

Marie Skłodowska-Curie Actions Innovative Training Networks Part B – Description of the Proposal



- Aufbau eines Antrags – Part B
- Ergänzende Kommentare
- Unterstützung
- Linksammlung



Für jede Ausschreibung den aktuellen **Guide for Applicants (GfA)** verwenden → Sicherstellen dass man den Richtigen verwendet!

Aktueller GfA: H2020-MSCA-ITN-2017

Version: 2.0 – 2017.1

Date of publication: 15. September 2016

Download vom **Participants Portal (PP)**

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-itn-2017.html>

Unter „Topic conditions and documents“ → „Additional documents“

- Teil A: Administrative Formulare → Mehr Information dazu morgen
- **Teil B: Beschreibung des Projekts** → Wird bei einer Förderung zu Annex I im Vertrag

- Genaue Angaben im GfA Annex 4
- **Template** von Electronic Submission Service downloaden!!!
- Schriftgröße: **min. 11 points** (z.B. Arial oder Times New Roman)
- Ränder: min. **1,5 cm**
- **Literaturreferenzen**: in der Fußnote, mind. Größe 8
- Kopf und Fußzeile auf jeder Seite:
 - Kopfzeile: **Akronym + Implementation Mode** (ETN, EID, EJD)
 - Fußzeile: Seitenanzahl „**Part B- Page X of Y**“

AUFBAU EINES ANTRAGS – STRUKTUR

If 2 whole pages are not used, remaining space must be left blank

Experts will disregard any excess pages

- Start Page } 1 whole page
- Table of Contents } 1 whole page
- List of Participants etc. } max. 2 whole pages
- 1. Excellence, page 5 } max. 30 pages
- 2. Impact }
- 3. Implementation }
- 4. Gantt Chart }
- 5. Capacities of the Participating Organisations }
- 6. Ethical Issues }
- 7. Letters of Commitment }

Document 1:
max. 34 pages

Document 2:
No page limit, but respect the instructions given per section

Submission possible only if doc. 1 and 2 provided

PART B – LIST OF PARTICIPANTS



Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation ¹
<u>Beneficiaries</u>								
- NAME								
<u>Partner Organisations</u>								
- NAME								

[1] For example, delivering specialised training courses, hosting secondments, etc.

PART B – 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 (in Euro)	Enterprise status (Yes/No)	SME status ² (Yes/No)

- Information basierend auf **aktuellen Daten**, keine Prognosen!
- Angaben bzgl. der **Kapazität** der teilnehmenden Organisationen werden in der Verhandlungsphase **überprüft**

^[2] As defined in [Commission Recommendation 2003/361/EC](#)

PART B – DECLARATIONS

Name (institution / individual)	Nature of inter-relationship

Evtl. **Abhängigkeiten unter den Teilnehmern** (z.B. Familienbande, gemeinsame Räumlichkeiten oder Anlagen, gemeinsamer Besitz, finanzielle Interessen, gemeinsames Personal/Leitung usw.) müssen in diesem Teil des Antrags **erklärt** werden.

PART B – CHARTER & CODE



FFG

Check if the participants signed the declaration of endorsement for the C&C and/or even have the HRS4R logo (info on Euraxess)
→ Refer to this in the proposal

Die Prinzipien des *“European Charter for Researchers and Code of Conduct for the Recruitment of Researchers” (Charter&Code)*, die eine offene, transparente **Rekrutierung** sowie attraktive **Arbeitsbedingungen** befürworten, sollen von allen TeilnehmerInnen der Marie Skłodowska-Curie Actions **unterstützt und umgesetzt** werden

<http://ec.europa.eu/euraxess/index.cfm/rights/whatIsAResearcher>

http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf

KAPITEL 1 – EXCELLENCE



FFG

Gender aspects
in context of the
planned research
activities

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

Introduction, objectives and overview of the research programme

ETN: explained how the **individual projects of the ESR** will be integrated into / contribute to - the overall research programme

EJD and **EID**: describe the **research projects** in the context of a **doctoral training** programme

Research methodology and approach

Originality and innovative aspects of the research programme
in light of the current **state of the art** and existing programmes / networks / doctoral research trainings

Eventually
break down
the research
activities into
WPs already
in this section

Table 1.1: Work Package List

Only brief headings and overviews, more details in 3.1

WP No.	WP Title ¹	Lead Beneficiary No.	Start Month	End Month	Activity Type ²	Lead Beneficiary Short Name	ESR involvement ³
WP1							
WP2							

[1] A **work package** is defined as a **major subdivision** of the proposed action.

[2] E.g., research, management, dissemination, etc.

[3] Indicate which ESR(s) will participate in the WP in question

KAPITEL 1 – EXCELLENCE

Three aspects:

- 1) Scientific training (the own sub project of the ESR)
- 2) Additional scientific training
- 3) Training in soft/transferable/complementary skills

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

Overview and content structure of the training ([ETN](#)) or doctoral programme ([EJD/EID](#))

including **network-wide training events** and **complementarity** with those programmes offered locally at the participating organisations. Include **table 1.2a** (Recruitment Deliverables per Beneficiary) and **table 1.2b** (Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries)

Role of non-academic sector in the training programme

Important!

Table 1.2.a: Recruitment Deliverables per Beneficiary

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

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

	Main Training Events & Conferences	ECTS ¹ (if any)	Lead Institution	Action Month (estimated)
1				
2				
3				
...				

¹ **ECTS:** European Credit Transfer and Accumulation System.

http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

1.3 Quality of the supervision (including mandatory joint supervision for EID and EJD)

Qualifications and supervision experience of supervisors

Quality of the joint supervision arrangements (mandatory for EID and EJD)

Role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (**section 5**)

Good to have „Supervisor teams“ (also for ETNs), e.g. one from each sector (A/NA)

Difficult to know where to provide which information, but include supervision experience in 1.3

KAPITEL 1 – EXCELLENCE



European Charter for Researchers (p. 21):

Definitely no copy/paste from the C&C/GfA, but good to “tell it in other words” in the proposal

Supervision

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

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

1.4 Quality of the proposed interaction between the participating organisations

Contribution of all participating organisations to the research and training programme

Synergies between participating organisations


Exposure of recruited researchers to different (research) environments, and the complementarity thereof



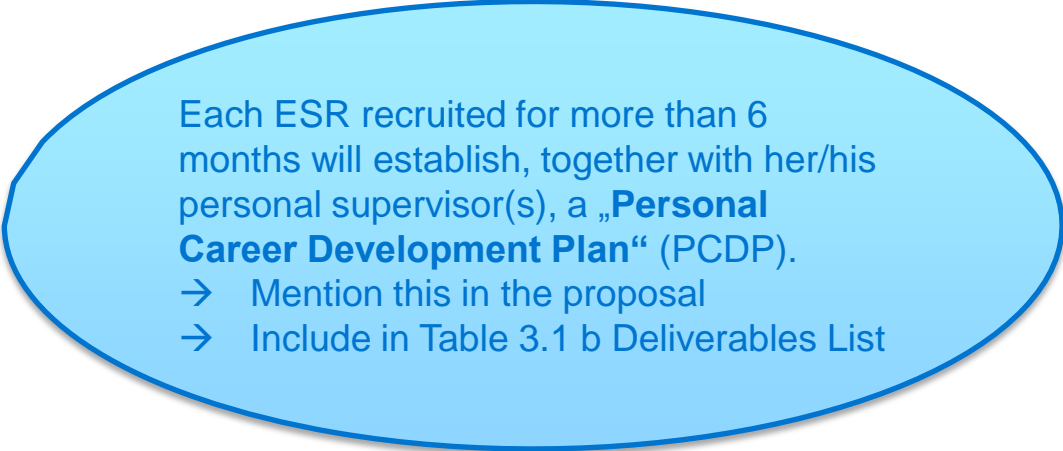
Important!

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

Explain the impact of the research and training on the fellows' careers.



The most important thing!



Each ESR recruited for more than 6 months will establish, together with her/his personal supervisor(s), a „**Personal Career Development Plan**“ (PCDP).
→ Mention this in the proposal
→ Include in Table 3.1 b Deliverables List

Important!

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

- a) Contribution of the non-academic sector to the doctoral / research training (**as appropriate** to the implementation mode (ETN/EJD/EID) and research field)
- b) Developing sustainable joint doctoral degree structures (for **EJD** only)

Important!

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

Dissemination of the research results

Exploitation of results and intellectual property

Concrete plans for section 2.3 must be **included in the corresponding implementation tables.**

Open
Access

Open
Research
Data
(if applicable)

What will happen
with the results?
What would be
the next step?
To whom can it be
useful?

IP:

- Short description of background and results
- Include a plan for IP and exploitation as a deliverable at the beginning of the project
- Mention that details will be part of the CA



Guidelines
„Outreach and
Communication
Activities in the
MSCA under
Horizon 2020“

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

Communication and public engagement strategy

Important!

Concrete plans for section 2.4 must be **included** in the corresponding **implementation tables**.

KAPITEL 2 – IMPACT

Definitely no copy/paste from the C&C/GfA, but good to “tell it in other words” in the proposal



FFG

European Charter for Researchers (p. 13 and 14):

Dissemination, exploitation of results

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

Public engagement

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

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

Work Packages description: **table 3.1a**

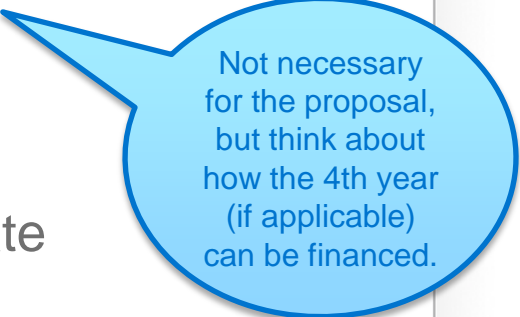
List of major deliverables: **table 3.1b**, including the awarding of doctoral degrees, where applicable (also after the end of the action)

List of major milestones: **table 3.1c**

Fellow's individual projects: **table 3.1d**

Gantt Chart, including **secondment plan** (use template in section 4)

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



Not necessary for the proposal, but think about how the 4th year (if applicable) can be financed.

Table 3.1.a: Description of Work Packages

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

A **work package** is defined as a **major subdivision** of the proposed action

Table 3.1.b: Deliverables List

<i>Scientific Deliverables</i>						
Deliverable Number ¹	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type ²	Dissemination Level ³	Due Date
e.g. 1.1						
<i>Management, Training, Recruitment ⁴ and Dissemination Deliverables</i>						
Deliverable Number ¹	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type ²	Dissemination Level ³	Due Date
e.g. 4.1						

A **deliverable** is a **distinct output** of the action, meaningful in terms of the action's overall objectives (e.g. a report, a document, a software, etc.)

^[1] Deliverable numbers in order of delivery dates. Numbering convention <WP number>.<number of deliverable within that WP>

^[2] Please indicate the nature of the deliverable using one of the following codes:

R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination/exploitation; **OTHER** = Other including coordination

^[3] Please indicate the dissemination level using one of the following codes:

PU = **Public**: fully open, e.g. web; **CO** = **Confidential**: restricted to consortium, other designated entities (as appropriate) and Commission services; **CI** = **Classified**: classified information as intended in Commission Decision Commission Decision 2001/844/EC.

^[4] Including overall recruitment (e.g. advertising vacancies), Researcher Declarations on Conformity, **Career development Plan**, training deliverable x, etc.). The individual recruitments should only be listed in Table 1.2a

Consider the footnotes !

Table 3.1.c: Milestones List

Number	Title	Related Work Package(s)	Lead Beneficiary	Due Date ¹	Means of Verification ²

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 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 consortium must decide which of several technologies to adopt for further development.

^[1] Measured in months from the actions start date (month 1).

^[2] Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

Table 3.1d: Individual Research Projects

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

If possible/
meaningful, in
the other sector

If applicable and relevant, **linkages between the individual research projects and the work packages** should be summarised here (one table per fellow).

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

Should fit to the project, but – „better keep it simple“!

Network organisation and management structure, including financial management strategy, strategy for dealing with scientific misconduct

Joint governing structure (mandatory for EID and EJD actions)

EJD: joint admission, selection, supervision, monitoring and assessment procedures

Supervisory board

All project participants (beneficiaries and partner organisations) must be represented in the SB.
Good to include ESR-representative!



KAPITEL 3 – IMPLEMENTATION

- Job posting (Euraxess mandatory)
- Open, merit based
- Selection of the ESRs
- Decision making
- Equal opportunities (gender, nationality, religion...)
- etc.

3.2 ff

Recruitment strategy

Progress monitoring and evaluation of individual projects

Risk management at consortium level (including table 3.2a)

Intellectual Property Rights (IPR)

Booklet
„IP Management
in MSCA“

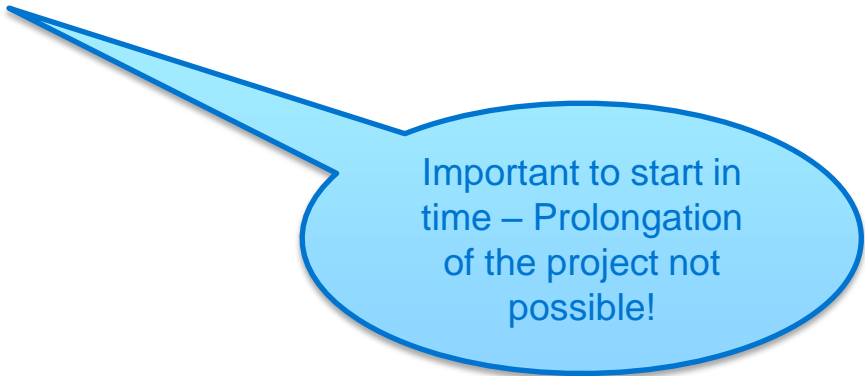
Gender aspects (both at the level of **recruitment** and that of **decision-making** within the action)

Data management plan (only if participating in Open Research Data pilot – see page 21)

Include as Deliverable,
if applicable

Table 3.2a: Implementation Risks

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



Important to start in time – Prolongation of the project not possible!

KAPITEL 3 – IMPLEMENTATION

Definitely no copy/paste from the C&C/GfA, but good to “tell it in other words” in the proposal



FFG

The European Code of Conduct for the Recruitment of Researchers (p. 24) :

Recruitment

*Employers/funders should establish recruitment procedures which are **open, efficient, transparent, supportive and internationally comparable**, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the **working conditions and entitlements**, including **career development prospects**. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.*

Selection

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

3.3 Appropriateness of the infrastructure of the participating organisations

Explain the **appropriateness of the infrastructure** of each participating organisation, as outlined in Section 5 (Participating Organisations), **in light of the tasks allocated** to them in the action.

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

Consortium composition and exploitation of participating organisations' complementarities:

explain the **compatibility and coherence between the tasks attributed** to each beneficiary/partner organisation in the action, including in light of their experience

Commitment of beneficiaries and partner organisations to the programme (for partner organisations, please see also sections 5 and 7)

3.4 ff

i) Funding of non-associated Third countries (if applicable): Only entities from EU Member States, from H2020 Associated Countries or from countries listed in General Annex A to the Work Programme are automatically eligible for EU funding. If one or more of the **beneficiaries** requesting EU funding is based in a country that is **not automatically eligible for such funding**, the application shall explain in terms of the objectives of the action **why such funding would be essential**. Only in **exceptional cases** will these organisations receive EU funding.¹ The same applies for international organisations other than IEIO.

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

^[1] Article 10 of the Rules for participation and dissemination in “Horizon 2020” (Regulation (EU) No. 1290/2013 of the European Parliament and of the Council of 11 December 2013).

KAPITEL 5 – PARTICIPATING ORGANISATIONS



Beneficiary / Partner Organisation Legal Name	
General Description	<i>Short description of the activities relevant to the action</i>
Beneficiaries: Role and Commitment of key persons (including supervisors) Partner: Key Persons and Expertise	<i>Including names, title and the intended extent of involvement in the action – in percentage of full-time employment - of the key scientific staff who will be involved in the research, training and supervision</i>
Key Research Facilities, Infrastructure and Equipment	<i>Outline the key facilities and infrastructure available and demonstrate that each team has sufficient capacity to host and/or offer a suitable environment for supervising the research and training of the recruited Early-Stage Researchers</i>
Only beneficiaries: Status of Research Premises	<i>Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other beneficiaries and/or partner organisations in the consortium?</i>
Previous Involvement in Research and Training Programmes	<i>Detail any relevant EU, national or international research and training actions/projects in which the beneficiary/partner organisation has previously participated</i>
Current Involvement in Research and Training Programmes	<i>Detail any relevant EU, national or international research and training actions/projects in which the beneficiary/partner organisation is currently participating</i>
Relevant Publications and/or Research/Innovation Product	<i>Max. 5 for beneficiaries. Max. 3 for partner organisations.</i>

All **beneficiaries (max. one page)** and **partner organisations (max half a page)** must complete the table (min font size: 9)

- All research activities in **Horizon 2020** must respect **fundamental ethics principles**, including those reflected in the **Charter of Fundamental Rights of the European Union**:
http://www.europarl.europa.eu/charter/default_en.htm
- All proposals considered for funding will be submitted to an **Ethics Review**. It is the **applicants' responsibility to identify any potential ethical issues**, to handle the ethical aspects of their proposal, and to detail how they plan to address them.
- If any **ethics issues** have been entered in **Part A**, then an **ethics self-assessment** must be included in this section. For more **details**, please refer to the “**H2020 How to complete your Ethics Self-Assessment**” guide:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf



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

Should the proposal be selected for funding, applicants may be required to provide the following documents upon REA's request, if they are already in their possession:

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

- If these documents are not in English, applicants must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

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

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

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.)
- Research **methodology** (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc.)
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

KAPITEL 7 – LETTERS OF COMMITMENT

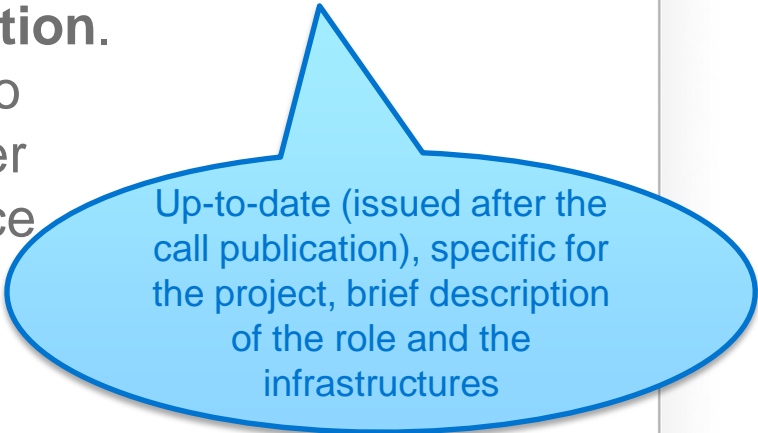


Compare also
with GfA, p. 37

FFG

- **Partner organisations** must include a **letter of commitment** to ensure their **real and active participation**.

The expert evaluators will be instructed to **disregard** the contribution of any partner organisations for which no such evidence of commitment is submitted.



Up-to-date (issued after the call publication), specific for the project, brief description of the role and the infrastructures

- **EJD: Letters of Institutional Commitment** must also be included from those beneficiaries **awarding doctoral degrees, indicating their commitment to award joint, double or multiple doctoral degrees**. These letters should be **signed by the beneficiary's authorised legal representative**. They should also indicate agreement with the principle that the awarding of such degrees **is a precondition for funding**.

KAPITEL 7 – LETTERS OF COMMITMENT

- Recent date
- Referring to the relevant call
- Commitment to contribute to ITN “xy” and to provide all necessary infrastructure etc.
- Confirm that the organisation has the capacity to supervise/train...
- Statement e.g. of the contribution to:
 - the Supervisory board
 - host secondments
 - trainings
 - scientific expertise in regard to WP/ESR project...
 - mutual recognition of diplomas/certificates/...

... as described in the proposal.

The LoC should be on headed paper and signed in order to demonstrate the credibility of the organisation's commitment to the ITN.

There is no template, but it could include information like e.g. ...

- Die Struktur des **GfA** für Part B **folgen!!!**
- Jedes Part B-Kapitel wenn möglich in weiteren **Überschriften den Evaluierungskriterien folgend** strukturieren
- Manchmal schwierig zu wissen, **wo welche Information** platziert werden soll → **Fragen Sie uns**, wenn Sie nicht weiter wissen
- **Konsistenz einhalten!!!** → Ziele müssen sich in den WPs, Deliverables und Milestones wiederfinden und vice-versa!!!
- **Jedes Kapitel ist wichtig – es geht um Zehntel-Punkte!**

- Zeigen Sie, dass es auf dem betr. Gebiet einen **Bedarf** an gut ausgebildeten **NachwuchswissenschaftlerInnen** gibt
- Den **Karriere-Entwicklungsaspekt der ESRs** immer im Hinterkopf behalten!
- Wenn es **Interdisziplinäre** oder **Intersektorale Aspekte** gibt – heben Sie es hervor!
- Überall die **Rolle des non-academic** Sektors herausstreichen.

➤ Nationale Kontaktstelle für MSCA in Österreich:

Therese Lindahl – NCP: therese.lindahl@ffg.at
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➤ Nationale Kontaktstellen in anderen Ländern → Kontakt via [Participant Portal](#)

➤ Forschungsservices der Universitäten → www.forschungsservice.at

➤ ITN-Projektteilnehmer an Ihrer Institution

LINKSAMMLUNG

Useful information for the implementation of FP7-MCA projects

You can find (almost) everything here!

You cannot do without them!!!

Important to now and keep in mind

- [The EC MSCA Website](#)
- [Participant Portal](#)
- [MSCA Work Programme 2016-2017 and the Guide for Applicants ITN Call 2017](#)
- [IT-Helpdesk](#)
- [European principles for innovative doctoral training](#)
- [European Charter for Researchers and Code of Conduct for the Recruitment of Researchers](#)
- [IP management in Horizon 2020 Marie Skłodowska-Curie Actions](#)
- [Outreach and Communication Activities in the MSCA under Horizon 2020](#)
- [Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020](#)
- [Guidelines on FAIR Data Management in Horizon 2020](#)
- [Rome Declaration on Responsible Research and Innovation in Europe](#)
- [LERU model consortium agreement for ETNs](#)

**FFG-Proposal Check „Deadline“:
5.12.2016**

**ITN-EINREICHDEADLINE:
10.1.2017, 17:00:00!**