



GUIDE FOR APPLICANTS

Marie Curie Actions *People*

International Research Staff Exchange Scheme
Call identifier FP7-PEOPLE-2009-IRSES
Closing Date: 27 March 2009 at 17:00:00 (Brussels local time)



Foreword

This is the Guide for Applicants for the call:

FP7-PEOPLE-2009-IRSES

The main changes made since the 2008 Guide concern:

- The GRANT AGREEMENT: according to the People Work Programme 2009 the IRSES Scheme adopts a Multi-beneficiary *grant agreement*. The *grant agreement* will be concluded with each of the participants located in the Member States or Associated Countries, who will sign the *grant agreement* while the other members of the partnership are defined as partner organisations. This change is reflected in the Guide.
- The VALIDATION OF THE BENEFICIARIES: each participant located in a Member state or in an Associated Country should have a Participant Identification Code (PIC). It must be registered and validated in the *Commission's* Unique Registration Facility (URF) at the time of signature of the *grant agreement*.
- The PART B: more details are required in the Part B of the proposal. This Guide dedicates a specific section to better structure the exchange scheme and the planned scientific activities (Part B.1.1).
- ETHICS: A section on Ethical Issues must be completed (see dedicated section B.5 in this Guide).

Definitions used throughout this Guideline:

Third Countries: are countries which are neither EU Member States (MS) nor Associated Countries (AC) (see list on CORDIS: http://cordis.europa.eu/fp7/who_en.html#countries);

Beneficiaries: are the *participants* located in a MS or AC which sign the *grant agreement* with the *Commission*;

Partner organisations: are the members of the partnership which are located in a Third Country and which will not sign the *grant agreement*;

Consortium agreement: means an agreement signed between the *beneficiaries* for the purpose of the *project*. This agreement is deemed to have been signed before the signature of the *grant agreement*;

Partnership agreement: means an agreement signed between the *beneficiaries* and the *partner organisations* for the purpose of the *project*. This agreement is deemed to have been signed before the signature of the *grant agreement*;

Participants: the term includes both *beneficiaries* and *partner organisations*;

Coordinator: is the *beneficiary* who is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the *coordinator* acts as the single point of contact between the *partner organisations* and the *Commission*;

Early stage researcher: means a professional *researcher* in the first 4 years (full-time equivalent) of their research careers, including the period of research training, starting at the date of obtaining the degree which would formally entitle him/her to embark on a doctorate either in the country in which the degree was obtained or in the country in which the *mobility activities* are provided, irrespective whether or not a doctorate is envisaged;

Experienced researcher: means a professional *researcher* 1) already in possession of a doctoral degree, independently of the time taken to acquire it or 2) having at least 4 years of research experience (full-time equivalent) after obtaining the degree which formally allows him/her to embark on a doctorate in the country in which the degree/diploma was obtained or in the country where the activities under the *project* are carried out;

Researcher: means an early stage or an experienced *researcher* selected and appointed by his/her *home organisation* among the staff to benefit from the staff exchange under the *project*. Technical and managerial staffs are assimilated to *early stage or experienced researcher* depending on their level of professional experience and are eligible if they are involved in research related activities;

Home organisation: means the *beneficiary* or *partner organisation* from which the *researcher* is a staff member;

Host organisation: means the *beneficiary* or *partner organisation* hosting the *researcher* for the *secondment period*;

Secondment period: means the period(s) spent by a *researcher* at a *host organisation* under the *project*;

Mobility activities: means the knowledge sharing and networking activities related to the *researcher* under the *project*;

Work Programme: means the annual programme adopted by the *Commission* for the implementation of the People Specific Programme (2007 -2013) and providing for the call for proposals to which the proposal subject of this *grant agreement* was submitted;

National Contact point (NCP): is a network of offices where information on EC programmes is available and may assist the fellow researcher in his/her application.

About this Guide

This Guide explains the principles of Marie Curie International Research Staff Exchange Scheme to be funded under the EU's Seventh Framework Programme.

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

Marie Curie Initial Training Networks (ITN)
Marie Curie European Reintegration Grants (ERG)
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Marie Curie Researchers Night (NIGHT)
Marie Curie Intra-European Fellowships for Career Development (IEF),
Marie Curie International Outgoing Fellowships for Career Development (IOF)
Marie Curie International Incoming Fellowships (IIF)
Marie Curie International Reintegration Grants (IRG)

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

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

Please note:

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS¹ website (<http://cordis.europa.eu>).

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

¹ Community R&D Information System
(Version October 2008)

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THE ESSENTIALS

What is IRSES?

The Marie Curie International Research Staff Exchange Scheme aims at strengthening research partnerships through short period staff exchanges and networking activities between European research organisations and organisations from countries with which the Community has an S&T agreement or are in the process of negotiating one², and countries covered by the European Neighbourhood policy.

Who can apply?

Non profit public or private bodies which carry out research can participate in this action. A partnership in this action shall be composed of at least two independent participants established in at least two different EU Member States (MS) or Associated countries (AC), and one or more organisation(s) located either in countries with which the EU has an S&T Agreement or in countries covered by the European Neighbourhood Policy. One of the MS/AC partners will be the coordinator of the *project*.

Which research topics are supported?

All Marie Curie actions (MCA) 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 EC Treaty are eligible for funding, except areas of research covered by the EURATOM Treaty (http://europa.eu/scadplus/treaties/euratom_en.htm).

How does it work?

Proposals are submitted within the specified deadlines, and are evaluated by external independent experts against a series of predetermined criteria. A staff exchange programme can apply for Community support for a period of 24-48 months. The maximum duration of the individual staff exchanges will be 12 months

What does the funding cover?

For each member of staff from an EU Member State or Associated country staying in a partner organisation from an eligible *Third Country*, the Community will pay a subsistence allowance for the additional mobility costs of €1,800 per month (including travel costs). The costs of staff from certain *Third countries* for their stays in Europe may also be covered. In all cases, the staff remains employed by their organisations and are expected to return after the mobility period.

How to apply?

This Guide contains the essential information for applicants to prepare and submit a proposal for IRSES. Applicants should also consult the relevant legal documents (listed in the Annex 1 of this document) in order to better understand the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically via the *Commission's* Electronic Proposal Submission Service (EPSS).

² See ANNEX I in the PEOPLE Work Programme 2009 for countries eligible for the IRSES scheme. A list of countries with S&T agreement is also available at ftp://ftp.cordis.europa.eu/pub/fp7/docs/third_country_agreements_en.pdf.

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **calls** published by the *Commission*, which solicit **proposals**. Proposals describe a planned international research staff exchange programme and provide information on its content and coordinator/partners. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The *Commission* evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

The *Commission* then **negotiates** with some or all of those whose proposals have successfully passed the evaluation stage, depending on the budget available. If negotiations are successfully concluded, **grant agreements** providing for an EU financial contribution are established with the *beneficiaries*.

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

Applicants must also refer to the **"People" Work Programme**. This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the Community contribution and the evaluation criteria. Work programmes are revised each year, so it is important to refer to the latest version before preparing your proposal.

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

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

2. About the Marie Curie Action: "International Research Staff Exchange Scheme" (IRSES)

2.1. General aspects

Purpose

The Marie Curie International Staff Exchange Scheme is a new type of action first implemented in 2008, that aims to strengthen research partnerships through staff exchanges and networking activities between European research organisations and organisations from countries with which the Community has an S&T agreement or are in the process of negotiating one, and countries covered by the European Neighbourhood policy. Compared to existing Marie Curie actions, which provide mobility possibilities to individual *researchers*, this new action will provide support to research organisations to establish or reinforce long-term research cooperation through a coordinated joint programme of exchange of *researchers* for short periods.

Size

There is a minimum of 3 participants but no maximum size of an exchange programme. The number of staff exchanged should correspond with the size and capacities of the involved partner organisations.

Balanced exchanges

Independently of the size of an exchange programme, it is expected that the exchanges are roughly in balance (in terms of person months) between the various participant organisations of the *project*. Quality of the exchange program may also be taken into consideration.

Duration

A staff exchange programme can apply for Community support for a period of 24-48 months. The maximum duration of the individual staff exchanges will be 12 months, which can be split into several exchange periods within the total duration of the programme. Very short stays in the eligible *Third countries*, **other** than for the attendance of workshops and seminars specifically organised as part of the joint collaboration programme, will not be covered by the Community contribution.

Thematic Areas of IRSES Programmes

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the European Union are eligible for funding, except areas of research covered by the EURATOM Treaty (http://europa.eu/scadplus/treaties/euratom_en.htm). Proposed IRSES programmes can cover any scientific disciplines, but can also focus on a specific discipline. In this case the range covered should allow reasonable flexibility for the participant *researcher*.

Participants

Non profit public or private bodies which carry out research can participate in this action. A partnership in this action shall be composed of at least two independent participants established in at least two different EU Member States or Associated Countries, and one or more organisation(s) either located in countries with which the EU has an S&T Agreement or in countries covered by the European Neighbourhood Policy. Participants located in a Member State or Associated Country have rights and obligations with regard to the Community under the terms of the Rules for Participation and will be signing the *grant agreement* as *beneficiaries*. They are required to conclude a *consortium agreement*.

Grant Agreement

The *grant agreement* will be concluded between the *Commission* and the participants located in the Member State or Associated country (*beneficiaries*), while the other members of the partnership are defined as partner organisations.

Consortium Agreement³

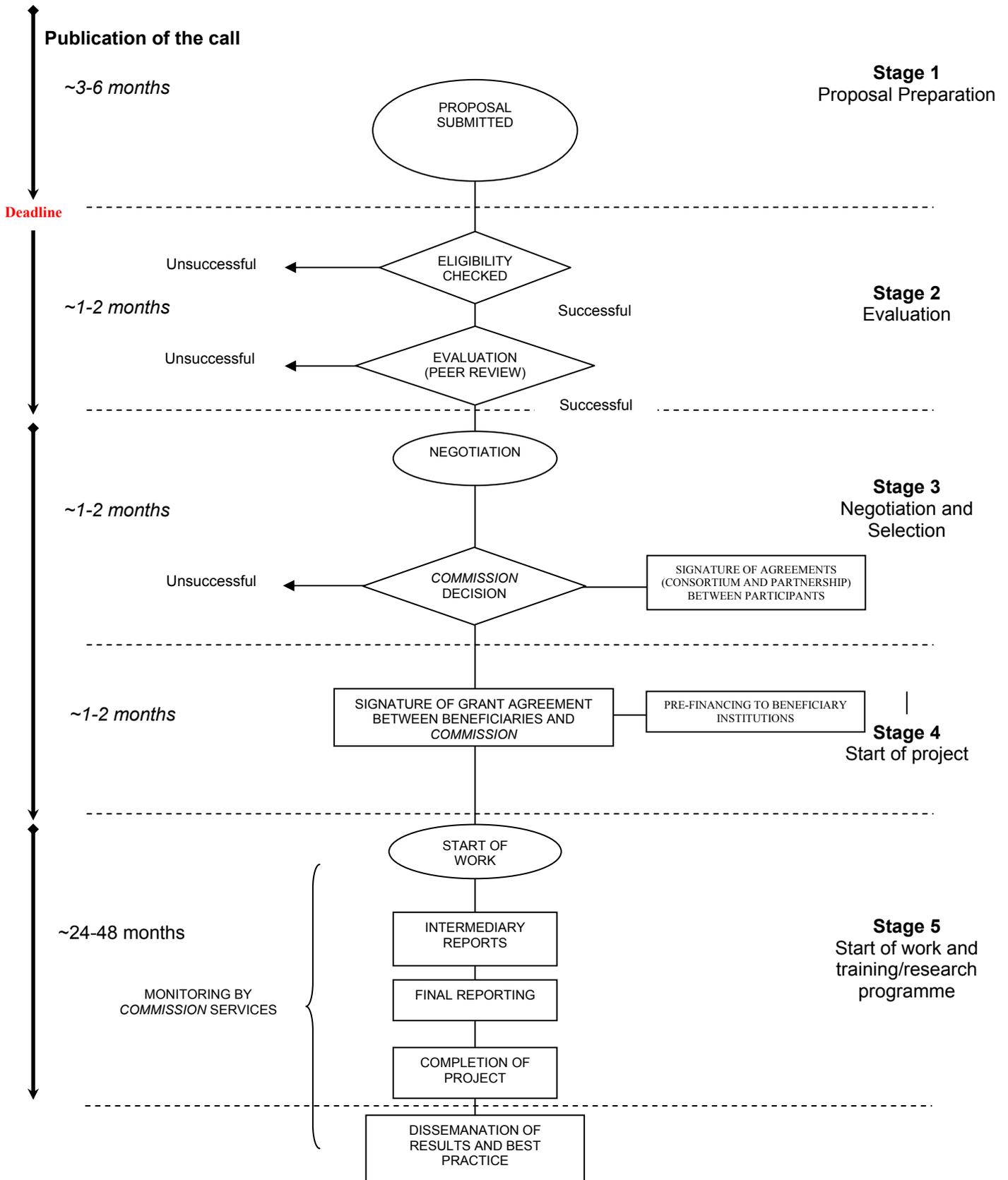
The *Consortium agreement* is a mandatory agreement signed between the *beneficiaries* for the purpose of the *project*. Such an agreement is deemed to have been signed before the signature of the *grant agreement*.

Partnership Agreement³

The *Partnership agreement* is a mandatory agreement signed between all participants for the purpose of the *project*. This agreement is deemed to have been signed before the signature of the *grant agreement*.

³ These agreements (Consortium and Partnership) are signed between participants only; the *Commission* is not part to any of these 2 agreements. Please refer to the following link: (ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf) where you will find a checklist and critical issues to be addressed in a Consortium and a Partnership agreement.

LIFE CYCLE OF FOR INTERNATIONAL RESEARCH STAFF EXCHANGE SCHEME PROJECT



2.2. Eligible participants

A partnership in this action shall be composed of at least two independent participants established in at least two different Member States or Associated countries, and one or more participants either located in countries with which the EU has **an S&T Agreement or in countries covered by the European Neighbourhood Policy**. The partner acting as proposal coordinator must be from an EU Member State or Associated country.

The lists below are subject to change and it is the responsibility of the applicant to check their memberships at the time of application.

The EU 27 Member States:

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, and the United Kingdom.

The Associated countries:

Albania, Croatia, FYROM, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey

Countries with an S&T agreement with the EC

Argentina, Australia, Brazil, Canada, China, Chile, Egypt, India, Japan⁴, (Rep. of) Korea, Mexico, Morocco, New Zealand, Russia, South Africa, Tunisia, Ukraine, United States

Countries covered by the European Neighbourhood Policy (but which are not Associated Countries for the purpose of FP7)**a) Eastern Europe & Central Asia (EECA)**

Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)

b) Mediterranean Partner Countries (MCP)

Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian-administrated areas, Syrian Arab Rep., Tunisia

2.3. Eligible staff and eligible programmes

Participants will submit a joint multi-annual programme for the exchange of staff between the partners. For staff from EU Member States or Associated countries, the mobility must be towards the *Third country* partners and vice-versa. Staff exchanged between European partners will not be eligible to apply for the subsistence allowance paid by the Community.

The IRSES scheme targets early stage and experienced *researchers*, but if appropriate and justified, technical and managerial staff can also benefit from the exchange programme.

The duration of exchanges for each *researcher* or technical/managerial staff member will be for a maximum of 12 months. Conference attendance other than for workshops or seminars specifically organised as part of the joint collaboration *project* between the partner organisations are not covered by the Community contribution. In any case the need for very short stays, of less than one month, should be particularly well justified in the application.

⁴ Currently in the process of negotiating an S&T cooperation agreement with the European Community

Examples:

An Austrian and a Hungarian university propose an exchange programme with a research institute in Brazil. This programme is **eligible**.

An Irish university proposes an exchange programme with a Chinese university. This programme is **ineligible** (at least two partners from MS/AC are required).

A French and a Swiss research institute propose an exchange programme with an university in Tunisia, coordinated by the Tunisian partner. This programme is **ineligible** (the coordinator has to be located in a MS/AC).

A Spanish and a Portuguese university propose an exchange programme with a research centre in Mozambique. This programme is **ineligible** (Mozambique does neither have an S&T agreement with the EC nor is it covered by the European Neighbourhood Policy).

A Dutch research centre and an Estonian university propose an exchange programme with the USA. Staff from the US partner will be seconded to the Netherlands and Estonia, Dutch staff will be seconded to Estonia and the US and Estonian staff will be seconded to the Netherlands and the US. This exchange programme is **eligible**. However, **the subsistence costs for the Estonian staff going to the Netherlands and the Dutch staff going to Estonia are ineligible**.

2.4. Typical Activities of a IRSES Programme

The participants are expected to propose a multiannual joint programme as the common basis for their collaboration. This may include joint research and training activities or joint workshops and seminars, as well as other networking activities. The activities should be designed to exploit complementary expertise of the participants and to create synergies between them. In addition to achieving scientific results in a particular area, the IRSES *projects* are also expected to create additional benefits for the participants in terms of transfer of knowledge.

2.5. Financial Regime

All partners involved in a joint exchange programme are expected to **second** their staff and thus **continue paying their salary during the stay abroad**.

For each member of staff from an EU MS or AC staying in an eligible *Third country* partner organisation, the Community will pay a subsistence allowance of **€1,800 per month**.

The subsistence allowance is paid as a fixed contribution expected to cover the costs for the staff exchange, including travel costs.

There will not be an extra EC funding for management costs. The EC financial contribution is a fixed amount of €1800 per seconded *researcher* months to be used towards the *project* goals and objectives. This amount may include costs for the management of the exchanged *project*⁵; however this must not lead to a reduction of number of exchanges. No costs breakdown will be requested but the specific section in the *Consortium agreement* will have to clarify how funds are allocated to the each participants and what is the percentage used for management (if any).

⁵ Management costs in MCA are in the range from 3% to 7%

Financing of Third Country partner organisations

Partner organisations from eligible *Third countries* are supposed to cover themselves the costs for their "outgoing" staff.

For proposals that pass all evaluation thresholds and are selected for Community funding, the *Commission* will require evidence of the existence of matching funds at the stage of contract negotiations. It is therefore recommended that *Third country* partners take appropriate action to ensure the availability of this evidence at the proposal submission stage. **A failure to secure these funds will lead to the withdrawal of the proposal.**

As far as International Cooperation Partner Countries, and in particular countries covered by the European Neighbourhood policy, are concerned, a Community contribution towards travel and subsistence for these partners may be requested and granted according to the budget availability. The justification should be an Annex to **Part B** of the Proposal (see Annex 4).

The following Third Countries may benefit from the EC subsistence contribution

- 1) Countries covered by the European Neighbourhood Policy
- 2) Argentina, Brazil, China, Chile, Egypt, India, Mexico, Morocco, Russia, South Africa, Tunisia, Ukraine

The following Third Countries may NOT benefit from the EC subsistence contribution⁶

Australia, Canada, Japan, New Zealand, (Rep of) Korea and the United States of America

Example:

Two institutions of two different EU Member States or Associated Countries propose a staff exchange programme with two institutions in two *Third countries*, one in an industrialised country and one in an ICPC. The *Third country* participants in the IRSES programme are financed by their own funds, but ICPC may request funding for their subsistence costs in Europe.

Participant number	Partner country	Staff to be exchanged	Duration in months	Total person months	Requested community contribution
1	<i>Beneficiary 1</i> (coordinator) EU Member State/Associated Country	10 early stage researchers	12	120	216.000
		2 experienced researchers	10	20	36.000
		3 management staff	8	24	43.200

⁶ These countries must ensure that matching funds or other resources are available for the exchange program at the date of submission of the proposal.

		2 technical staff	2	4	7.200
	Total			168	302.400
2	<i>Beneficiary 2</i> EU Member State/Associated Country	5 early stage <i>researchers</i>	12	60	108.000
		8 experienced <i>researchers</i>	9	72	129.600
		1 technical staff	6	6	10.800
	Total			138	248.400
	Total participants from EU MS/AC			306	550.800
3	Partner organisation 1 Eligible Third Country- non ICPC	15 early stage <i>researchers</i>	12	180	0
		5 experienced <i>researchers</i>	9	45	0
		10 technical staff	6	60	0
		6 management staff	3	18	0
	Total			303	0
4	Partner organisation 2 Eligible Third Country- ICPC	12 early stage <i>researchers</i>	12	144	259.200
		1 experienced <i>researcher</i>	4	4	7.200
		2 technical staff	3	6	10.800
	Total			154	277.200
	Total participants from Third Countries			457	277.200
	Total Programme			763	828.000

Financial reporting

The subsistence allowance of €1,800 per month and exchanged member of staff is paid as a fixed contribution to the *beneficiaries* of the *grant agreement*. It will cover the costs of participating *researchers*, i.e. subsistence and travel costs of European *researchers* going to the eligible *Third countries* as well as those of incoming *researchers* from ICPC countries in those cases where their

request for Community funding has been accepted. The costs of *researchers* from *Third country* partners not funded by IRSES programme **must be paid by their own institutions**.

When reporting to the *Commission*, *beneficiaries* will not have to provide evidence of actual costs (i.e. cost statements for air travel tickets, evidence how much each *researcher* has received individually, etc). Reporting will be limited to the accomplished results, which includes number of person-months exchanged and scientific results achieved, under consideration of the objectives set out in the Work Programme.

3. How to apply

3.1. Turning your idea into an effective proposal

The coordinator

The *Commission* refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". In the case of IRSES, the coordinator of an exchange *project* must be a partner from an EU Member State or Associated country. For a given proposal, the coordinator acts as the single point of contact between the participants and the *Commission*.

Focusing your planned work

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

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in annex 2. Keep these in mind as you develop your proposal.

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. Applicants are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS Call page – see http://cordis.europa.eu/fp7/get-support_en.html or Annex 1 of this Guide). Please note that the *Commission* will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Through IRSES, participation of organisations from *third countries* (which are neither Member States nor Associated countries) in FP7 is encouraged. The *Commission* therefore has established a database with contacts in *third countries* who can give assistance to potential participants in these countries and to organisations from Member and Associated States looking for partners in *third countries*. For the moment, the list of countries is limited. Continuous updates are foreseen. Please see http://cordis.europa.eu/fp7/third-countries_en.html

Other sources of help

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

- The *Commission's* general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply. Please see <http://ec.europa.eu/research/enquiries>;
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (EPSS). See section 3.2 below;
- A further help desk providing assistance on intellectual property matters (see CORDIS under http://cordis.europa.eu/fp7/how_en.html#ipr);
- Any other guidance documents or background information relating specifically to this call;
- The date and contact address for any '**information day**' that the *Commission* may be organising for this call;

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

Presenting your proposal

A proposal has two parts:

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics, and evaluation reports. This information will also support the experts and *Commission* staff during the evaluation process.

The information in **Part A** is entered through a set of on-line forms.

Part B is a "template", or list of headings, rather than an administrative form (see annex 4 of this Guide). Applicants should strictly follow this structure when presenting the scientific and technical content of their proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed *project*, and the impacts that might be expected to arise from the proposed work. Only black and white copies are used for evaluation and applicants are strongly recommended, therefore, not to use colour.

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

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

Proposal language

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

3.2. Proposal submission

About the EPSS

Proposals must be submitted electronically, using the *Commission's Electronic Proposal Submission Service (EPSS)*. Applicants can access the EPSS from <https://www.epss-fp7.org>. Proposals arriving at the *Commission* by any other means are regarded as 'not submitted', and will not be evaluated⁷.

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

All the data that applicants upload is securely stored on a server to which only applicants and the other participants in the proposal have access, until the deadline. This data is encrypted until the close of the call.

Full instructions will be found in the "EPSS preparation and submission guide" (see http://cordis.europa.eu/fp7/epss_en.html).

The most important points are explained below.

Use of the EPSS system by the proposal coordinator

The EPSS refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator".

As coordinator you can:

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

Use of Participant Identification Codes (PICs)

Participants possessing a Participant Identification Code (PIC) can use this number to identify themselves in the Electronic Proposal Submission system. On entering the PIC, parts of the A forms will be filled in automatically. Please note that in the cases where a PIC is not available it will always be possible to submit a proposal by entering the organisation details manually. However, the use of PICs will lead to more efficient handling of the proposal.

The process for assigning a PIC is triggered by a self-registration of an organisation at the following website: <http://ec.europa.eu/research/participants/urf/>. On this website you will also find a search tool for checking if your organisation is already registered (and has thus a PIC). All EU MS and AC must have been registered by the *Commission* at the date of the signature of the *grant agreement*.

Submitting the proposal

Only the coordinator is authorised to submit the proposal.

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

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

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

After reading the information page that then appears, it is possible to submit the proposal using the button marked "*Press this button to submit the proposal*".

receipt. If derogation is granted, a proposal on paper may be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

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

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

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

If the submission sequence described above is not followed, the *Commission* considers that no proposal has been submitted.

The proposal **Part B** must be exclusively in PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system.

About the deadline

Proposals must be submitted before the deadline specified in the **Call Fiche**.

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

Call deadlines are absolutely final and are strictly enforced.

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

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

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

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

The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise.

Applicants are advised not to delegate the job of submitting their proposal.

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

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

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

Correcting or revising your proposal

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

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

Ancillary material

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

Withdrawing a proposal

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

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

4. Checklist

4.1. Preparing your proposal

- **Are you applying for the right action?** Check that your proposed work falls within the scope of this call, and that you have applied for the right action⁸ (see the "People" Work Programme).
- **Is your proposal eligible?** The eligibility criteria are given in the Work Programme. See also section 2 of this Guide. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a **Part A**, containing the administrative information including participant and *project* cost details on standard forms; and a **Part B** containing the scientific and technical description of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- **Does your proposed work raise ethical issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed *project*. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with sensitive issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (see annex 1 of this Guide). Remember the Enquiry service listed in annex 1.

4.2. Final checks before submission

- **Do you have the authorisation** of each partner in the *project* to submit this proposal on their behalf?
- **Is your Part B in portable document format (PDF)**, including no material in other formats?
- **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
- **Have you printed out your Part B**, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file
- **Is your Part B file within the size limit of 10 Mbytes?**
- **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

4.3. The deadline is very important

- **Have you taken the responsibility to submit your proposal?**
- **Have you made yourself familiar with the EPSS in good time?**
- **Have you allowed time to submit a first version of your proposal well in advance of the deadline** (at least several days before), and then to continue to improve it with regular resubmissions?
- **Have you pressed 'SUBMIT' after your final version?**

⁸ If you have in error registered for the wrong call, discard that registration (usernames and passwords) and re-register and re-submit correctly. If there is no time to do this, notify the EPSS Helpdesk.

5. What happens next

Shortly after the call deadline, the *Commission* will send an **acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 form for participant n°. 1 as the person in charge. Please note that the brief electronic message given by the EPSS system after each submission is not the official Acknowledgement of Receipt.

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

If you have not received an acknowledgement of receipt within 12 working days after the call deadline, you should contact the FP7 Enquiry Service without further delay (see annex 1 of this Guide).

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

All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in annex 2 of this Guide.

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

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

The *Commission* also informs the relevant **programme committee**, consisting of delegates representing the governments of the Member States and Associated Countries. Based on the results of the evaluation by experts, the *Commission* draws up the final list of proposals for possible funding, taking account of the available budget. The *Commission* must also take account of the strategic objectives of the programme, as well as their overall balance.

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

A description of the negotiation process will be provided in the "**FP7 Guidelines for negotiation**" available at http://cordis.europa.eu/fp7/find-doc_en.html. Negotiations between the applicants and the *Commission* aim to conclude a *grant agreement* which provides for EU funding of the proposed work. They cover both the scientific/technological, and the administrative and financial aspects of the *project*. The officials conducting these negotiations on behalf of the *Commission* will be working within a predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal. The negotiations will also deal with the relevant principles contained in the European Charter for *Researchers* and the Code of Conduct for their Recruitment.

For EU MS/AC participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the *Commission's* Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a *grant agreement* can be

signed. For these participants, the procedure of registration and validation is triggered by a self-registration in the Web interface of the URF available at <http://ec.europa.eu/research/participants/urf>.

This self-registration will lead to a request by the *Commission* to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR).

Annex 1 – Timetable and specific information for this call

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

Publication of call	25 November 2008
Deadline for submission of proposals	27 March 2009, at 17:00:00 Brussels local time
Evaluation of proposals	May 2009
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	June 2009
Invitation letter to successful coordinators to launch contract negotiations with <i>Commission</i> services	July 2009
Letter to unsuccessful applicants	From July 2009
Signature of first contracts	From October 2009

- **Further information and help**

The CORDIS call page: <http://cordis.europa.eu/fp7/calls> contains links to other sources that you may find useful in preparing and submitting your proposal⁹. Direct links are also given where applicable.

Call information

CORDIS call page and Work Programme <http://cordis.europa.eu/fp7/calls> and follow specific links to the "People" calls or http://cordis.europa.eu/fp7/calls?fuseaction=UserSite.PeopleCallsPage&id_activity=12.

General sources of help:

The *Commission's* FP7 Enquiry service
National Contact Points

<http://ec.europa.eu/research/enquiries>
http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance:

CORDIS help desk http://cordis.europa.eu/guidance/helpdesk/home_en.html
EPSS Help desk support@epss-fp7.org
IPR helpdesk <http://www.ipr-helpdesk.org>

⁹ Not all documents will be available at the moment of the first call publication of FP7.

Legal documents generally applicable (see http://cordis.europa.eu/fp7/find-doc_en.html for Find a Document – on Fp7 - service)

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

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

Specific Programmes at http://cordis.europa.eu/fp7/home_en.html

Rules for proposal submission, evaluation selection and award at http://cordis.europa.eu/fp7/participate_en.html

Other supporting information

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

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from

http://ec.europa.eu/euraxess/index_en.cfm?CFID=1103254&CFTOKEN=cbe7f11239e89043-623CD4EF-F017-1878-081E5961BD335995

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

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

1. General

The evaluation of proposals is carried out on behalf of the *Commission* by independent experts.

Commission staff ensures that the process is fair, and in line with the principles contained in the *Commission's* rules¹⁰.

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

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

Non-disclosure/Confidentiality: The appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the *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.

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

2. Before the evaluation

On receipt by the *Commission*, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation. For this call a proposal will only be considered eligible if it meets all of the following conditions:

- It is received by the *Commission* before the deadline given in the call fiche;
- It involves at least the minimum number of participants given in the call fiche;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the Work Programme.

¹⁰ Rules on Proposal Submission, Evaluation, Selection and Award Procedures (to be posted on CORDIS)
(Version October 2008)

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

The *Commission* 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 *Commission* 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.

Commission staff, with the assistance of panel chairs, allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Individual evaluation of proposals

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

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

IRSES Funding scheme: International Research Staff Exchange Scheme			
Quality of the Exchange Programme Weighting:25%	Transfer of Knowledge Threshold 3, Weighting:30%	Implementation Weighting:15%	Impact Threshold 3, Weighting:30%
Priority in case of ex aequo 1	2	4	3
Objective and relevance of the joint exchange programme	Quality and mutual benefit of the transfer of knowledge	Capacities (expertise/human resources/facilities/infrastructure) to achieve the objectives of the planned cooperation	Relevance of the proposed partnership to the area of collaboration and for the ERA
Scientific quality of the partners	Adequacy and role of staff exchanged with respect to the transfer of knowledge	Appropriateness of the plans for the overall management of the exchange programme	Potential to develop lasting collaboration with eligible Third country partners.
Complementarities/synergies between the partners			

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

If it becomes clear before, during or after the peer review evaluation phase, that one or more

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

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

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

The thresholds and weightings for the different criteria for IRSES are summarized in the table below:

Evaluation Criterion	Weighting (in %)	Threshold
Quality of the Exchange Programme	25	N/A
Transfer of Knowledge	30	3
Implementation	15	N/A
Impact	30	3

In addition to the thresholds for individual evaluation criteria, an overall threshold of 14 (out of a maximum possible score of 20) will be applied to the total weighted score.

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

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

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

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

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

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 *Commission* staff member will be informed immediately, and the views of the other experts will be sought.

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

4. Consensus meeting

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

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

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

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

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

Ethical issues (above threshold proposals)

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

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

Outcome of consensus

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

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

The signing of the consensus report completes the consensus step.

5. Panel review

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

The tasks of the panel will also include:

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

The panel is moderated by the chair. The *Commission* 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 any deliberations of the panel;

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

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

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

In **Part A** applicants 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 applicants intend to carry out will be described in **Part B** (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the Host organisations, section, while section A3 deals with financial matters..

How to complete the forms (A1 to A4).

When you complete **Part A**, please make sure that:

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

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

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	Please provide a short title or acronym, which will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of Part B of your proposal.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the <i>Commission</i> in the organisation of the evaluation of proposals. Chemistry CHE Social and Human Sciences SOC Economic Sciences ECO Information science and Engineering ENG Environment and geosciences ENV Life sciences LIF Mathematics MAT Physics PHY * To help you select the most relevant panel code please refer also the breakdown of each scientific area into a number of sub-disciplines at the end of this section
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (ITN) Industry-Academia Partnerships and Pathways (IAPP) Co-funding of Regional, National and International Programmes (COFUND) Intra-European Fellowships (IEF) European Re-integration Grants (ERG) International Outgoing Fellowships (IOF) International Incoming Fellowships (IIF) International Re-integration Grants (IRG) International Research Staff Exchange Scheme (IRSES) Researchers Night (NIGHT)
Total Duration in months	Insert the estimated duration of the <i>project</i> in full months (from 24 to 48 months).
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: <i>FP7-PEOPLE-200X-IRSES</i>
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please write the proposal abstract in English. There is a <u>limit of 2000 characters</u> .
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways.

Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the <i>Commission</i> to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).
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List of scientific panels

(Please indicate the corresponding short name in form A1)

CHEMISTRY (CHE)

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

SOCIAL & HUMAN SCIENCES (SOC)

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

ECONOMIC SCIENCES (ECO)

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

ENGINEERING & INFORMATION SCIENCE (ENG)

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

ENVIRONMENT & GEOSCIENCES (ENV)

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

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

LIFE SCIENCES (LIF)

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

MATHEMATICS (MAT)

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

PHYSICS (PHY)

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

Section A2 – Information on Organisations	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.
Participant identity code	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the <i>Commission</i> are encouraged to use it when submitting proposals. Check the following weblink to retrieve your PIC number (http://cordis.europa.eu/fp7/urf-pic_en.html).
Legal name	For Public Law Body, it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; For Private Law Body, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. For a natural person, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, or Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (./;...), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or international law.
Public body	Public body means any legal entity established as such by national law
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges ...).
International organisation	"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;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European Commission	The European <i>Commission's</i> Joint Research Centre

Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
NACE code	<p>NACE 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 <i>project</i>. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUri=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC.</p>
Small and Medium-Sized Enterprises (SMEs)	<p>Only non profit research organisations are eligible to take part in this action</p> <p>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 http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</p> <p>An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:</p> <ul style="list-style-type: none"> - employs fewer than 250 persons; - has an annual turnover not exceeding €50 million, and/or an annual balance sheet total not exceeding €43 million. <p>The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:</p> <ul style="list-style-type: none"> (a) employees; (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law; (c) owner-managers; (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise. <p>ATTENTION: Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.</p> <p>The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.</p> <p>In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a <i>bona fide</i> estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.</p>
Contact point	It is the person in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the <i>Commission</i> will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Authorised representative to sign the grant agreement or	Please indicate the contact details of the person in the Organisation who would be authorised to sign the <i>grant agreement</i> with the <i>Commission</i> in case the proposal is selected for funding.

to commit the organisation for this proposal	
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Proposal Submission Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Research Staff
Exchange Scheme (IRSES)**

A1

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

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

<i>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?</i>	
YES/NO	

Proposal Submission Forms



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Research Staff
Exchange Scheme (IRSES)**

A2

<i>Proposal Nr</i>		<i>Proposal Acronym</i>		<i>Participant Nr</i>	
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INFORMATION ON ORGANISATIONS

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

Administrative data

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

Status of your organisation

tatus of your organisation

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

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

Non-profit organisation

Public body

Research organisation

Higher or secondary education establishment

International organisation

International organisation of European Interest

Joint Research Centre of the European *Commission*

Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherch ) / Enterprise groupings]

Commercial Enterprise

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

The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"

1. Is your number of employees smaller than 250? (<i>full time equivalent</i>)	[yes/no]
2. Is your annual turnover smaller than € 50 million?	[yes/no]
3. Is your annual balance sheet total smaller than € 43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]

You are **not an SME** if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the *Commission's* definition of an SME. **Please check** the additional conditions given in annex X.

Following this check, do you conform to the <i>Commission's</i> definition of an SME	[yes/no]
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Proposal Submission Forms



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
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**International Research Staff
Exchange Scheme (IRSES)**

A2

Dependencies with (an)other participant(s)

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

Contact points

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

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

Proposal Submission Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions

International Research Staff Exchange Scheme (IRSES)

A4

Proposal Number		Participant Number		Proposal Acronym	
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FUNDING REQUEST

<i>Beneficiary/Partner organisation number</i>	<i>Beneficiary/Partner organisation Short Name</i>	<i>Beneficiary/ Partner organisation country code</i>	<i>Seconded Researcher to be exchanged (Total number of researcher-months) (A)</i>	<i>Monthly subsistence allowance (1,800 €, where applicable) (B) €</i>	<i>Requested EC contribution</i>
1	Beneficiary (coordinator)			Drop-down menu 0 or 1800	= column A*B
2	Beneficiary		Integer		= column A*B
3	(to be expanded for each beneficiary A2 form filled in)				
...	Partner Organisation				
	(to be expanded for each partner organisation A2 form filled in)				
	Total		Sum		Sum

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

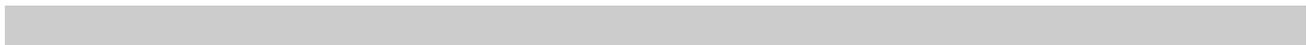
Instructions for preparing proposal Part B for IRSES

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

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

The maximum length of Part B is 30 pages (excluding table of contents; the ethical issues section, start and end pages and, where applicable, annexes), with minimum allowed font size of 11 points. All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

The Commission will instruct the experts to disregard any excess pages.



Please make sure that:

- You use the right template to prepare your proposal;
- You respect the maximum number of pages. *Commission* Services reserve the right to disregard parts of a proposal that clearly exceed the maximum lengths specified along with any attachments/additional information provided to the 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. Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

International Research Staff Exchange Scheme

Call: FP7-PEOPLE-2009-IRSES

PART B

“PROPOSAL ACRONYM”

Part B – Table of Contents

To draft PART B of proposals applicants should take into account the following structure and subheadings.

If required for an adequate description of their *project*, applicants may wish to add further headings.

B 1 Quality of the Exchange Programme

B 1.1 Objectives and relevance of the joint exchange programme

B 1.2 Scientific quality of the partners

B 1.3 Complementarities/synergies between the partners

B 2 Transfer of Knowledge

B 2.1 Quality and mutual benefit of the transfer of knowledge

B 2.3 **Adequacy** and role of staff exchanged with respect to the transfer of knowledge

B 3 Implementation

B 3.1 Capacities (expertise/human resources/facilities/infrastructure) to achieve the objectives of the planned cooperation

B 3.2 Appropriateness of the plans for the overall management of the exchange programme

B 4 Impact

B 4.1 Relevance of the proposed partnership to the area of collaboration and for the ERA

B 4.2 Potential to develop lasting collaboration with the eligible *Third country* partners.

B 5 Ethical Issues

Annex (if applicable)

Annex 1 Justification for Community contribution towards ICPC *third country* partner costs.

B 1 Quality of the Exchange Programme**B 1.1 Objectives and relevance of the joint exchange programme**

- Describe the objectives of the joint exchange programme
- Give an overall description of the exchange scheme and the planned scientific activities

Please provide in this section:

- the description of the Work Packages divided by specific tasks
- the list of milestones, where appropriate
- the Gantt Chart of secondments

The tables which are proposed below can be taken as example:

Table 1: List of Work Packages

Work package n°	Work package title	Beneficiary/Partner organisation short name	Start month	End month
1				
2				
..		

Table 2: Work Packages¹¹

The work packages should be described one by one.

Work package number	1	Start date or starting event:	Month...
Work package title	...		
Beneficiary/Partner Organisation short name	...		

Objectives

...

¹¹ The planning of a work package should be sufficiently detailed to justify the proposed effort and to allow progress monitoring by the *Commission*. A work package of an IRSES proposal may concern the exchange of researcher, the joint research and training activities or joint workshops and seminars, as well as other networking activities.

Description of work

Task 1.1:

Task 1.2:

Task 1.3:

....

Deliverables

D1.1

D1.2

...

Researchers involved

...

Table 3: List of Milestones

List and schedule of milestones					
Milestone n°.	Milestone name	WPs n°.	Lead Beneficiary/ Partner organisation short name	Delivery date	Comments
1					
2					
3					
...					

Table 4: Gantt chart of secondments

The Gantt chart shall illustrate the secondments of exchanged staff towards all the participant organisations for the whole duration of the *project*.

- Describe the added value (in terms of gained knowledge) for the partners involved

B 2.3 Adequacy and role of staff exchanged with respect to the transfer of knowledge

- Describe the role of the exchanged *researchers* and their specific expertise. Define the goals to be achieved through their exchange
- If applicable: describe the reasons for exchanging managerial/technical staff and explain their specific role and the goals to be achieved through their exchange

B 3 Implementation

B 3.1 Capacities (expertise/human resources/facilities/infrastructure) to achieve the objectives of the planned cooperation

- Give a detailed description of the expertise and the human resources/facilities/infrastructure at the partner institutions

B 3.2 Appropriateness of the plans for the overall management of the exchange programme

- Describe the management plan of the exchange scheme (e.g. support for detached and incoming personnel)
- Demonstrate that the complementarities and synergies between the partners are well exploited
-

B 4 Impact

B 4.1 Relevance of the proposed partnership to the area of collaboration and for the European Research Area¹²

- Describe the partnership's contribution to the area of collaboration
- Describe the relevance of the exchange between the partner countries for ERA

B 4.2 Potential to develop lasting collaboration with the eligible *Third country* partners

- Give a detailed overview over the measures taken to create or reinforce a lasting cooperation between the partners

B 5 Ethical Issues

Describe any ethical issues that may arise in their proposal. In particular, you should explain the benefit and burden of their experiments and the effects it may have on the research subject.

The following special issues should be taken into account:

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

Data protection issues: Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously

¹² Towards a European Research Area, version Brussels, 18 January 2000. COM (2000) 6
(Version October 2008)

collected data being used. Consider issues of informed consent for any data being used. Describe how personal identify of the data is protected.

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

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

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

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

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

(No maximum length for Section 4: 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 beings¹³; research on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethical review.

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

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

¹³ 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)

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

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

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

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

Research Involving Developing Countries		YES	Page
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		

	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
--	--	--	--

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

Annexes

Annex 1. Justification for Community contribution towards *third country* partner costs.

As far as ICPC countries and countries covered by the European Neighbourhood policy, are concerned, a Community contribution towards travel and subsistence for these partners may be envisaged. The justification should be presented here, with focus on the benefits of such for the collaboration.

ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

International Research Staff Exchange Scheme

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PART B

“PROPOSAL ACRONYM”