



# **THE 2013 PEOPLE PROGRAMME GUIDE FOR APPLICANTS**

**Marie Curie Actions  
(Call-Specific)**

## **Marie Curie Career Integration Grants (CIG)**

Call identifier: FP7-PEOPLE-2013-CIG

Closing dates: 7<sup>th</sup> March 2013 and 18<sup>th</sup> September 2013 at  
17:00:00 (Brussels local time)

To be read in conjunction with the Guides for Applicants,  
General and Ethics Parts

Date of publication: 19/02/2013

Version Number: 2013.2

**Please note**

The 2013 Marie Curie Actions are:

**FP7-PEOPLE-2013-CIG**  
**FP7-PEOPLE-2013-COFUND**  
**FP7-PEOPLE-2013-IAPP**  
**FP7-PEOPLE-2013-IEF**  
**FP7-PEOPLE-2013-IIF**  
**FP7-PEOPLE-2013-IOF**  
**FP7-PEOPLE-2013-IRSES**  
**FP7-PEOPLE-2013-ITN**

Guides for Applicants for any other action in the People Programme, or indeed in any FP7 programme, can be found by following the links at <http://ec.europa.eu/research/participants/portal>

**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 Participant Portal.**

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

**CHANGES MADE TO VERSION 2013.2 (19/02/2013):**

- Description of process for referees' assessments (pages 6-7)**

# Contents

<b>THE ESSENTIALS</b> .....	<b>4</b>
<b>1. ABOUT THE MARIE CURIE ACTIONS: "CAREER INTEGRATION GRANTS" (CIG)</b> .....	<b>6</b>
1.1 GENERAL ASPECTS.....	6
1.2 CAREER INTEGRATION GRANTS .....	7
1.3 CIG ELIGIBILITY CRITERIA .....	8
1.4 FINDING YOUR WAY THROUGH THE ELIGIBILITY CONDITIONS .....	10
1.5 FINANCIAL REGIME.....	11
1.6 THE PROJECT PHASE .....	12
1.7 ETHICAL ISSUES .....	14
<b>ANNEX 1: TIMETABLE AND SPECIFIC INFORMATION FOR THIS CALL</b> .....	<b>15</b>
<b>ANNEX 2: EVALUATION CRITERIA AND PROCEDURES TO BE APPLIED FOR THIS CALL</b> .....	<b>18</b>
<b>ANNEX 3: INSTRUCTIONS FOR COMPLETING "PART A" OF THE PROPOSAL</b> .....	<b>24</b>
<b>ANNEX 4: INSTRUCTIONS FOR DRAFTING PART B OF THE PROPOSAL</b> .....	<b>32</b>

## Definitions used in this Guide

**(Italics in the text imply these definitions)**

**Experienced Researchers** must be in possession of a doctoral degree or have at least four years of full-time equivalent research experience at the time of the relevant deadline for submission of proposals.

**Full-time Equivalent Research Experience** is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country where the researcher is recruited.

**Host 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.

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

## THE ESSENTIALS

### What are the Marie Curie Career Integration Grants (CIG)?

Marie Curie Career Integration Grants are intended to improve considerably the prospects for the permanent integration of researchers who are offered a stable research post in Europe after a mobility period in a country different from the country where the researcher has been active during the past years (i.e. the researcher has to be mobile but can come from anywhere in the world – moving within Europe or coming from outside Europe). The duration of these grants is up to 4 years.

### Who can apply?

Experienced researchers (with at least 4 years full-time postgraduate research experience or a doctoral degree) of any nationality who, at the time of the relevant deadline for submission of proposals, have *not* 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 deadline (short stays, as holidays, are not taken into account). A researcher who has benefited or is benefiting from a FP6 or FP7 Reintegration Grant is ineligible for funding under this call.

The researcher applies in liaison with a host organisation located in an EU Member State or Associated country. The host organisation must be committed to ensuring an effective and lasting professional integration of the researcher for a period of at least the same duration as the project<sup>1</sup>. Evidence that the researcher will be integrated in the host organisation for a longer term will be positively taken into account during evaluation.

### Which research topics are supported?

There are no predefined priority areas. Research fields are chosen freely by the applicants and all domains of research and technological development addressed under the Treaty on the Functioning of the European Union are eligible for funding.

### How does it work?

---

<sup>1</sup> To be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

The host organisation and the researcher jointly submit a proposal for a research project to the Research Executive Agency (REA). Applications will be evaluated and selected twice a year on the basis of deadlines for submission of proposals indicated in the call. The call will have two deadlines spaced approximately six months apart. If the proposal is selected, the REA signs a grant agreement with the host organisation. The host must then provide the researcher with an employment contract (inclusive of social security, pension scheme and other social benefits)<sup>2</sup> for at least the project's duration with similar or higher remuneration to that offered to equivalently qualified researchers at the same institution.

#### **What does the funding cover?**

The grant is a flat-rate contribution to support the research costs of the researcher at the career integration host (e.g. salary, other staff employed for the project, travel costs, overheads, management costs, etc).

#### **How much funding is involved per grant?**

The Community contribution is a fixed amount of €25000 per researcher per year during the period of integration up to 4 years.

#### **How to apply?**

This Guide contains the essential information for you to prepare and submit a proposal for a Marie Curie Career Integration Grant. You should also consult the relevant legal documents (listed in Annex 1 of this document). Proposals are submitted electronically via the Electronic Submission Services of the Commission (SEP) in the Research Participant Portal via an ECAS login. Detailed instructions are available in the General Part of the Marie Curie Guide.

---

<sup>2</sup> The relevant provisions applicable to the working agreement between the host organisation and the researcher are laid down under article III.3 of the Annex III to the grant agreement.

# 1. About the Marie Curie Actions: Career Integration Grants (CIG)

## *1.1 General Aspects*

### Purpose

Marie Curie Career Integration Grants (CIG) provide financial assistance to experienced researchers who are offered a stable employment (the duration of which must be at least the same of the grant) in research in an EU Member State or Associated country where they have not resided more than 12 months during the previous 3 years immediately prior to the relevant deadline for proposals (see Mobility conditions below).

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 EU treaty are eligible for funding and there are no specific priority areas.

All research carried out must respect fundamental ethical and security principles, and the requirements set out in the text of the People Specific Programme. (See also the specific guide on ethics).

### The Concept of Panels

For organisational reasons, proposals will be classified under eight major areas of research (known as 'panels'): Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geosciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field 'Scientific Panel' on the A1 proposal submission forms) 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 Research Executive Agency in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals.

To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this document.

### Inviting Referees' Assessments

The basis of the proposal evaluation is independent peer review by international experts. These experts are chosen by the REA. It is not possible to suggest or exclude experts. However, in order to aid these experts' evaluation of the part of the proposal which is about you as a researcher, it is possible (not obligatory) to invite up to three referee assessments from scientists who know you and can testify about your potential as a researcher. These assessments are submitted by the referees directly to the REA via the Electronic Submission Services of the Commission (SEP). The procedure for doing so is as follows:

A special facility within the SEP system permits referees to create their assessments for the proposal. The creation of the referee happens from the Step 4 in the submission process "Manage your related parties". Once the proposal coordinator has nominated a referee, the SEP system will automatically send an e-mail to the referee's e-mail address. Due to potential problems with SPAM 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 cross-check with the referee if he or she has received the e-mail from the SEP system.

On step 5 of the submission, it is possible for the proposal coordinator to see if the referee has supplied an assessment but the assessment itself will not be accessible. The referees' assessments are automatically added to the proposal package by the SEP system but will only become accessible to the REA when (if) the proposal is submitted. Referees' assessments can be submitted anytime between the reception of the e-mail by the referee and the call closure (even before the main proposal is submitted).

Referees' assessments cannot be submitted after the call closure. Please note that if you nominate referees close to the call deadline then this leaves them very little time to submit their assessments.

## ***1.2 Career Integration Grants***

The specific objectives of the Action as described in the 2013 People Work Programme (Section 2.2.1) are:

*"The objective is to reinforce the European Research Area (ERA) by encouraging researchers to establish themselves in a Member State or in an associated country, thereby attracting and retaining the best talents in Europe. The action is designed to support researchers in the first steps of their European research career and to attain lasting professional integration in the ERA. By providing researchers with a substantial research budget, the action is intended to improve considerably their prospects for long term integration, thus contributing to the success of their research career.*

*This action should also allow the transfer of knowledge that the researchers have acquired prior to the Career Integration Grant, as well as to the development of lasting co-operation with the scientific and/or industrial environment of the country from which they have moved. This action has a particular emphasis on countering European 'brain drain' to other third countries.<sup>3</sup>."*

### How does it work?

The proposal, consisting of a description of the career prospects of the researcher to be further developed in the host through a given research project (see section 3 for further clarifications on the project description) will have to be jointly submitted by the applicant host organisation and the researcher. The project should be executed at the host organisation premises and the latter commits to ensure an effective and lasting professional integration of the researcher for a period of at least the same duration as the project, should the proposal be selected for funding. The integration host organisation must provide the researcher with a full time employment contract with a remuneration package of at least the same level to that offered to equivalently qualified researchers at the same institution. Evidence that the researcher will be integrated in the host organisation for a longer term will be positively taken into account during evaluation.

### Duration

Marie Curie Career Integration Grants have a duration of **up to<sup>4</sup> four years full time equivalent**.

---

<sup>3</sup> "Other third countries" are countries which are neither EU Member States nor third countries associated to FP7.

<sup>4</sup> Although there is no lower limit, the aim is to reinforce the long-term integration of the researchers. The duration of the project will be considered to assess the quality of the proposal.

## ***1.3 CIG eligibility criteria***

### **1.3.1. Eligible organisations**

#### Who are the participants?

Proposals submitted for the Career Integration Grants Action involve a single integration host organisation established in a Member State or an Associated Country to FP7.

A broad variety of organisations are eligible to participate, such as:

- National organisations (e.g. universities, research centres etc whether private or public);
- Commercial enterprises, especially 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 (JRC) of the European Commission;
- Other International Organisations (e.g. WHO, UNESCO etc.)

#### Where can the host organisations be located?

**The host organisation must be located in an EU Member State (MS) or Associated Country (AC).**

*The EU 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 to FP7 are:*

*Albania, Bosnia and Herzegovina, Croatia, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Moldova, Montenegro, Norway, Serbia, Switzerland, and Turkey.*

*Other countries may become associated during the course of FP7. The latest news will be posted on the Participant Portal web site.*

*Before the signature of a grant agreement, the REA 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.*

For the confirmation and maintenance of the data stored in the URF, the REA 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.

### **1.3.2. Eligible researchers**

#### Mobility Conditions

At the relevant deadline for submission of proposals, the researcher must not have resided or carried out his/her main activity (work, studies, etc) in the country of his/her host organisation for more than 12 months in the three years immediately prior to this deadline. Compulsory national service and/or short stays, such as holidays, are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the same appointing organisation in the 3 years immediately prior to the deadline for submission of proposals by the organisation.

### Level of Experience

Career Integration Grants are directed exclusively at **experienced researchers**. In order to be eligible, the researchers must either:

- be in possession of a doctoral degree (PhD)<sup>5</sup> **or**
- have at least four years (full-time equivalent) research experience, including the period of research training, after obtaining the degree which formally allows them to embark on a doctorate either in the country in which the degree/diploma was obtained or in the host country.

The reference date for fulfilling the above conditions is the *relevant deadline for submission of proposals*.

The researcher is considered in "possession" of a PhD, if he/she can at least provide a certificate from the awarding authority attesting that all conditions linked to the award of the PhD (including the defence of the thesis) have been fulfilled.

### Nationality Conditions

Researchers can be of any nationality.

### Previous Reintegration Grant

A researcher who has benefited or is benefiting from a FP6 or FP7 Reintegration Grant or Career Integration Grant is not eligible for funding under this call<sup>6</sup>.

### Multiple Submissions

**An individual researcher in liaison with a host organisation can submit for a CIG and another Marie Curie grant at the same time but an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action (either individual or host action including COFUND). Thus, for the researcher two Marie Curie funded projects cannot overlap.**

In the case of multiple submissions by a research or research funding organisation, the applicant entity may be asked to demonstrate the capacity to participate in more than one of those proposals simultaneously, in terms of research staff, infrastructure and management.

---

<sup>5</sup> 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 an internal rule within the Marie Curie actions, and should not be regarded as conflicting with national rules in some Member States, which recognise the equivalence of MD and PhD for other reasons (e.g. for career progression in the public sector).

<sup>6</sup> Including International Reintegration grants and European Reintegration grants under both FP6 and FP7.

In the case of submission of a proposal concerning a project in the same field for which the applicant/participant has already previously received European Union financing under the Seventh Framework Programme, other Union 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.

### ***1.4 Finding your way through the eligibility conditions***

Before proceeding to the evaluation, proposals are checked against the eligibility criteria applicable to this specific call. The eligibility criteria are rigorously applied. Proposals failing any of them do not proceed with the evaluation.

A summary of the applicable eligibility criteria is provided below:

<b>PROPOSAL RECEIPT:</b>	1. The proposal arrived before the deadline for submission
<b>COMPLETENESS:</b>	2a. Part A: All requested forms (1A1, 1A2, 1A3) are present. 2b. Part B: The proposal description is present.
<b>NATIONALITY:</b>	3. The host organisation is based in an EU Member State or Associated country
<b>EXPERIENCE:</b>	4. At the relevant deadline for submission of proposals, the researcher has a PhD or at least 4 years (full-time equivalent) of research experience
<b>MOBILITY:</b>	5. At the relevant deadline for submission of proposals, the researcher has spent no more than 12 months during the previous 3 years in the country of the host organisation <sup>7</sup> .
<b>PREVIOUS RG/CIG</b>	6. A researcher who has benefited or is benefiting from a FP6 or FP7 Reintegration Grant or Career Integration Grant is not eligible for funding under this call

Some examples are provided below to illustrate the application of the eligibility conditions. It should be emphasised that the examples provided are only intended to explain and clarify the rules as they are published in the Work Programme. While reasonable efforts are made to ensure the information published in this guide is correct and up-to-date, proposers are warned that the reference document for judging eligibility is the Work Programme version in force at the time of the relevant deadline for submission which will always take precedence in case of conflict or doubt.

*Eligibility is judged on the basis of the information provided in the actual proposal submitted; it is hence the responsibility of the applicant to include in the proposal all required information. The REA reserves the right to exclude a proposal failing one or more of the eligibility criteria at any appropriate moment when ineligibility has been proven.*

For further explanations / clarifications, applicants are advised to contact their national contact points or the FP7 enquiry service (see Annex I)

#### **Example A:**

*A researcher wishing to work at a German host wants to apply for the deadline 7 March 2013. He has worked at a German University from 1 January 2007 until 30 April 2011 and an American University from 1 May 2011 until 30 September 2012. He was awarded a PhD on 1 October 2012 and returned to Germany on the 15 October 2012.*

*The researcher has thus a doctoral degree and complies with the criterion "experienced researcher". But he has spent more than 12 months during the 3 years prior to the deadline in Germany. His application will be judged ineligible as the mobility condition is not met.*

<sup>7</sup> Compulsory national service and/or short stays, such as holidays, are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the same appointing organisation in the 3 years immediately prior to the deadline for submission of proposals by the organisation.

### **Example B:**

*A researcher considers submitting a proposal to the CIG call to take up an offer from a Swedish research organisation. She obtained a university degree on 1 July 2009. This degree entitles her to follow doctoral studies. She has been employed full time as a researcher by a Japanese research centre since 1 September 2009, but not in the framework of a PhD programme.*

*If she submits a proposal before the first deadline, 7 March 2013, it will be judged ineligible since she has neither 4 years of research experience nor a PhD degree. But if she waits until after the first deadline and submits the proposal before the second deadline, 18 September 2013, she will have the necessary research experience of 4 years, provided that she continues with a full time research position until 1 September 2013.*

### **Example C:**

*A researcher has been granted a degree giving her access to doctoral studies on 7 October 2009. She has been working on her PhD since 1 January 2010 at a Danish research centre. A German research institute has offered her a research position starting 1 September 2013 and she would like to apply for a CIG for the first deadline 7 March 2013. However, as she does not have 4 years of full-time research experience by that date, she will fulfil the eligibility condition on experience (see 4 above) only if her PhD degree is awarded by this date. The same is true also for the second deadline, 18 September 2013.*

## ***1.5 Financial Regime***

### **EU contribution & rates**

The grant can cover a period of up to 4 years. It corresponds to a flat rate contribution of 25 000 EUR per year.

### **What types of expenses are covered?**

The grant is a flat-rate contribution for the benefit of the recruited researcher, to contribute to his/her research costs at the career integration host (e.g. salary, other staff employed for the project, equipment, travel costs, consumables, overheads, management costs, etc). This flat-rate contribution is intended to support in global terms the costs necessary for carrying out the project.

The concept behind the CIG is that these are genuine flat rates. The European Commission made an *ex ante* assessment, when fixing these rates in the Annual Work Programme, that these do not generate profit (assessed in the context of activities that are to be performed by a researcher integrated on the basis of a specific research project). In principle they only cover a fraction of the cost of integrating the researcher and are therefore only an encouragement to the beneficiary, not a full coverage of expenses *per se*. These grants are covered by the principle of co-financing, meaning that the host institution is bound to contribute to the overall costs of the project if applicable<sup>8</sup>.

As the contribution does not take the form of reimbursement of eligible costs, there is no declaration of incurred costs at the end of each reporting period: only the flat-rates should be inserted and requested through a form C. There will not be any *ex post* reduction of the flat-rate as long as the project was implemented in compliance with the Grant Agreement provisions. A grant taking the form of a flat-rate may be reduced only in the case of improper, partial or late implementation of the project.

---

<sup>8</sup> Articles 109 and 113 of the Financial Regulation.

### How do I estimate the EU contribution?

On the basis of the information provided above, the EU contribution is directly linked to the duration of the grant (given in researcher-months **full time equivalent**): e.g. for a grant of 42 months the EU contribution will be €87.500; for a grant of 48 months the EU contribution will be €100.000...

### Impact of the EU contribution

Projects under this action are expected to contribute significantly to the reinforcement of the human research potential in the European Research Area, by helping the integration of mobile researchers into a permanent research position, as well as to improve substantially the research conditions of these researchers by allocating them a research budget of their own. Moreover, the action is beneficial in terms of knowledge transfer and trans-national cooperation. Indeed, the projects provide organisations active in research in both the private and public sectors with opportunities to acquire new knowledge and experience gained by researchers during their mobility experience within or outside Europe. At the same time these researchers bring with them a network of beneficial international research collaborations.

To this end, the EU financial support should be administered and used by the beneficiary host organisation for the benefit of the researcher in order to improve the conditions for establishing him/her in a permanent research career in Europe.

## ***1.6 The Project Phase***

Successful proposals will be invited to enter into negotiation. On the basis of the information provided, a "grant agreement" is prepared and sent to the host organisation ("beneficiary"). The grant agreement should be signed in duplicate and returned to the Research Executive Agency for signature. Before the project starts, the host organisation signs an employment contract ("agreement") with the selected fellow in line with the provisions of the grant agreement. The start of the project will normally take place after the grant agreement enters into force, i.e. after its signature by the Research Executive Agency. *Exceptionally*, the start date of the project can be fixed retroactively (a date prior to the signature of the grant agreement) at the request of the host organisation and the researcher, *but at their own risk in case the negotiations fail*.

### **Project**

The CIG project includes all activities performed within the work agreement between the host and the researcher, i.e. the CIG project is the full time employment with the host including all support functions, and the CIG grant will typically cover only a part of the total project costs. The amount of the host institutions' contribution is not proposed by the REA and is subject to hosts' autonomous decision with respect to the best implementation of the project and to the benefit of the fellow. It is therefore important to give an overall description of the expected activities within the full time employment for the entire duration of the project. This will of course include the overall research and the research area but should also cover other activities as applicable (e.g. teaching, management, administration etc).

When describing the research activities in more detail (following the supplied template) it is important to include the overall goals of the research activities within the employment for the entire duration of the project. Given that the project can last up to 4 years, consideration must be given also to contingency plans for the project e.g. by including alternative routes and activities that would still fit with the overall goals and the area of research for the project.

The description should also provide an overall allocation of the (estimated) budget and specify the total costs of the project, including the researcher's salary, regardless of the source of funding. However, this information will not be used as a reference for subsequent handling of claims for

payment as the latter is exclusively based on flat rate financing with no reference to actual costs incurred. The relevance and the impact of the EU contribution in facilitating the implementation of the project should be explained.

### **Key aspects of the host-researcher agreement**

The integration host must provide the researcher with an adequate full-time work contract for a period of at least the duration of the integration grant with similar or higher remuneration to that offered to equivalently qualified researchers at the same institution<sup>9</sup>. The agreement between the host organisation and the researcher shall determine, in accordance with the grant agreement, the conditions for implementing the research activities and the respective rights and obligations of the researcher and the host at least for the entire duration of the project. There are minimum requirements for the content to be respected, which are included in Annex III to the grant agreement: for instance, the amounts that the researcher is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangement and social security coverage among other issues. Researchers are strongly encouraged to read these provisions carefully and check that their agreements comply with these requirements. A copy of the model grant agreement with all the annexes is available online<sup>10</sup>.

The agreement/contract between the beneficiary organisation and the researcher must be in place at the latest at the project start date.

### **Project suspension**

It is expected that the project provides a full time employment at the host. However, if, during the course of the project, the 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 if the researcher is entitled to maternity/parental leave established either by national law or internal rules of the host organisation. In all other cases, the REA' approval of such requests will depend on the justifications provided and the impact expected on the execution of the project.

The REA must be informed immediately of any suspension of fellows' stays and appropriate justifications should be provided. If the suspension period is less than 30% of the duration of the project, a failure to respond by the REA within 45 days constitutes a tacit approval of the request.

In all cases of suspension, the grant agreement is automatically extended by a period equal to the duration of suspension and reporting periods are adjusted accordingly. Note that the agreement/contract between the beneficiary organisation and the researcher must also cover the new extension in time.

### **Stays away from host institution**

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 collaboration arrangements.

As a general rule, researchers may not stay more than 30% of the duration of the grant away from the host organisation unless such stays are indispensable to the execution of the project.

---

<sup>9</sup> The agreement between the host organisation and the researcher should be made in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

<sup>10</sup> [http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation)

For stays away of significant duration from the host premises not provided for in the original proposal, permission should be requested in advance providing appropriate justifications. A written approval by the REA Project Officer responsible must be received before the stay.

### ***1.7 Ethical Issues***

Ethics is central to the integrity, honesty and clarity of research. It is considered essential by the European Union in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7<sup>th</sup> Framework Programme, ethical issues must be identified and addressed. Research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>11</sup>. 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.

More detailed information about the ethical issues to be addressed in the proposal is provided in the separate Ethics Guide (downloadable at the call page) and also in the project drafting template (See Annex 4 of this Guide).

## **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

---

<sup>11</sup> Charter of Fundamental Rights of the European Union, 2000/C 364/01. See: [http://www.europarl.europa.eu/charter/default\\_en.htm](http://www.europarl.europa.eu/charter/default_en.htm)

## 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 Participant Portal call page. The part giving the basic data on implementation (deadline, budget, 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	<i>18 October 2012</i>	
Deadline	<i>7 March 2013, 17:00:00 (Brussels local time)</i>	<i>18 September 2013, 17:00:00 (Brussels local time)</i>
Evaluation of proposals	<i>April 2013</i>	<i>November 2013</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>May 2013</i>	<i>December 2013</i>
Invitation letter to successful coordinators to launch contract negotiations with REA services	<i>June 2013</i>	<i>December 2013</i>
Letter to unsuccessful applicants	<i>June 2013</i>	<i>December 2013</i>
Signature of first contracts	<i>From September 2013</i>	<i>From February 2014</i>

\*This call remains open continuously until the second deadline. Proposals submitted before the first deadline will be evaluated together in one batch. Proposals submitted after the first deadline (and before the second deadline) will be evaluated in a separate batch independently from the evaluations following the first deadline.

### Indicative budget

EUR 40 million of the 2013 budget (of which approximately ½ for each evaluation round following deadlines). The final budget awarded to this call, following the evaluation of projects, may however vary up to 10% of the total value of the call.

Proposals in this call consist of Part A and Part B and must be submitted electronically, using the Electronic Submission Services of the Commission (SEP) in the Research Participant Portal via an ECAS login.

The European Commission Research Participant Portal is the single entry for all activities in the field of EU research: finding opportunities, finding partners for your proposal, submitting proposals, defining the grant agreement with the European Commission services and managing costs statements, reports and payments.

See: <http://ec.europa.eu/research/participants/portal/page/home>

Without being logged in, the functionality of the portal is reduced to a few options: finding a call, accessing basic documentation and information on organisations. The access to the Participant Portal and its underlying services, including the submission system, requires a European Commission Authentication Service (ECAS) account. Detailed instructions on the submission system (SEP) are available in the General Part of this Marie Curie Guide<sup>12</sup>.

### Further information and help

The Participant Portal call page: <http://ec.europa.eu/research/participants/portal/page/people> 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

Participant Portal call page and work programme

<http://ec.europa.eu/research/participants/portal/page/people>

### General sources of help:

Marie Curie website:

<http://ec.europa.eu/research/mariecurieactions/>

EURAXESS:

<http://ec.europa.eu/euraxess/>

The Commission's FP7 Enquiry service:

<http://ec.europa.eu/research/enquiries>

National Contact Points:

[http://cordis.europa.eu/fp7/ncp\\_en.html](http://cordis.europa.eu/fp7/ncp_en.html)

National Contact Points in third countries:

[http://cordis.europa.eu/fp7/third-countries\\_en.html](http://cordis.europa.eu/fp7/third-countries_en.html)

### Specialised and technical assistance:

Submission Service Help Desk:

[DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

IPR help desk:

<http://www.ipr-helpdesk.org>

### Legal documents generally applicable

[http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation)

**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).

**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/documents\\_en.html#Rules](http://ec.europa.eu/research/fp7/documents_en.html#Rules)

**Specific Programmes at** [http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation)

**Rules for proposal submission, evaluation, selection and award at**

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:075:0001:0044:EN:PDF>

### 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](http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf)

<sup>12</sup> Full instructions are found also in the “[10 Minutes guide to the Electronic Submission](#)”, available as well in the Research Participant Portal.

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](http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf)

**International cooperation** at

[http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation)

## 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 Commission's rules<sup>13</sup>.

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 a confidentiality and conflict of interest declaration before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In order to help with the management of the evaluation, the REA may also appoint independent experts as chairs and vice-chairs.

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 observers is to give independent advice to the REA on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer(s) will not express views on the proposals under examination or the experts' opinions on the proposals.

Conflicts of interest: Under the terms of the appointment letter, experts must declare 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.

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 or the Commission to ensure this. Under no circumstance may an expert attempt to contact an applicant on his own account, either during the evaluation or afterwards.

### 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 by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

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

1. It is received before the deadline given in the call fiche
2. It involves at least the minimum number of participants given in the call fiche
3. It is complete (i.e. both the requested administrative forms and the proposal description are present)

---

<sup>13</sup> Rules for submission of proposals, and the related evaluation, selection and award procedures (as posted on the Participant Portal "FP7 Documents" tab).

4. The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the work programme

*A maximum length of pages is specified for certain sections of the Part B (see annex 4 to this Guide). You must keep your proposal within these limits. 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 allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### **3. 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.

Each proposal will be assessed independently by at least three experts, chosen by the Research Executive Agency from the pool of experts taking part in this evaluation. One of these experts will be designated to be the "rapporteur" for the proposal, who will take up additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against predetermined evaluation criteria, applying predefined weighting factors and thresholds. The evaluation criteria as indicated in the People Work Programme are reproduced on the following page:

2.2 CIG Funding Scheme 'Support for Training and Career Development of Researchers': Marie Curie Career Integration Grants			
Criteria			
S&T Quality (award) Threshold: 3, Weighting:30%	Researcher (award) Threshold: 3, Weighting:30%	Implementation (selection) Weighting:15%	Impact (award) Weighting:25%
Priority in case of ex aequo			
2	1	4	3
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Research career potential	Quality of the host organisation, including adequacy of infrastructures and facilities	Contribution to research excellence by attracting and retaining first class researchers
Appropriateness of research methodology and approach	Research and technological quality of previous research **	Feasibility and credibility of the project, including the work plan	Potential and quality of the researcher's long term professional integration in Europe*: <ul style="list-style-type: none"> <li>- expected impact on the future career development of the researcher</li> <li>- expected length of the employment contract</li> <li>- attractiveness of the remuneration package</li> </ul>
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Independent thinking and leadership qualities	Management: Practical arrangements for the implementation and management of the research project *	Potential of transferring knowledge to the host organisation
Timeliness and relevance of the project	Match between the fellow's profile and project		Capacity to develop lasting co-operation and collaborations with other countries
			Plans for dissemination and exploitation of results
			Impact of the proposed outreach activities *

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.  
[http://ec.europa.eu/eracareers/pdf/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf)

\*\* Any leave of absence in the research career of more than one year such as maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account.

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

Each criterion will be scored out of 5. Decimal points can be given. Scores will be awarded with a resolution of one decimal place.

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

- |   |   |
|---|---|
| <p>0 -</p> <p>1 -</p> <p>2 -</p> <p>3 -</p> | <p><i>The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information</i></p> <p><i>Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.</i></p> <p><i>Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.</i></p> <p><i>Good. The proposal addresses the criterion well, although improvements would be necessary.</i></p> |
|---|---|

- 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 criteria are summarized in the table below:

Evaluation Criterion	Weighting (%)	Threshold
S&T Quality	30	3
Researcher	30	3
Implementation	15	
Impact	25	

A threshold of 3 will be applied to the criteria “Scientific and Technological quality” and “Researcher”. In addition, an overall threshold of 70% (3.5) will be applied to the total score. In case of equal scores, priority will be 1: Researcher, 2: S&T, 3: Impact and 4: Implementation.

#### 4. Individual evaluation

This part will be carried out on the premises of the experts concerned (remotely).

The experts act 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 must *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.

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 call, the proposal will be withdrawn from the evaluation, and the proposal will be deemed ineligible.

#### 5. 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 meeting may take place in the form of an electronic forum.

The consensus discussion is moderated by the rapporteur assigned to the proposal and can be attended by a Research Executive Agency official, and/or the chairs/vice-chairs. The role of the rapporteur 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 rapporteur is responsible for drafting the consensus report. 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, 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 Research Executive Agency may ask up to three additional experts to examine the proposal.

#### Evaluation of a resubmitted proposal

Each proposal shall be evaluated against the 2013 work programme. In the case of proposals that have been submitted previously to the Commission/REA, the panel coordinator gives the experts the previous evaluation summary report (see below) at the consensus stage. 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.

#### 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 the REA official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

The Research Executive Agency may decide to submit any of the proposals submitted for funding to a specific ethical review panel. Projects raising specific ethical issues such as research intervention on human beings; research on human embryos and human embryonic stem cells and nonhuman primates are automatically submitted for ethical review.

#### Outcome of the consensus meeting

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 by the Research Executive Agency official or the chairs/vice-chairpersons. The moderator is responsible for ensuring that the consensus report must reflect the consensus reached, expressed in scores and comments. If it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The Research Executive Agency 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. However, the Research Executive Agency will not interfere in the assessments of the experts and 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.

## 6. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the Research Executive Agency (REA) having had an overview of the results of the consensus step.

The panel comprises at least the rapporteurs of the various proposals, the Panel Chair and Vice-Chair(s) and REA officials. Several panels can be established to cover the main research areas of the subject of the proposals. The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

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 in each criterion.

The panel is moderated by the REA representative or by the chairperson appointed by the REA. 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 of 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 the deliberations of the panel;

The panel report is signed by at least three panel experts, including the panel rapporteur and the panel chairperson.

## Annex 3: Instructions for completing "part A" of the proposal

Proposals in this call consist of Part A and Part B and must be submitted electronically, using the Electronic Submission Services of the Commission (SEP) in the Research Participant Portal via an ECAS login. Detailed instructions are available in the General Part of the Marie Curie Guide<sup>14</sup>.

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).

This section provides guidance on how to complete the Part A of a CIG proposal, consisting of administrative forms A1, A2 and A4. Form A1 gives a snapshot of your proposal, form A2 concerns the Host organisation, and form A3 gives details of the applicant researcher.

Please ensure that the host's contact person is the person responsible for the administrative issues concerning the proposal. The contact person's email gives access to the project via the Participant Portal and cannot belong to the researcher.

### **Beware!**

**Wrong or missing information in Part A, mainly concerning the research experience (a PhD or at least 48 months) or the researcher's mobility (less than 12 months residing in the host's country) at the relevant cut-off date, may cause your proposal to be ineligible.**

### **Note:**

**The following notes are for information only and may differ from those on the Electronic Proposal Submission System. They should assist you in completing the A-part of your proposal. Online guidance will also be available.**

**The precise questions, options and forms relevant to this call are those presented on the Electronic Proposal Submission System.**

---

<sup>14</sup> For problems related to the use of the submission system, please contact the dedicated service desk by e-mail: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) or by telephone: +32 (2) 29 92222

<b>Section A1 – Information on the Proposal</b>	
<b>Proposal number</b>	[prefilled]
<b>Proposal Acronym</b>	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.
<b>Proposal Title</b>	The title should be <u>no longer than 200 characters</u> and should be understandable to the nonspecialist in your field.
<b>Marie Curie Action code</b>	This field will be prefilled with the code corresponding to the action of the call: Networks for Initial Training ( <b>ITN</b> ) Industry-Academia Partnerships and Pathways ( <b>IAPP</b> ) Co-funding of Regional, National and International Programmes ( <b>COFUND</b> ) Intra European Fellowships ( <b>IEF</b> ) International Outgoing Fellowships ( <b>IOF</b> ) International Incoming Fellowships ( <b>IIF</b> ) Career Integration Grants ( <b>CIG</b> )
<b>Research Panel</b>	Please choose a code from the list below indicating the main Research area of relevance to your proposal. This information will help the REA in the organisation of the evaluation of proposals. <b>CHE</b> Chemistry <b>ECO</b> Economic Sciences <b>ENG</b> Information science and Engineering <b>ENV</b> Environment and geosciences <b>LIF</b> Life sciences <b>MAT</b> Mathematics <b>PHY</b> Physics <b>SOC</b> Social Sciences and Humanities To help you select the most relevant panel code, please refer also to the breakdown of each Research area into a number of sub-disciplines on the following page.
<b>Total Duration in months</b>	Insert the estimated duration of the project in full months.
<b>Call identifier</b>	[prefilled] 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 Participant Portal call page. A call identifier looks like this: <i>FP7-PEOPLE-2011-CIG</i>
<b>Keywords</b>	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is a <u>limit of 200 characters</u> .
<b>Abstract</b>	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. <b>If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.</b> There is a <u>limit of 2000 characters</u> .
<b>Similar proposals</b>	A 'similar' proposal or contract is one that differs from the current one in minor ways.
<b>Ethical Issues in Part B</b>	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 that 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).

## Research Panels – Sub-disciplines

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

### 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

### **SOCIAL SCIENCES & HUMANITIES (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 Sciences and Humanities

<b>Section A2 – Information on the Host organisations:</b>	
<b>Participant number</b>	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 coordinator of a proposal is always number one.
<b>Participant identity code</b>	The Participant Identification Code (PIC) enables organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the FP7 Unique Registration Facility are encouraged to use it when submitting proposals. 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 <a href="http://ec.europa.eu/research/participants/urf">http://ec.europa.eu/research/participants/urf</a> . Organisations not yet having a PIC are strongly encouraged to self-register (at <a href="http://ec.europa.eu/research/participants/urf">http://ec.europa.eu/research/participants/urf</a> ) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
<b>Legal name</b>	<p><b>For a Public Law Body,</b> 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;</p> <p><b>For a Private Law Body,</b> it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.</p> <p><b>For a natural person,</b> it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT</p>
<b>Organisation Short Name</b>	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 than 20 characters 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.
<b>Legal address</b>	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.
<b>Non-profit organisation</b>	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
<b>Public body</b>	Public body means any legal entity established as such by national law and international organisations
<b>Research organisation</b>	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.
<b>Higher or secondary education establishment</b>	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges ...).
<b>International organisation</b>	"International organisation" means an intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
<b>International European Interest organisation</b>	"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;
<b>Joint Research Centre of the European Commission</b>	The European Commission's Joint Research Centre

<b>Entity composed of one or more legal entities</b>	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003
<b>Commercial Enterprise</b>	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.
<b>NACE code</b>	<b>NACE</b> means " <u>Nomenclature des Activités économiques dans la Communauté Européenne</u> ".  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: <a href="http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC">http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC</a> .
<b>Small and Medium-Sized Enterprises (SMEs)</b>	SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at <a href="http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm">http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</a>  To find out if your organisation corresponds to the definition of an SME you can use the online tool at <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a>
<b>Dependencies with (an)other participant(s)</b>	Two participants (legal entities) are dependent on each other where there is a controlling relationship between them: <ul style="list-style-type: none"> <li>• A legal entity is under the same direct or indirect control as another legal entity (<b>SG</b>);</li> <li>• A legal entity directly or indirectly controls another legal entity (<b>CLS</b>);</li> <li>• A legal entity is directly or indirectly controlled by another legal entity (<b>CLB</b>).</li> </ul> <b>Control:</b> Legal entity A controls legal entity B if: <ul style="list-style-type: none"> <li>• A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B,</li> <li>• A, directly or indirectly, holds in fact or in law the decision-making powers in B.</li> </ul> The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships: (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates; (b) the legal entities concerned are owned or supervised by the same public body.
<b>Character of dependence</b>	According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with: SG: Same group: if your organisation and the other participant are controlled by the same third party; CLS: Controls: if your organisation controls the other participant; CLB: Controlled by: if your organisation is controlled by the other participant.
<b>Contact point</b>	It is either the main scientist or team leader in charge of the proposal or the administrative contact person in the host. 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). This is prefilled with the person appearing on top of the list in step 4 of the Electronic Submission Services of the Commission (SEP). To change the name, go back to step 4 and change the order (by dragging and dropping the name you want to put first. For CIG applications the Contact point must be from the host organisation and must not be the Researcher. See the general part of the Guide for Applicants (separate document) for more information on SEP.
<b>Authorised representative to sign the grant agreement or to commit the organisation for this proposal</b>	Please indicate the contact details of the person in the Host Organisation who would be authorised to sign the grant agreement with the REA in case the proposal is selected for funding.
<b>Title</b>	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.

<b>Sex</b>	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
<b>Phone and fax numbers</b>	Please insert the full numbers including country and city/area code. Example +32 2 2991111.

<b>Section A3 – Information on the Researcher:</b>	
<b>Contact address</b>	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
<b>University degree</b>	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.
<b>Doctorate</b>	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
<b>Doctorate expected before the deadline</b>	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 on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
<b>Full-time postgraduate research experience</b>	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. Postgraduate 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.
<b>Place of activity/place of residence (previous 3 years)</b>	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 3 years. Start with the most recent period. <b>The periods provided must cover completely the three years prior to the deadline for the submission of the proposal.</b> 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 CV of Part B..
<b>Period</b>	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. <b><u>There must be no gaps between the periods</u></b>
<b>Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, IIF or CIG, or have you previously benefited from EU funding under Marie Curie actions?</b>	Each researcher may only submit <b>one proposal at a time</b> for the following actions: <ul style="list-style-type: none"> <li>• Marie Curie Intra-European Fellowships (IEF),</li> <li>• Marie Curie Outgoing International Fellowships (IOF),</li> <li>• Marie Curie Incoming International Fellowships (IIF),</li> </ul> <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 an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action (either individual or other, including COFUND). For this particular purpose the application procedure is deemed to have terminated for a proposal with the notification of its rejection, of it being placed on a reserve list, or of it being recommended for funding.</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.</p> <p>Indicate here the action name, year and the proposal or contract number.</p>
<b>Location of origin (country)</b>	The country in which the location of origin is situated (see below) in the sense of the <i>mobility rule</i> . Insert the name of the country as commonly used
<b>Location of origin (town)</b>	The place where the <i>researcher</i> has 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.

## Annex 4: Instructions for drafting part B of the proposal

### Instructions for preparing proposal Part B for Marie Curie Career Integration Grants

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

This annex provides guidelines for drafting Part B of the 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).

#### General information

Part B of the proposal contains the details of the proposed research along with the practical arrangements planned to implement it and its impact. They will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that "Explanatory notes" in the following serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme. For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents.

A **maximum length** is specified for B.2 – B.5 sections of Part B:

- **S&T Quality – 7 pages,**
- **Quality of the researcher – 5 pages,**
- **Implementation – 4 pages,**
- **Impact – 5 pages.**

You must keep your proposal within these limits.

Applicants must ensure that proposals conform to the layout given in this Guide for Applicants: the proposal part B template is available through the Electronic Proposal Submission System.

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system!

**Experts will be instructed to disregard any excess pages in each section in which the maximum number of pages is indicated.**

The **maximum length** of part B is therefore **21 A4 pages** - excluding table of contents, CV (Section B2.5) the ethical issues (Section B.5), start and end pages, and bibliography.

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).

Ensure that the font type chosen leads to clearly readable text (e.g. Arial or Times New Roman).

Please make sure that:

- You use the right template to prepare your proposal;
- 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 including the set of forms requested for **Part A** as well as the free text **Part B**. Incomplete proposals are not eligible and will not be evaluated.

The Part B must be submitted as PDF file. Other file formats than PDF will not be accepted by the system.

Any potential annex should be included directly in the Part B, within the 21-page limit, and immediately visible. Annexes should not be embedded as intra-PDF files and therefore not directly visible, even in those sections with no page limit (table of contents, CV, ethical issues, start and end pages and bibliography).

# **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Marie Curie Career Integration Grants (CIG)**

**Call: FP7-PEOPLE-2013-CIG**

PART B

PROPOSAL

“PROPOSAL ACRONYM”

## Table of Contents

To draft PART B of proposals applicants should take into account the following structure. If required for an adequate description of their project, applicants can to add further subheadings. Applicants must ensure that sections B1, B2 (except the CV), B3 and B4 do not exceed the given page limits. Experts will be instructed to disregard any excess pages.

### COVER PAGE

### TABLE OF CONTENTS

#### **B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY (MAXIMUM 7 PAGES)**

- B1.1 Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
- B1.2 Appropriateness of research methodology and approach
- B1.3 Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field
- B1.4 Timeliness and relevance of the project

#### **B2 QUALITY OF THE RESEARCHER (SECTIONS B2.1-B2.4: MAXIMUM 5 PAGES)**

- B2.1 Research career potential
- B2.2 Research and technological quality of previous research\*\*
- B2.3 Independent thinking and leadership qualities
- B2.4 Match between the fellow's profile and project
- B2.5 Curriculum Vitae – NO PAGE LIMIT

#### **B3 IMPLEMENTATION (MAXIMUM 4 PAGES)**

- B3.1 Quality of host organisation, including adequacy of infrastructures/facilities
- B3.2 Feasibility and credibility of the project, including work plan
- B3.3 Management: Practical arrangements for the implementation and management of the research project\*

#### **B4 IMPACT (MAXIMUM 5 PAGES)**

- B4.1 Contribution to research excellence by attracting and retaining first class researchers
- B4.2 Potential and quality of the researcher's long term professional integration in Europe\*
- B4.3 Potential of transferring knowledge to the host organisation
- B4.4 Capacity to develop lasting co-operation and collaborations with other countries
- B4.5 Plans for dissemination and exploitation of results development)
- B4.6 Impact of the proposed outreach activities \*

#### **B5 ETHICAL ISSUES – (NO PAGE LIMIT)**

### BIBLIOGRAPHY

### END PAGE

\* Sub-criteria to be developed in the light of the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

\*\* Any leave of absence of more than one year such as maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account.

## **B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY**

### **B1.1 Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal**

Start out by defining the research area of the intended research objectives. This description should give an overall picture of all research activities that will be performed (including possible developments or alternatives) within the work agreement that is the condition for the CIG grant, irrespective of the source of funding.

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 intersectorial aspects of the proposal.

### **B1.2 Appropriateness of research methodology and approach**

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.

### **B1.3 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 advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

### **B1.4 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 Community level and how the grant will contribute to enhance EU scientific excellence and reintegrate the researcher.

## **B2 RESEARCHER**

### **B2.1 Research career potential**

Explain how the period of reintegration will benefit the researcher's career potential. This refers to the overall potential for a future successful research career, not only linked to the project but to the researcher's experience and quality.

### **B2.2 Research and technological quality of previous research**

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

### **B2.3 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.

#### **B2.4 Match between the fellow's profile and project**

Applicants must prove that their skills acquired during their research activities would be suitable for the project proposed.

#### **B2.5 Curriculum Vitae**

A scientific/professional CV must be provided and should mention explicitly:

- academic achievements;
- list of research publications (in the 3 previous years);
- list of participation in research projects;
- list of participation in conferences, workshops...(in the 3 previous years);
- list of other professional activities;
- any other relevant information.

### **B3 IMPLEMENTATION**

#### **B3.1 Quality of host organisation, including adequacy of infrastructures/facilities**

The host institution must explain the level of experience on the research topic proposed, including international collaborations of relevance. Information provided should include participation in projects, publications, patents and any other relevant results. Information on the capacity to provide training in complementary skills that can further aid the fellow in the integration period and beyond 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.

#### **B3.2 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 taking into account also non-research related activities that will be part of the integration project in the frame of the employment (e.g. teaching, etc). Mention the arrangements made in terms of supporting the integration 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

In addition, the host institution is requested to provide an *indicative* budget covering the duration of the project and related to its implementation and to the planned research activities. This indicative breakdown of costs should refer to the overall *total* costs of the project, regardless of the source of funding, including the expected EU contribution and the host's own budget, with no distinction (preferably using a table):

- Salary of the researcher
- Other salary costs (e.g. assistants, technicians)
- Travel costs
- Consumables
- Management activities
- Overheads

- Others (to be listed where applicable)

As the project must be described in full regardless of the source of funding, the relevance of the EU financial contribution for the implementation of the project itself should be clearly highlighted.

### **B3.3 Management: Practical arrangements for the implementation and management of the research project**

The applicant and the host institution should provide information on how the implementation and management of the grant will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project. A contingency plan, e.g. alternative activities, risk management plan, should be mentioned.

## **B4 IMPACT**

### **B4.1 Contribution to research excellence by attracting and retaining first class researchers**

Describe how the researcher's integration will contribute to enhancing EU scientific excellence.

### **B4.2 Potential and quality of the researcher's long term professional integration in Europe**

Describe the prospects for a lasting professional integration for the researcher, namely the type of work agreement to be provided, the length and the full time dedication:

- expected impact on the future career development of the researcher;
- expected length of the employment contract;
- attractiveness of the remuneration package.

Please describe the potential for developing lasting integration of the researcher following the end of the project

### **B4.3 Potential of transferring knowledge to the host organisation**

Outline the capacity for transferring the knowledge previously acquired to the host.

### **B4.4 Capacity to develop lasting co-operation and collaborations with other countries**

Describe the potential for developing lasting cooperation with other countries' research organisations.

### **B4.5 Plans for dissemination and exploitation of results**

This section should include a list of planned dissemination activities, such as publications, conferences, workshops, and websites.

### **B4.6 Impact of the proposed outreach activities**

In order to promote communication between the scientific community and the general public and increase awareness of science, various outreach activities should be outlined in this section. For the planned outreach activities, their *expected impact* should be explained in the proposal. For examples, see box on outreach activities below.

### Outreach Activities within Marie Curie Projects

Outreach Activities are dissemination initiatives directed at the general public. The primary goal is to create awareness of the importance of research to society and to raise awareness of Marie Curie Actions. Each applicant is invited to submit an Outreach Activities Plan as part of his/her proposal. The type of outreach activities is freely chosen by the applicant and could range from press articles to exposing students from primary and secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

Outreach activities and their impact are taken into account during the evaluation of proposals in the light of the principles of the 'European Charter for Researchers' and 'Code of Conduct for the Recruitment of Researchers'. The relevant principle in the Charter is: "**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."

#### **Possible outreach activities:**

- **Marie Curie Ambassador:** Marie Curie fellows visit schools, universities, community organisations, etc. and promote their research field; Marie Curie fellows – "Ambassadors" – assist teachers in preparing and delivering teaching materials.
- **Workshop Day:** A Marie Curie project runs a workshop/activity day in areas related to the raising of scientific awareness, for school/university students.
- **Summer-School Week:** Students spend one week in a summer school where they receive a first hand experience from the Marie Curie fellows about their current research activities or wider scientific issues; the Marie Curie fellows prepare specific activities, lectures and experiments.
- **Marie Curie Project Open Day:** Students and the general public visit the research institutions or labs and receive a first hand experience or lectures.
- **Public talks, TV-Talks, podcasts and articles in Newspapers:** Marie Curie fellows give a public talk/TV interview or write an article in the local newspaper about the results of the project and how these results could be relevant to the general public.
- **e-Newsletters:** Marie Curie fellows develop a web-based document to be released on internet to the attention of the public at large (e.g. Wikipedia).
- **Multimedia releases:** Marie Curie fellows make video-clips to be released on internet, in spaces open to the public at large.

## **B5 ETHICAL ISSUES**

Ethics is central to scientific integrity, honesty and clarity of science. It is considered essential by the REA and the European Commission in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7<sup>th</sup> 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 the research activities; 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.

### **ETHICAL REVIEW AND THE REVIEWERS**

Ethical reviews aim to prevent Community funding being used for research activities that contravene fundamental rights.

- Reviewers are selected on the basis of their expertise.
- 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 ethical issues, clarification may be asked for.

### **ETHICAL REVIEW IS AUTOMATIC IF A PROPOSAL INCLUDES:**

- interventions on human beings;
- the use of human embryonic stem cells (hESC); and/or
- the use of nonhuman primates.

An Ethical Review may be necessary if the proposal is flagged by the expert reviewers as raising specific ethical issues.

### **MAIN ETHICAL 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

### **AREAS EXCLUDED FROM FUNDING**

1. Research activity aiming at human cloning for reproductive purposes.
2. 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).
3. 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 Ethical 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 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.
- Identity of 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.
- Code or anonymise 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 Other 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 research and ethics infrastructures.

**HUMAN EMBRYONIC STEM CELL RESEARCH (hESC)**

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 embryos:
  - 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.

#### ELEMENTS FOR A GOOD APPROACH

- Provide for Ethics Responsibility at the project's level.
- 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 section 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 about thoroughly.
- Address possible ethical 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 animals 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 to humane end points and pain suffering.
- Describe what happens to the animals after the research experiments.
- Check for alternatives.

#### FOR MORE INFORMATION

- Ethics Review: [http://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](http://ec.europa.eu/research/participants/portal/page/fp7_documentation)
- Experts' registration: <http://ec.europa.eu/research/participants/portal/page/experts>
- Research on Animals: <http://www.nc3rs.org.uk/category.asp?catID=3>  
[http://www.vet.uu.nl/nca/links/databases\\_of\\_3r\\_models](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.

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

**Note:** Only in exceptional cases will additional information be sought for clarification, which means that any ethical review will be performed solely on the basis of the information available in the proposal. Projects raising specific ethical issues such as research intervention on human beings<sup>15</sup>; research on human embryos and human embryonic stem cells and nonhuman primates are automatically submitted for ethical review.

To ensure compliance with ethical principles, the Commission/REA will undertake ethical audit(s) of selected projects at their discretion. The FP7 Documents tab in the Participant Portal provides further assistance. The Ethics section includes guidance on privacy and data protection, developing countries, informed consent procedures, etc.

---

<sup>15</sup> Such as research and clinical trials, involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

**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)

<b>Research on Human Embryo/ Foetus</b>		<b>YES</b>	<b>Page</b>
*	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		

<b>Research on Humans</b>		<b>YES</b>	<b>Page</b>
*	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		

<b>Privacy</b>		<b>YES</b>	<b>Page</b>
	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		

<b>Research on Animals</b>		<b>YES</b>	<b>Page</b>
	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		

<b>Research Involving Developing Countries</b>		<b>YES</b>	<b>Page</b>
	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		

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

<b>Consistency with part A</b>		<b>YES</b>	<b>NO</b>
	I CONFIRM THAT THE INFORMATION GIVEN IN THIS TABLE IS CONSISTENT WITH THE INFORMATION PROVIDED ON ETHICS IN PART A, PAGE A1		n/a

**ENDPAGE**

**PEOPLE  
MARIE CURIE ACTIONS**

**Marie Curie Career Integration Grants**

**Call: FP7-PEOPLE-2013-CIG**

**PART B**

**“PROPOSAL ACRONYM”**