors in the submission process?

Please note that all our experts have to sign a clause of confidentiality that obliges them not to disclose information related to the evaluation procedure.

12. Is there only one opportunity to get the Marie Curie fellowship?

Although a rule to this effect existed under a previous Framework Programme, there is no limit any longer to how many years/times you can be funded under the Marie Curie Actions. Funding opportunity even exists via the Marie Curie European Reintegration Grant where a pre-condition is having previously benefited from a training and mobility action under the 6th or 7th Framework programmes of at least 18 months. It is important to recall that in case of submission of a proposal concerning a project in the same field for which the applicant/participant has already previously received EU financing under the 7th Framework programme, other EU programmes or under previous Framework Programmes, the applicant has to demonstrate the substantial added value of the new project in relation to the project previously financed.

13. Is the 250 word limit applicable to each of the three accomplishments or all 3 together (i.e. about 80 words for each)?

For part B3 the limit of 250 words is for the total of the three major accomplishments.

14. Could the letter of the referee be uploaded on EPSS or sent by email after the deadline for proposal submission?

No document can be submitted after the call deadline.

15. What does "laboratory based" mean?

The notion of "laboratory based" refers to costs associated with the proposal beyond those of a purely theoretical study which is executed with office based equipment such as field trips, expensive computer run-time, supply of chemicals or costs associated with working in a laboratory.