## Proposal Part B Template

**DOCUMENT 1**

**START PAGE**

MARIE SkŁodowska-CURIE ACTIONS

**Individual Fellowships (IF)**

**Call:** **H2020-MSCA-IF-2016**

PART B

“PROPOSAL ACRONYM”

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

**[Standard EF] [CAR] [RI] [SE] [GF]**

**[Delete as appropriate]**

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

***DOCUMENT 1 (13-PAGE LIMIT APPLIED)***

**START PAGE (1 page)**

**LIST OF PARTICIPATING ORGANISATIONS**

**Start page count (MAX 10 PAGES SECTIONS 1-3)**

**1. EXCELLENCE**

**2. IMPACT**

**3. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

**STOP page count (MAX 10 PAGES SECTIONS 1-3)**

***DOCUMENT 2 (NO OVERALL PAGE LIMIT APPLIED)***

**4. CV of the experienced researcher**

**5. Capacities of the PARTICIPATING ORGANISATIONS**

**6. Ethical aspects**

**7. Letter of commitment of PARTNER ORGANISATION (GF only)**

*Please note that:*

* *Applicants must ensure that document 1 does not exceed the total page limit of 13 pages. The Start Page must consist of 1 whole page. The Table of Contents must consist of 1 whole page. The List of Participating Organisations must consist of 1 whole page. Section 1 must start on page 4 of the document. Expert evaluators will be instructed to disregard any excess pages above the 10 page limit. Such excess pages will be watermarked.*
* *No reference to the outcome of previous evaluations of a similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.*

**List of Participating Organisations**

Please provide a list of all participating organisations (both beneficiaries and, where applicable, partner organisations[[1]](#footnote-2)) indicating the legal entity, the department carrying out the work and the supervisor.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation foreseen (academic/non-academic) must be stated.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Participating organisations** | **Legal Entity Short Name** | **Academic (tick)** | **Non-academic (tick)** | **Country** | **Dept./****Division /****Laboratory** | **Supervisor** | **Role of Partner Organisation[[2]](#footnote-3)** |
| Beneficiary |  |  |  |  |  |  |  |
| - NAME |  |  |  |  |  |  |  |
| Partner Organisation |  |  |  |  |  |  |  |
| - NAME |  |  |  |  |  |  |  |

**Data for non-academic beneficiaries**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Location of research premises****(city / country)** | **Type of R&D activities**  | **No. of full - time employees** | **No. of employees in R&D** | **Web site** | **Annual turnover****(approx. in Euro)** | **Enterprise status (Yes/No)** | **SME status[[3]](#footnote-4) (Yes/No)** |
|  |  |  |  |  |  |  |  |  |

**Please note that:**

* Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**;
* The information in the table for non-academic beneficiaries **must be based on current data, not projections**.

**Start page count – MAX 10 PAGES**

**1. Excellence**[[4]](#footnote-5)

**1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)**

You should develop your proposal according to the following lines:

* Introduction, state-of-the-art, objectives and overview of the action
* Research methodology and approach: highlight the type of research / innovation activities proposed
* Originality and innovative aspects of the research programme: explain the contribution that the action is expected to make to advancements within the action field. Describe any novel concepts, approaches or methods that will be employed.
* The gender dimension in the research content (if relevant)
* The interdisciplinary aspects of the action (if relevant)
* Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *experienced researcher* and new collaboration opportunities for the host organisation(s).

**1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host**

Describe the training that will be offered.

Outline how a two way transfer of knowledge will occur between the researcher and the host institution(s):

* Explain how the *experienced researcher* will gain new knowledge during the fellowship at the hosting organisation(s)
* Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

For Global Fellowships explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe (the beneficiary) during the incoming phase.

**1.3 Quality of the supervision and of the integration in the team/institution**

* Qualifications and experience of the supervisor(s)

Provide information regarding the supervisor(s): the level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising researchers. Information provided should include participation in projects, publications, patents and any other relevant results.

* Hosting arrangements[[5]](#footnote-6)

The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain the maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

For GF both phases should be described - for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re-)integration of the researcher.

**1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence**

Applicants should demonstrate how the proposed research and training will contribute to the further professional development as an independent/mature researcher.

Describe **briefly** how the host will contribute to the advancement of the researcher's career.

Therefore, a complete **Career Development Plan should not be included in the proposal**, but it is part of implementing the action in line with the European Charter for Researchers.

**2. Impact**

**2.1 *Enhancing the potential and future career prospects of the researcher***

Explain the expected impact of the planned research and training on the career prospects of the experienced researcher after the fellowship. Which new competences will be acquired?

**2.2 *Quality of the proposed measures to exploit and disseminate the action results***

Describe how the new knowledge generated by the action will be disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised.

What is the dissemination strategy - targeted at scientists, potential users and to the wider research and innovation community - to achieve the potential impact of the action?

Please make also reference to the "Dissemination & exploitation" section of the H2020 Online Manual[[6]](#footnote-7).

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

**Dissemination, exploitation of results**

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

Concrete planning for section 2.2 must be included in the Gantt Chart (see point 3.1).

***2.3*. *Quality of the proposed measures to communicate the action activities to different target audiences***

Please make also reference to the guidelines [*Communicating EU research and innovation guidance for project participants*](http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf)*[[7]](#footnote-8)* as well as to the "communication" section of the H2020 Online Manual[[8]](#footnote-9)*.*

Concrete planning for section 2.3 must be included in the Gantt Chart (see point 3.1).

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

**Public engagement**

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

**3. Quality and Efficiency of the Implementation**

***3.1 Coherence and effectiveness of the work plan***

The proposal should be designed in such a way to achieve the desired impact. A Gantt Chart should be included in the text listing the following:

* Work Packages titles (for EF there should be at least 1 WP);
* List of major deliverables, if applicable;[[9]](#footnote-10)
* List of major milestones, if applicable;[[10]](#footnote-11)
* Secondments, if applicable.

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

**Example Gantt Chart**

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

|  |  |  |
| --- | --- | --- |
|  |  | **Global Fellowship only** |
| **Month** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** |
| ***Work package*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Deliverable*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Milestone*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Secondment*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Conference*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Workshop*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Seminar*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Dissemination*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Public engagement*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Other*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Delete rows and columns that do not apply.***

***3.2. Appropriateness of the allocation of tasks and resources***

Describe how the work planning and the resources mobilised will ensure that the research and training objectives will be reached.

Explain why the amount of person-months is appropriate in relation to the activities proposed.

***3.3 Appropriateness of the management structure and procedures,* including risk management**

Describe the:

* Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached;
* Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur.

***3.4******Appropriateness of the institutional environment (infrastructure)***

The active contribution of the beneficiary to the research and training activities should be described. For GF also the role of partner organisations in Third Countries for the outgoing phase should appear.

* Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).
* Describe the infrastructure, logistics, facilities offered in as far they are necessary for the good implementation of the action.

 **STOP page count – MAX 10 pages**

1. All partner organisations should be listed here, including secondments [↑](#footnote-ref-2)
2. For example hosting secondments, for GF hosting the outgoing phase, etc. [↑](#footnote-ref-3)
3. As defined in [Commission Recommendation 2003/361/EC](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF). [↑](#footnote-ref-4)
4. Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit. [↑](#footnote-ref-5)
5. The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion. [↑](#footnote-ref-6)
6. <http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm> [↑](#footnote-ref-7)
7. <http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf> [↑](#footnote-ref-8)
8. <http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm> [↑](#footnote-ref-9)
9. A deliverable is a distinct output of the action, meaningful in terms of the action’s overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicants wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here.

Deliverable numbers ordered according to delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4. [↑](#footnote-ref-10)
10. Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development. [↑](#footnote-ref-11)