SEVENTH FRAMEWORK PROGRAMME

PROVISIONAL

GUIDE FOR APPLICANTS

Marie Curie Actions
People

Marie Curie Initial Training Networks

Call identifier FP7-PEOPLE-2007-1-1-ITN
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About this Guide

**This Guide explains the principles of
Marie Curie Initial Training Networks
to be funded under the EU's Seventh Framework Programme.**

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

Marie Curie Intra-European Fellowships for Career Development (IEF)
Marie Curie European Re-integration Grants (ERG)
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Marie Curie International Outgoing Fellowships for Career Development (IOF)
Marie Curie International Incoming Fellowships (IIF)
Marie Curie International Re-integration Grants (IRG)
Marie Curie Awards (AWARDS)

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 CORDIS web-site. The Guide does not in itself have legal value, and thus does not supersede those documents.

THE ESSENTIALS

What are Marie Curie Initial Training Networks?

Marie Curie Initial Training Networks are aimed at improving the career perspectives of researchers who are in the first five years of their career by offering structured training in well defined scientific and/or technological areas as well as providing complementary skills and exposing the researchers to other sectors including private companies.

Who can apply?

Normally, a network will comprise at least three participants (e.g. universities, research organisations, industrial firms, SME's, international organisations) proposing a coherent and integrated research training programme. However, in certain cases single or twinning host organisations may also be eligible.

Which research topics are supported?

Proposals from all areas of scientific and technological research of interest to the European Community are welcome and there are no pre-defined priority areas. However, activities in areas covered by the EURATOM treaty are not eligible.

How does it work?

Networks will be selected competitively following a two-stage evaluation process. Successful proposals will be invited to enter into grant agreement negotiations with the Commission in order to define the implementation of the project in more detail, also taking into account the experts' comments made during the evaluation, and to finalise the budget. Researchers can be appointed from the start date of the project mentioned in the grant agreement. An advance payment is made at the beginning of the project; subsequent annual payments are released upon acceptance of the annual reports.

What does the funding cover?

Funding is primarily provided for the benefit of the researchers appointed by the host (including their living allowances, travel expenses etc). There is also a contribution to expenses linked to the execution of the project in the host organisation, along with a contribution towards overheads and management related expenses.

How to apply?

This Guide contains the essential information for you to prepare and submit a proposal for a **Marie Curie Initial Training Network**. You 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). Detailed instructions are available in this Guide.

Contents

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission. Proposals describe planned research, training or transfer of knowledge activities, information on who will carry them out, and how much they will cost. 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 participants.

The sequence of steps is summarised in this flow chart:
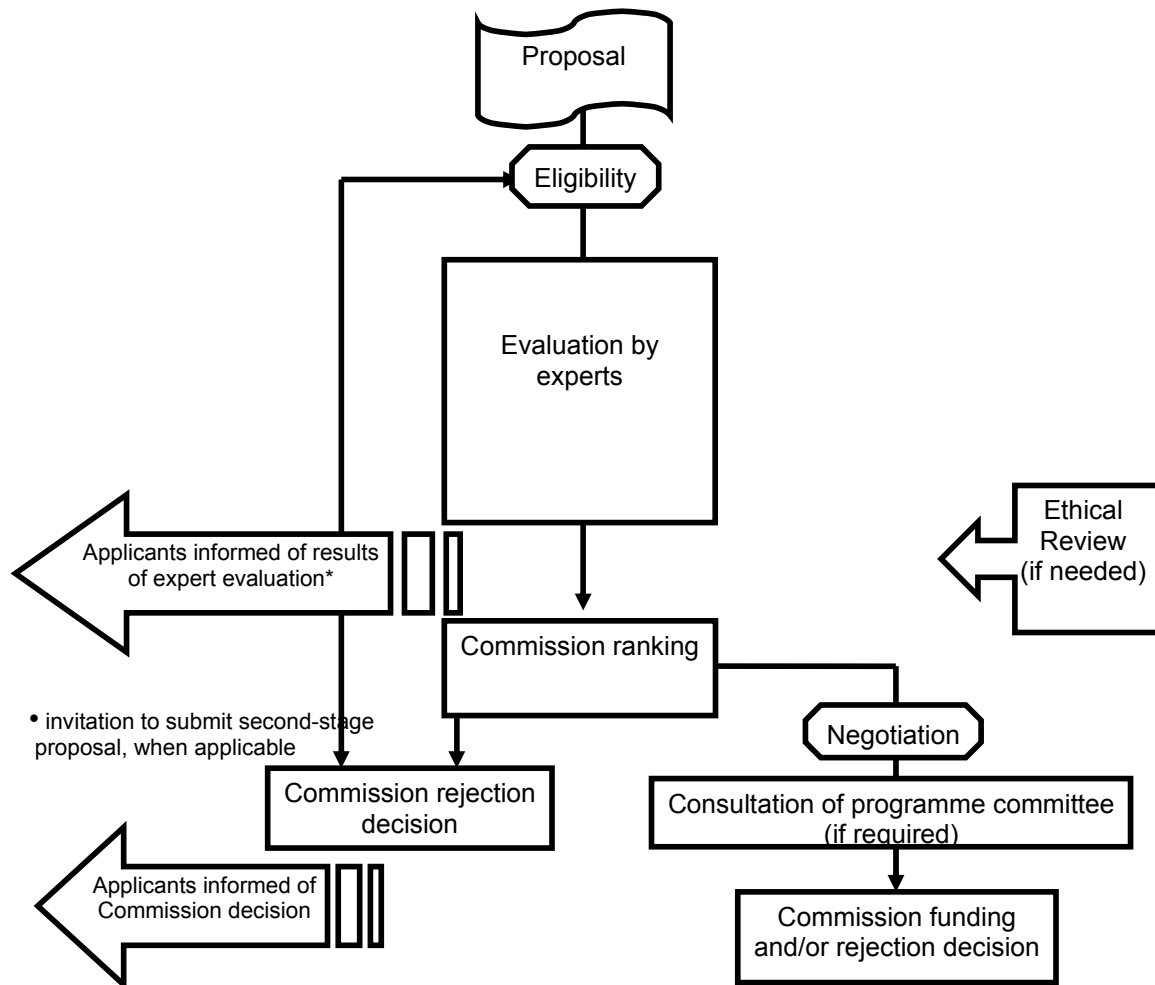
This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal.

You 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 make sure you refer to the latest version before preparing your proposal.

> *Please check that this is the right guide for you by consulting the work programme, the **call fiche**, and the description of the Marie Curie Action in the next section.*

This Guide and the work programme are essential reading. However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which will be made available on the Commission's CORDIS web site (see annex 1 of this guide).

2. About the Marie Curie Initial Training Networks

2.1. General aspects

Purpose

This action has been created on the basis of past experiences from actions such as the Marie Curie Research Training Networks and Marie Curie Host Fellowships for Early Stage Research Training. The Marie Curie Initial Training Networks aim to **improve the career perspectives** of researchers who are in the first five years of their research career, **in both public and private sectors**.

Institutions which are actively involved in research training (universities, public and private research centres, companies, SME, spin-offs, etc) will form a network and apply for funding to the Commission. If selected they will collaborate to recruit research fellows and provide them with opportunities to undertake research in the context of **a joint research training programme**. The joint research training programme should respond to well identified needs in defined scientific or technological areas, expose the researcher to other sectors including private companies, and offer a comprehensive set of complementary skills (entrepreneurship, IPR, etc.). It should reflect existing or planned research collaborations among the partners, in which the fellow will take part through individual training-through-research projects, should be proposed.

The contracting organisations will be expected to **mutually recognise the quality of the training** . This should contribute to the **structuring effect** on European research training capacities through the establishment of long term collaboration among the teams.

Size
The size of the network will depend on the scope of the research training programme, along with the needs in this respect for the disciplines concerned and management considerations. Large networks may be important to provide training in certain fields of research that are fragmented and have many smaller groups active in different locations. However, such networks would have to demonstrate a very high degree of organisation. Normally a network will be composed of at least three participants, but mono-sites and twinnings are also possible under certain conditions (see section 2.2). There is no predefined size. However, based on past experiences, the indicative maximum number of partners would be 10.

Duration

The maximum duration of funding for Initial Training Networks will normally be four years from the contractual start date.

The topic of the Project

All Marie Curie actions have a bottom-up approach, i.e. all fields of research of interest to the European Union are eligible for funding (except areas of research covered by the EURATOM Treaty).

All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme. (See also Section 3.1 of this Guide).

The Concept of Panels

For practical organisational reasons, proposals will be classified under eight major areas of science (known as 'panels'): Chemistry (CHE); Social and Human Sciences (SOC); Economic Sciences (ECO), Information science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field 'Scientific Panel' on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that are involved. The choice of panel and keywords will guide the Commission in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals.

2.2 Which research organisations can take part?

Who are the participants?

A participant in this action is an organisation (legal entity) that is a member of a network selected by the Commission which contributes directly to the implementation of the joint training programme of the network, by recruiting and employing and/or hosting eligible researchers, by providing specialised training modules or by participating in other dedicated network actions.

Many different types of organisations can take part in an ITN:

- National organisations (e.g. universities, research centres etc, whether private or public);
- Commercial enterprises, especially those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European interest organisations (e.g. CERN, EMBL, etc);
- The Joint Research Centre of the European Commission;
- International organisations (e.g. WHO, UNESCO, etc) (funding subject to certain conditions – see below).

Definitions for some of the above categories of organisations are provided in the Rules for Participation for FP7.

How are ITNs composed and where can participants be located?

ITNs are typically set up as *multi-site projects,* but in certain cases *mono-sites or, twinnings are also possible*.

Multi-site

This is the typical set-up of an ITN. A multi-site network must be composed of **at least three participants** established in at least three different Member States or Associated countries, of which two must be in Member States. One (and only one) of the participants is **the coordinator** of the ITN (art. 25 of the Rules for participation establishes the role and tasks of the coordinator).

If there are more than three participants in the network the additional organisations may be located anywhere in the world (but the funding of participants from non-EU and Associated countries is restricted in some cases – see below).

Mono-sites & Twinnings

If two organisations in two different Member States or Associated Countries (of which at least one is a Member State) have an established international network for research training these organisations could apply as a twinning ITN.

Similarly, in those cases where an informal network exists, single research organisations established in a Member State or Associated country can also be considered for funding.

In such cases, the research training programme offered must involve well-established, trans-national collaborations with other research institutions, without the latter formally being part of the network. The contracting organisation takes full responsibility for executing the proposed training programme. Recruited researchers will benefit from such informal networks during the training period including through active mobility towards the partners organisations.

Teams located in EU Member or Associated States and International European Interest Organisations

Network teams located in EU Member or Associated States which have signed up for participation in FP7, as well as in International European Interest Organisations are eligible for funding and take part on the same footing. The EU Member and Associated States are listed below:

> *The EU Member States are:*
>
> *Austria, Belgium, Bulgaria*, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania*, Slovakia, Slovenia, Spain, Sweden, United Kingdom.*
> *(*from 1 January 2007)*

> *The Associated Countries are:*
>
> *a) Iceland, Liechtenstein, and Norway (subject to amendment procedure of EEA agreement)*
>
> *b) Switzerland, Israel (subject to satisfactory conclusion of bilateral S/T agreements)*
>
> *c) Turkey, Croatia, and Serbia (subject to satisfactory completion of the decision-making procedure associating these countries via a Memorandum of Understanding)*
>
> *Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.*

Teams located in International Organisations or Third Countries other than Associated Countries

In the case of research teams located in countries outside the Member and Associated States, or in International Organisations, there are special conditions:

First of all, participation of such teams is **only possible in multi-site ITNs**. Furthermore, their funding will depend on the status of the country, as detailed below:

International Cooperation Partner Countries (ICPC)

Legal entities established in an FP7 International Cooperation Partner Country (ICPC) will be eligible for funding above the minimum number of Member States and Associated Countries. The list of ICPC can be found on the CORDIS web-site, and is given in annex 1 of the People Work Programme

Other Third Countries and international organisations

In the case of a participating international organisation (other than an international European interest organisation), or a legal entity established in a non-EU country (other than an associated country or ICPC), a Community financial contribution may be granted, if such funding is foreseen in a **bilateral scientific and technological agreement or any other arrangement** between the Community and the country of the legal entity.

If this is not the case then the proposal needs to present strong arguments in order for the participant to be funded. It must be demonstrated that the financing is **essential** to achieve the objectives of the project.

Overview

The following table summarizes the possible location of the participants in an ITN.

Type of ITN	Country of participant(s)
Multi-site ITN	At least three different Member States or Associated countries of which at least two Member States. When more than three participants, the additional participants can come from any Member State, Associated State or Third country. If a participant is from non-ICPC Third Country it can only be funded if funding is foreseen in a special agreement between the country and the Community or if funding is essential for the project.
Twinning ITN (two contracting participants)	Two different Member States or Associated countries of which at least one Member State.
Mono-site ITN (one contracting participant)	Member State or Associated country.

Industry participation

An essential part of an ITN, whether Multi-site, Mono-site or Twinning is the involvement of organisations from different sectors. In particular, **industry** is expected to participate as a full network member. Note that "industry" is to be seen in a wider scope than just the traditional manufacturing and/or production industries and is to comprise enterprises in the general sense of commercial economic actors.

Industry participation can exist at different levels, e.g. (in decreasing order of involvement):

Full network partner offering research training and recruiting the eligible researchers (if appropriate to the network and taking into consideration the research discipline);

Provider of research training and complementary training including secondment opportunities;

Members of the supervisory board (see section 2.4) of the network, which would be expected to define the skills requirements for the targeted researchers.

In all cases, the involvement of industry should be at the highest possible level, taking into account the nature of the joint training programme and as appropriate to the research field, but **the expected minimum involvement of industry would be as part of the supervisory board.**

2.3 Eligible researchers

The actions under the "People" Programme address researchers in terms of their skills and competence development at all stages of their careers, in both public and private sector. In all cases the targeted researchers are at least at post-graduate or equivalent level and the definitions of eligible researchers are based on their professional experience in research rather than on their age.

Who are the targeted researchers in ITN?

ITNs support the initial training of researchers, **typically during the first five years** (or full-time equivalent) of their careers in research.

Early-stage researchers

Definition: Early-stage researchers are defined as those in the first four years (full-time equivalent) of their research careers, starting at the date of obtaining the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.

The network's training aims must be **predominantly directed at early stage researchers**, including *inter alia* training within Ph.D. programmes.

Experienced researchers

Definition: Experienced researchers must, at the time of recruitment (i) be in possession of a doctoral degree, independently of the time taken to acquire it, or (ii) have at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree/diploma was obtained or in the host country (irrespective of whether or not a doctorate was envisaged)

- Experienced Researchers within their first five years of their career
  While maintaining the training of Early Stage Researchers as the primary objective, **some networks might justify the involvement of experienced researchers *within their first five years of their research career*** for the purpose of completing their initial training.

- "Visiting Scientists"
  To complement the network's capacity to transfer new knowledge and strengthen supervision, **a limited number of visiting scientists** originating from either the public or private sector can be recruited to take part in the training research programme. These visiting scientists must *be experienced researchers of outstanding stature in international training and collaborative research.*

In all cases eligibility will be determined at the time of recruitment.

<u>Duration of appointments</u>

The length of individual appointments for researchers will be limited to between 3 months and 36 months for *early stage researchers* and 3 to 24 months for *experienced researchers* that are in the first five years of their research careers.
Visiting scientists should be recruited for a minimum of one month up to a maximum of 24 months spread over the lifetime of the contract.

<u>Conditions of nationality and mobility of researchers</u>

Researchers are normally required to undertake trans-national mobility (i.e. move country) when taking up their appointment. Two main general rules apply to the appointment of researchers in a network:
- Researchers must be nationals of a Member State, Associated country or third country other than the country of the premises of the host organisation where they will carry out their project;
- Researchers must not have resided or carried out their main activity in the country of the host for more than 12 months in the 3 years immediately prior to their recruitment

The People Work Programme specifies a number of specific exceptions to these rules (WP section II.1.2)

Furthermore it should be noted that nationals of countries outside the EU and Associated States can only be recruited by hosts that are located in a Member State or an Associated State.

<u>How many researchers should be trained in an ITN?</u>

As a general rule Early-stage researchers in an ITN must be present in significantly higher proportions compared to Experienced researchers.

2.4 Typical Activities of an ITN

<u>Training activities</u>

Networks will primarily develop dedicated research training programmes that focus upon exploiting both the local possibilities available from the participants and the collective multidisciplinary expertise of the network as a whole. Training should be directed towards the needs of researchers that are within the first 5 years of their career, including those undertaking Ph.D. studies and to a certain extent early postdocs. Such training activities might include:

- Primarily, training-through-research under supervision by means of individual personalised projects;
- Provision of structured training courses (e.g. tutoring, lecture courses, teaching) that are available either locally or from another participant of the network;
- Development of network-wide training activities (e.g. workshops, summer schools) that exploit the interdisciplinary aspects of the project and exposure of the participants to different "schools of thought". Visiting Scientists may also contribute to such activities;
- Organisation of courses to provide complementary training both within and outside the network. Topics of interest would include, for example, project management, presentation skills, language courses, ethics, IPR, communication, entrepreneurship, etc.;
- Co-ordination of local training programmes between the participants to maximise added value (e.g. joint syllabus development, "opening up" of local training to other network teams, joint Ph.D. programmes, etc.).

- Exchanging knowledge with the members of other teams in the network through undertaking intersectorial visits and secondments;
- Involvement in the organisation of network activities and other aspects such as proposal writing, enterprise start-up, task co-ordination, etc;

A ***Personal Career Development Plan*** will be established in order to aid in the provision of the research training programme that best suits the needs of the early-stage researchers.

Further training activities specifically for experienced researchers would be:
- Intersectorial or interdisciplinary transfer of knowledge, training in new techniques,
- Capacity to build collaborations,
- Taking active part in the management of the research project,
- Developing organisational skills through organisation of training events,

Where a network seeks funding to appoint "early postdocs", it must still be in the context of a research training programme. In these cases the training which is particularly directed at the early postdocs must be made clear and the expert evaluators must be able to see from the proposal how the opportunities offered within the network would be exploited for the career enhancement of these early postdocs, both in terms of research and transferable skills training appropriate to their experience. **Experienced researchers' training should aim at making them more independent and providing them with the skills to become team leaders in a near future**.

In cases of twinning or mono-site ITNs, the participating organisations must demonstrate clearly that the necessary elements of the research training programme (including the issue of mutual recognition of the training quality by all collaborating organisations) are effectively addressed through well-established, trans-national collaborations with other research institutions, without the latter formally being part of the ITN as contractors with the Commission.

Networking & Other Training activities

Networks will establish and/or strengthen the collaboration between the teams, as well as between itself and its wider scientific community. Community funding will also be provided for networking activities.

Each network will be expected to organise workshops, seminars, summer schools, etc. which should be directly related to the research training programme of the network. Content and quality of such events should be detailed and fully justified in the proposal.

Networking activities could further include:
- Organisation of scientific or managerial network meetings. Networks should arrange for an external advisory committee to play a role in their self-assessment;
- Visits and secondments between participants for the purpose of exchanging knowledge;
- Invitation of external experts for specialist inputs into the joint research-training programme;
- Attendance at international conferences and workshops for the representation and dissemination of the networks' research;
- Electronic networking via the active use of Internet WebPages, Email and video conferencing;
- Collaboration with other ITNs in similar or complementary fields is also encouraged for exchange of "best practice", and transfer of knowledge;
- Organisation of a final network conference which would be widely publicised and showcase the achievements of the network. This conference might involve the participation of scientists from other networks or from the wider scientific community.

Visits and Secondments

Normal practice during visits and secondments is for the researcher to be appointed by the sending institute, which also pays his/her travel and subsistence expenses (e.g. accommodation). Research expenses of the seconded researcher are expected to be reimbursed by the sending institute where s/he is employed.

Visiting Scientists

Visiting scientists are recruited by the network to actively take part in the research training programme by sharing their knowledge and skills through direct involvement in the transfer of knowledge of the recruited fellows and in the conception and organisation of training events. Recruitment would be typically for multiple stays within the network. Any participation of the visiting scientists in the network should be aimed at improving fellows' skills and know-how, and must be explicitly justified in the proposal.

Organisation of international conferences and other training events open to external researchers

Each network has the possibility to open its research training programme to external participants with the purpose of disseminating the skills and knowledge that members of the network have to offer. Such open "Training Events" can take the form of international conferences, workshops, seminars, summer schools etc. and should be directly related to the research training programme of the network. Funding is available as a fixed amount per researcher-day of external researchers. Full details of the content, quality and expected number of participants of such events should be given and fully justified in the proposal

Management and Recruitment

The network will distribute responsibilities between its teams and co-ordinate its activities to ensure that co-operation and communication are as open and efficient as possible, with appropriate involvement of recruited fellows (for organisation of meetings and identification of training needs for example).

Each network will have a clearly identified **supervisory board** co-ordinating network-wide training. The board will ensure that scientific and technological training through personalised research projects is balanced with complementary skills training, appropriate to the needs of each recruited researcher. It will also establish active and continuous communication and exchange of best practice among the network participants to maximise the benefits of the partnership.

The network will be responsible for the selection and appointment of its eligible researchers. An important aspect of the Commission's policy towards researchers is to improve their working and living conditions while being mobile thereby opening up new perspectives for research careers within Europe. The Marie Curie Actions should act as a catalyst in this respect. The host organisations will therefore be required to meet certain conditions when appointing researchers and the recruitment procedure should be in line with the principles set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers. These documents are downloadable from: http://ec.europa.eu/eracareers/europeancharter

2.5. Financial Regime

The financial support for Marie Curie Networks for Initial Training is calculated on the basis of eligible activities and takes the form of grants covering up to 100% of the budget.

What types of expenses are covered?

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

- Eligible expenses for the activities carried out by the researchers;
- Eligible expenses for the activities carried out by the host organisations

(See also Work Programme, Annex 3, Table 4)

Expenses for the activities carried out by the researchers

Category A: Monthly living and mobility allowances

Monthly living allowance

This refers to the basic monthly amount to be paid to the researcher according to Table 1 in Annex 3 of the Work Programme. This is then adjusted, applying a correction factor for the cost of living according to the country in which they will be appointed, as indicated in Table 3 in Annex 3 of the Work Programme.

When making an appointment under an ITN contract, the host organisations can opt for **(A) employment contract/fellowship with full social security coverage** or a **(B) fixed-amount fellowship with minimum social security**, depending on the legal and/or administrative situation of the host organisation and/or the researcher.
In both cases, the hosts must ensure that the researcher is covered under the social security scheme, which is applied to employed workers within the country of the contractor, or under a social security scheme providing an adequate protection. Where there is a choice, employment contracts should be used in preference to the fixed-amount fellowships. For longer stays researchers should always be recruited under employment contracts except in adequately documented cases or where national regulation would prevent it. For shorter stays the host organisation can opt between the two recruitment types, but as a rule, fixed-amount fellowships should only be used in those cases where this option is contemplated by national legislation.

The living allowance is a gross Community contribution to the salary costs of the fellow. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. *The host organisation may pay a top-up to the eligible researchers in order to complement this contribution.*

> *NOTE that social security contributions and taxation vary from country to country. In order to obtain an estimation of the actual net allowances for the researchers, it is recommended to consult the host institution and/or the relevant National Contact Point.*

Mobility allowance

This is a monthly payment of a fixed amount to cover expenses related to the mobility (relocation, family charges, language courses, etc.). As for the living allowance, a correction factor for the cost of living of the country of execution of the project is applied (see Table 3 in Annex 3 of the Work

Programme). There are two reference amounts depending on the family situation of the researcher *at the time of the recruitment of the researcher*:

- €800/month: Researcher with family (marriage or equivalent status recognised by national legislation of the host country or of the country of nationality of the researcher, and/or dependant children maintained by the researcher).

- €500/month: Researcher without family

This allowance is only paid in those cases where there is trans-national mobility of the researcher, consequently, a researcher who is carrying out the project in an international organisation located in his/her country of nationality, would not receive a mobility allowance.

Category B: Travel allowance

This refers to an allowance upon taking up employment and yearly thereafter. As shown in Annex 3, it is based upon the direct distance between the location of origin of the researcher and the location of the host institution.

Category C: Career exploratory allowance

This allowance of one single payment of €2000/fellow, only for stays of at least one year, is intended to enable each researcher to help develop their career by e.g. attending job interviews, additional courses, job fairs, etc.

Category D: Contribution to the participation expenses of eligible researchers

This contribution is managed by the hosting organisation for expenses related to the participation of the researchers in research and training activities (contribution to research-related costs, meetings, conference attendance, training actions, etc). It consists of a fixed amount:

- €600 per researcher-month: for laboratory based research projects
- €300 per researcher-month: for non-laboratory based research projects

Eligible expenses for the activities carried out by the host organisations

Category E: Contribution to the research/training/transfer of knowledge programme expenses:

This is a contribution of a fixed amount of 600 € per researcher month that goes to the host organisation for the execution of the training project (publication of vacant positions, internal joint training actions, teaching material, etc.) and contribution to the expenses related to the co-ordination between participants (network meetings, detachment of staff, etc).

Category F: Contribution to the organisation of international conferences, workshops and events:

This contribution is managed by the host institution for the organisation of international conferences, workshops and events open to participants outside the network, including organisational expenses (invitation of keynote speakers, publications, rental of premises, web casting) and participation fees of eligible researchers from outside the network.

It is a fixed amount contribution of 300€ per researcher-day for researchers from outside the network, for the duration of the event.

Category G: Management activities

This refers to a *maximum of 7 % of the total Community contribution for multi-site networks* and a *maximum of 3% for Mono-sites and Twinnings* that will be paid towards the management of the project. It will be based upon actual expenses (e.g. towards the salary of a person dedicated to assist with the management of the project, or a contract with an external independent auditor for audit certification).

Category H: Contribution to overheads

This refers to a flat rate payment of 10% of the direct costs, excluding costs for subcontracting.

How do I estimate the EC contribution?

Applicants are not required to calculate the amount of the estimated EC contribution. This will be automatically calculated from the information contained in the A4 form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the Work Programme. If the proposal is selected by the Commission for funding, the EC contribution will be estimated more accurately during the negotiations taking into account the anticipated conditions of appointment (e.g. stipend or employment contract) and any recommendations made by the independent evaluators.

It is an intrinsic feature of host-driven actions that the expenses related to the appointment of *early-stage* and *experienced researchers* cannot be accurately calculated in advance. This is because the allowances to be paid depend upon the personal circumstances of the researcher (e.g. place of origin, family status etc). The level of funding has to be determined with the Commission services on the basis on an average level.

3. How to apply

3.1. Turning your idea into an effective proposal

The coordinator

For a given proposal, the coordinator acts as the single point of contact between the participants and the Commission. The co-ordinator is generally responsible for the overall planning of the proposal and for building up the consortium that will do the work.

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. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page – see 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.

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.

- 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.

- 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.

Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union. These principles include the need to ensure the freedom of research and the need to protect the physical

and moral integrity of individuals and the welfare of animals. For this reason, the European Commission carries out an ethical review of proposals when appropriate. The following fields of research shall not be financed under this Framework Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable[1];
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

As regards human embryonic stem cell research, the Commission will maintain the practice of the Sixth Framework Programme, which excludes from Community financial support research activities destroying human embryos, including for the procurement of stem cells. The exclusion of funding of this step of research will not prevent Community funding of subsequent steps involving human embryonic stem cells.

Presenting your proposal

Two stage submission

> *In this call a two-stage submission process is used. Applicants initially present their idea in a brief **outline proposal**. This is evaluated on a limited number of evaluation criteria. Applicants successful in the first stage will be invited to submit a **full proposal** at the second stage[2], which will be evaluated on a broader range of criteria. Further detail of the evaluation procedures applied is given in annex 2 of this Guide*

At each stage the 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). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work. Only black and white copies are used for evaluation and you are strongly recommended, therefore, not to use colour in your document.

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

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[1] Research relating to cancer treatment of the gonads can be financed.

[2] Favourable evaluation of a Stage 1 proposal does not oblige the applicants to subsequently submit a Stage 2 proposal, nor does it commit the Commission to supporting a subsequent project.

> *A **maximum length** is specified for Part B as a whole (see annex 4 of this Guide). You <u>must</u> keep your proposal within these limits.*

Proposal language

Proposals may be prepared in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the experts. An English translation of the abstract must be included in Part B of the proposal.

3.2. Proposal submission

Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service (EPSS) is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.

About the EPSS

Proposals must be submitted electronically, using the Commission's **Electronic Proposal Submission Service (EPSS**) Proposals arriving at the Commission by any other means are regarded as 'not submitted', and will not be evaluated[1].
All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

You can access the EPSS from the call page on CORDIS.

Full instructions will be found in the "EPSS preparation and submission guide". This will be available from the CORDIS site early in 2007.

The most important points are explained below.

Use of the system by the proposal coordinator

As a coordinator you can:
- register as interested in submitting a proposal to a particular call
- set up (and modify) your consortium by adding/removing participants
- 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 the system by the other participants

Other participants can:
- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal

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[1] In exceptional cases, when a proposal co-ordinator 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: 00 800 6 7 8 9 10 11 from Europe; or 32 2 299 96 96 from anywhere in the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the Commission no later than one month before the call deadline. The Commission will reply within five working days of receipt. If a 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.

Submitting the proposal

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal the coordinator must expressly submit it by pressing the "SUBMIT" button.** Only the coordinator is authorised to submit the proposal.

On submission, the EPSS performs an automatic validation of the proposal. An automatic message is sent to the coordinator if the system detects any apparent problems. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

Irrespective of any page limits specified in annex 3 of this Guide, there is an overall limit of 10 Mbyte to the size of proposal file (Part B). **There are also restrictions to the name you give the part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.**

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the "SUBMIT button" each time!) right up until the deadline.

If the 'SUBMIT' button is never pressed, the Commission considers that no proposal has been submitted.

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

About the deadline

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

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

Call deadlines are absolutely firm and are strictly enforced.

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

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

> *Submission is deemed to occur at the moment when the proposal coordinator 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.* **You are advised not to delegate the job of submitting your proposal!**

In the unlikely event of a failure of the EPSS service due to breakdown of the 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 e-mail to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS 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, you should aim to submit your proposal well before the deadline to have time to solve any problems.

After the deadline, all access to the EPSS for this call will remain closed. In the case of 2-stage submission, access to the EPSS will be exclusively reopened for those eligible proposals which pass all thresholds at the Stage 1 evaluation. This access will remain open until the deadline for Stage 2.

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

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

"The applicants wish to withdraw this proposal. It should not be evaluated by the 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 action[1] (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 actions. 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 address in 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.

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[1] 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.

- **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? <u>After the call deadline it will not be possible to replace your Part B file</u>

- **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: 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?**

5. What happens next

Shortly after the call deadline (or cut-off date, in the case of continuously open calls), 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 no. 1. 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 (or cut-off date, in the case of a continuously open call), 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** (to be made available on CORDIS).

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 gender equality actions, and, if applicable to the project, with gender aspects in the conduct of the planned work, as well as the relevant principles contained in the European Charter for researchers and the Code of Conduct for their recruitment.

Members of the proposal consortium may be invited to Brussels or Luxembourg to facilitate the negotiation.

Annexes

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

Annex 1: Timetable and specific information for this call

- The **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. The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.

- **Indicative timetable for this call**

Publication of call	*22 December 2006*
Stage 1: Deadline for submission of outline proposals	*7 May 2007, 17:00 (Brussels local time)*
Evaluation of stage 1 proposals	*June-July 2007*
Evaluation Summary Reports sent to proposal coordinators; Invitation letter to successful coordinators to submit Stage 2 proposals	*End July 2007*
Stage 2: Deadline for submission of full proposals	*25 September 2007, 17:00 (Brussels local time)*
Evaluation of stage 2 proposals	*October 2007*
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	*November 2007*
Invitation letter to successful coordinators to launch contract negotiations with Commission services	*December 2007*
Letter to unsuccessful applicants	From *January 2008*
Signature of first contracts	From *March-2008*

- **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 proposal[1]. Direct links are also given where applicable.

Call information
CORDIS call page and work programme
Evaluation forms

General sources of help:
The Commission's FP7 Enquiry service   http://ec.europa.eu/research/enquiries
National Contact Points   http://cordis.europa.eu/fp7/ncp_en.html

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[1] Not all documents will be available at the moment of the first call publication of FP7.

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

Legal documents generally applicable
Decision on the Framework Programme
Rules for Participation
Specific Programmes
Rules for proposal submission, evaluation selection and award

Contractual information
Consortium agreement checklist
Guidelines for negotiation
Financial guidelines
Grant Agreement Forms
Model Grant agreements

Other supporting information
Brochure "The FP7 in Brief"
European Charter for researchers and the Code of Conduct for their recruitment
                                      http://ec.europa.eu/eracareers/europeancharter
International cooperation
Risk Sharing Financing Facility and the European Investment Bank

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

1. General

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

Commission staff ensures that the process is fair, and in line with the principles contained in the Commission's rules[1].

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

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

In addition, independent experts 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, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or the experts' opinions on the proposals.

Conflicts of interest: under the terms of the appointment letter, experts must declare beforehand any known conflicts of interest, and must immediately inform a 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.

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**.**

The evaluation shall follow a two-stage submission. In the two-stage submission procedure, proposers initially present their idea to the Commission as an outline proposal of maximum 15 pages. Independent experts will evaluate the outline proposals against two evaluation criteria, these being the S&T quality of the scientific project and the training programme. Applicants whose outline proposals were favourably evaluated and passed a budgetary threshold will be invited to submit a full proposal at stage two. The number of proposals passing to the second stage of submission will be determined as a multiple number of the number of proposals expected to be financed (based on the average cost of a proposal from the previous call for the given activity). Full proposals will have a maximum of 50 pages. They will be evaluated again by experts against the full set of four evaluation criteria: S&T quality, the quality of the training programme, the quality of the implementation and the impact of the proposed project. At the end of the evaluation process experts draw a list of proposals in ranked order to be considered for funding. It should be noted that favourable evaluation of the outline proposal at stage 1 does not oblige the proposers to subsequently submit a stage 2 proposal, nor does it commit the Commission to supporting a subsequent project.

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[1] Rules on Proposal Submission, Evaluation, Selection and Award Procedures (to be posted on CORDIS)

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

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

- It is received by the Commission before the deadline given in the call text

- It involves at least the minimum number of participants given in the call text

- 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

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the Commission reserves the right to instruct the experts 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, eventually assisted by the chairs and vice-chairs, allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

Each evaluation session in the two-stage submission comprises three phases: the individual evaluation of the proposals, the consensus meeting and the panel review.

3. Individual evaluation of proposals

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

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.

Each proposal will be assessed independently by at least three experts, chosen by the Commission from the pool of experts taking part in this evaluation One of these experts will be

designated to be the "rapporteur" of the proposal, who will take up additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against pre-determined evaluation criteria, applying weighing factors and thresholds. The evaluation criteria are reproduced on the following page.

Evaluation Criteria for Marie Curie Initial Training Networks

S&T Quality	Training	Implementation	Impact
S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectorial and/ or newly emerging supra-disciplinary fields.	Quality of the training programme. Consistency with the research programme. Complementary skills offered: Management, Communication, IPR, Ethics, Grant writing, Commercial exploitation of results, Research Policy, entrepreneurship, etc.	Capacities (expertise / human resources/ facilities / infrastructures) to achieve the research, and adequate task distribution and schedule.	Contribution of the proposed training programme to improvement of the career prospects of the fellows.
Scientific quality of the research programme .	Importance and timeliness of the training needs (e.g. multidisciplinary, intersectorial , and newly emerging supra-disciplinary fields)	Appropriateness of industry involvement.	Provision to establish longer term collaborations and /or lasting structured training programme between the partners' organizations, including between private and academic partners.
Appropriateness of research methodology.	a) For multi-site proposals: Adequate combination of local specialist training with network-wide training activities. b) For mono-site proposals: Adequate exploitation of the international network of the participants for the training programme.	Adequate exploitation of complementarities and synergies among partners in terms of research and training.	Where appropriate, justification of the training events open to external participants and their integration in the training programme.
Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.	Appropriateness of the size of the requested training programme with respect to the capacity of the host	How essential is non-ICPC Third Country participation, if any, to the objectives of the research training programme.	Where appropriate, mutual recognition of the training acquired by multi-partner hosts.
		Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, etc.).	Where applicable, relevance of the role of visiting scientist with respect to the training programme.
		Networking and dissemination of best practice among partners. Clarity of the plan for organizing training events (workshops, conferences, training courses).	
		Clarity of the recruitment strategy (including time table), based on competitive international recruitment and incorporating an equal opportunity policy. Coherence of the conditions of recruitment and employment with the principles of the "*Code of Conduct for the recruitment of researchers*".	

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

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

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

0 -	*The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information*
1 -	*Very poor. The criterion is addressed in a cursory and unsatisfactory manner.*
2 -	*Poor. There are serious inherent weaknesses in relation to the criterion in question.*
3 -	*Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.*
4 -	*Good. The proposal addresses the criterion well, although certain improvements are possible.*
5 -	*Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.*

The threshold and weightings for the different criteria are summarized in the table below.

Criteria	Stage	Weighting (%)	Threshold
S&T Quality	Stage 1	50	3
	Stage 2	30	
Training/Transfer of knowledge	Stage 1	50	4
	Stage 2	30	
Implementation	Stage 2	20	3
Impact	Stage 2	20	N/A

In addition to the thresholds applied to the individual criteria, an overall threshold of 70% will be applied to the total 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 must *only* apply the above evaluation criteria.

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

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

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

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

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, a 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 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 is moderated by the rapporteur assigned to the proposal and can be attended by a Commission official, and/or the chairs/vice-chairs. The role of the rapporteur is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The rapporteur is responsible for drafting the consensus report.

The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope, ethics

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

Evaluation of a proposal during stage 2 of the evaluation process

The rapporteur discloses to the experts the evaluation summary report (see below) of the outline proposal at the consensus stage. If necessary, the experts will be required to provide a clear

justification for their scores and comments should these differ markedly from those awarded to the outline proposal.

Evaluation of a resubmitted proposal

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

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

The EIR will be signed by the Commission official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

Outcome of the consensus meeting

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and by the Commission official or the chairs/vice-chair persons. 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 panel comprises at least the rapporteurs of the various proposal(s), the Panel Chair and Vice-Chair(s) and Commission officials. Several panels can be established to cover the main scientific areas of the subject of the proposals.
The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

The tasks of the panel will also include:
- reviewing cases where a minority view was recorded in the consensus report;
- recommending a priority order for proposals with the same consensus score;

The panel is moderated by the Commission representative or by the chair person appointed by the Commission. 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 the deliberations of the panel;

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

Subsequently, a special <u>ethical review</u> of above-threshold proposals may be organised by the Commission.

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

> **Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.**

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

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

This section provides guidance on how to complete the administrative forms (A1, A2 and A4) for first-stage ("**outline**") and second stage ("**full**") proposals in a two-stage procedure (Note that some instructions are different between first and second stage!).

How to complete the forms (A1, A2 & A4).

First-stage ("**outline**") proposal:

The co-ordinator fills in the form A1, and the form A4. **At this stage, the A4 form should only be filled partially**:

Only the total fellow/person months, researcher days and events for the project should be indicated **using the first line only** (i.e. the line of the coordinator). All the data fields corresponding to the other participants should be filled with the value: **0** (ZERO).

All participants (including the co-ordinator) fill in one A2 form each.

Second-stage ("**full**") proposal:

The co-ordinator fills in one form A1 and one form A4 with details for each participant (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the network co-ordinator).
The participants (including the co-ordinator) fill in one A2 form each.

Subcontractors are not required to fill in the A2 form and are not listed separately in the A4 form. **Note however that each subcontractor should be identified in the proposal narrative (Part B).**

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 A-part of your proposal. On-line guidance will also be available. The precise questions, options and forms presented on EPSS may differ slightly from these below.

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: 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**) Marie Curie Awards (**AWARDS**)
Scientific Panel	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**
Total Duration in months	Insert the estimated duration of the project in full months.
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: *FP7-PEOPLE-200X-X-X-XXX*
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 100 characters</u>.
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 include an English version of the proposal abstract in part B.** There is <u>a limit of 2000 characters</u>.
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.
Ethical Issues in Part B	In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If you have answered YES to the question at the bottom of the table: "**I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL",** then please choose YES in this field. If not, choose 'NO'. This information will be used by the Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Section A2 – Information on the Host organisations:

Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one. **Special cases:** **IOF:** the host institution in the EU or in an Associated State is always participant number one and the partner institution in a third country is number two **IIF:** the host institution in the EU or in an Associated State is always number one and the host institution in the third country is always number two (if there is a reintegration phase). **EXA:** applicable when one or several institution(s) propose(s) a researcher. Such institutions are not participants in the proposal in the sense of the applicable Regulation on the rules for participation but they should carry a participant number nevertheless (always starting from number one).
Participant identity code	Not applicable to the first call
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, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
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 and international organisations.
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 Commission's research laboratories

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	NACE means " Nomenclature des Activités économiques dans la Communauté Européenne". Please select **one** activity from the list that **best** describes your professional and economic ventures. If you are involved in more than one economic activity, please select the **one** activity that is **most** relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&St rLanguageCode=EN&StrLayoutCode=HIERARCHIC .
Small and Medium-Sized Enterprises (SMEs)	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 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: - employs fewer than 250 persons; - has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. 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: (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. 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**.** 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. In the case of **newly-established enterprises** whose accounts have not yet been approved, the data to apply is to be derived from a *bona fide* 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.

Dependencies with (an) other participant(s)	Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:
	
	   – A legal entity is under the same direct or indirect control as another legal entity (**SG**);
	
	   – A legal entity directly or indirectly controls another legal entity (**CLS**);
	
	   – A legal entity is directly or indirectly controlled by another legal entity **(CLB)**.
	
	Control:
	
	Legal entity A controls legal entity B if:
	
	   – A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B,
	
	   – A, directly or indirectly, holds in fact or in law the decision-making powers in B.
	
	The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:
	
	   (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
	
	   (b) the legal entities concerned are owned or supervised by the same public body.

Character of dependence	According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with: • **SG**: Same group: if your organisation and the other participant are controlled by the same third party; • **CLS**: Controls: if your organisation controls the other participant; • **CLB**: Controlled by: if your organisation is controlled by the other participant.
Contact point	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
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.

Section A4 – Requested Fellows (ITN):

Early-Stage Researchers	*Early-stage researchers* are defined as those in the first four years (full-time equivalent) of their research careers, starting at the date of obtaining the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.
	Their training within a network may range from 3 months to 3 years.
Experienced Researchers	*Experienced researchers* must have, at the time of recruitment (i) at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree/diploma was obtained or in the host country (irrespective of whether or not a doctorate was envisaged); or (ii) be already in possession of a doctoral degree, independently of the time taken to acquire it.
	Their training within a network may range from 3 months to 2 years.
Visiting scientists (< 10 years)	Means experienced researchers (according to the above definition) who have at the time of the recruitment less than 10 years (full-time equivalent) research experience since obtaining the degree which formally allowed them to embark on a doctorate, either in the country in which the degree/diploma was obtained or in the host country.
	They shall have outstanding past achievements in international training and collaborative research.
	Support for such positions would be typically for multiple stays within the network, each with duration of at least one month.
Visiting scientists (> 10 years)	Means experienced researchers (according to the above definition) who have at the time of the recruitment more than 10 years (full-time equivalent) research experience since obtaining the degree which formally allowed them to embark on a doctorate, either in the country in which the degree/diploma was obtained or in the host country.
	They shall have outstanding past achievements in international training and collaborative research.
	Support for such positions would be typically for multiple stays within the network, each with duration of at least one month.
Fellow/Person months	In the first stage of submitting an ITN proposal only the overall number of fellow/person months for the project should be indicated in the line of the coordinator. Only if the proposal is selected for the second stage will it be necessary to provide the full breakdown.
Number of researcher days for researchers from outside the network	Please indicate the expected total number of days spent by researchers from outside the network on participating in training events (additional reimbursements are foreseen).
	In the first stage of submitting an ITN proposal only the overall number of researcher days should be indicated in the line of the coordinator. Only if the proposal is selected for the second stage will it be necessary to provide the full breakdown.
Number of events	Please indicate the number of training events to be organised by each participant (e.g. conferences, summer schools, workshops, seminars and specialised training courses).
	In the first stage of submitting an ITN proposal only the overall number of training events for the project should be indicated in the line of the coordinator. Only if the proposal is selected for the second stage will it be necessary to provide the full breakdown.

Proposal Submission Forms

EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A1

Proposal Number		*Proposal Acronym*	

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title	

Marie Curie action-code		*Scientific Panel*	
Total duration in months		*Call identifier*	

Keywords (up to 200 characters)	

Abstract (up to 2000 characters)

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

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

Proposal Submission Forms

	EUROPEAN COMMISSION	Marie Curie Actions	
[EU flag logo]	7th Framework Programme on Research, Technological Development and Demonstration	**Initial Training Networks (ITN)** **Stage 1 Proposals**	**A2**

Proposal Nr	▓▓▓▓▓▓	*Proposal Acronym*		*Participant Nr*	

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

Certain types of organisations benefit from special conditions under the FP7 participation rules. TheCommission also collects data for statistical purposes.
The guidance notes will help you complete this section.
Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

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

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

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

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Proposal Submission Forms

Marie Curie Actions
Initial Training Networks (ITN)
Stage 1 Proposals

A2

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	

Proposal Submission Forms

	EUROPEAN COMMISSION	Marie Curie Actions	**A2**
	7th Framework Programme on Research, Technological Development and Demonstration	**Initial Training Networks (ITN) Stage 2**	

Proposal Nr		*Proposal Acronym*		*Participant Nr*	

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

Certain types of organisations benefit from special conditions under the FP7 participation rules. TheCommission also collects data for statistical purposes.
The guidance notes will help you complete this section.
Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

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

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

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

Proposal Submission Forms

EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN) Stage 2

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	

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Proposal Submission Forms

Proposal Number		*Proposal Acronym*	

	REQUESTED FELLOWS									
	Initial Training 0-5 years				**Visiting Scientists**				**Training events**	
Participant No	**Early-Stage Researchers**		**Experienced Researchers**		**Visiting Scientists (<10 years)**		**Visiting Scientists (>10 years)**		**Number of researcher days for researchers from outside the network**	**Number of events**
	Fellow Months	**Number of researchers**	**Fellow Months**	**Number of researchers**	**Person Months**	**Number of scientists**	**Person Months**	**Number of scientists**		
1										
(Sub-) Total										

Page …/…

Annex 4 - Instructions for drafting part B of the proposal

Instructions for preparing proposal Part B for
Marie Curie Initial Training Networks

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 guidelines for drafting Part B of outline and full proposals (i.e. for stage 1 and stage 2 submission).
It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2).

General information

PART B of the proposal contains the details of the proposed scientific and training programmes along with the practical arrangements foreseen to implement them and will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that "Explanatory notes" in the following serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the PEOPLE Work Programme.

For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents for outline and full proposals.

Please note that submission and evaluation of the projects will be performed in two stages:
For **stage 1**, applicants will be requested to prepare an **outline proposal.** Successful applicants passing the first stage evaluation will be asked to submit a **full proposal** to be evaluated in **stage 2**. The templates for the two stages are to be downloaded from the EPSS.

The **maximum length** of part B for **outline proposals** submitted at stage 1 is **15 pages** (excluding table of contents as well as start and end pages). The maximum length of **full proposals** submitted at stage 2 proposals is **50 pages** (excluding table of contents as well as start and end pages).

The font should correspond to Times New Roman size 12 pt with a single line spacing and standard margins of 2 cm.

Please make sure that
- You use the right template to prepare your proposal at each of the specific stages;
- You respect the maximum number of pages at each stage. 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, including the set of Forms requested for **PART A** as well as a free text **PART B**. Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

**Marie Curie Initial Training Networks (ITN)
Call: FP7-PEOPLE-2007-1-1-ITN**

PART B

STAGE 1 – OUTLINE PROPOSAL

"PROPOSAL ACRONYM"

Table of Contents for Outline Proposals

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

B.1   LIST OF PARTICIPANTS

B.2   S&T QUALITY

B.2.1   Research Topic and Project Objectives

B.2.2   Scientific Originality

B.2.3   Research Method

B.2.4   Work plan

B.3   TRAINING

B.3.1   Content and Quality of the Training Programme

B.3.2   Size of the Training Programme and Balance between Categories of Researchers

PART B – STAGE 1 - OUTLINE PROPOSAL (max. 15 pages!)

Practical Information:

- *PART B of Outline Proposals submitted for Stage 1 shall be limited to **15 pages** (excluding table of contents, start and end pages).*

- *Please make sure that the **free text** used to describe the proposed research training project takes into account the issues covered by the evaluation criteria.*

- *Outline proposals are evaluated in stage 1 against **two criteria**, these being "**S&T Quality**" and "**Training**".*

- *The weight of each of the two criteria in stage 1 equals 50%.*

B.1   LIST OF PARTICIPANTS

Applicants shall provide an overview of the consortium composition including the name of the legal entity, the department carrying out the work and the scientist-in-charge of the project.

In addition, partners contributing to the research training programme – without being formally part of the consortium – should be named, where already known at the time of the application.

	Legal Entity	**Department**	**Scientist-in-charge**
Network Participants			
-			
-			
-			
Associated Partners			
-			
-			

B.2   S&T QUALITY (50%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme, Annex 2, table 1).

- S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectorial and/or newly emerging supra-disciplinary fields.
- Scientific quality of the research programme.
- Appropriateness of research methodology.
- Originality and innovative aspect of the research programme. Knowledge of the state of the art.

Explanatory note:

The scientific part of the proposal should allow experts to assess the quality of the proposed research, including interdisciplinarity and intersectoriality aspects (where relevant for the research area).

Please provide a concise description of the research topic and of the research programme to be implemented by the network teams, highlighting planned research collaborations. Indicate how the individual projects of the recruited researchers will be integrated into the overall research collaboration.

The text should contain information on the current state of the art and the objectives of the research programme. It should describe how the synergies/complementarities between the teams will be exploited to advance research in the chosen field.

Explain the key elements of the research methodology that will be followed, taking into consideration ethical and other relevant issues, where appropriate. If necessary, describe how complementary methods will be integrated.

Provide an overview of the work plan showing task distribution, milestones, foreseen deliverables and schedule. The schedule should be in terms of number of months elapsed from the start of the network programme. Indicate how these tasks are linked to the objectives of the research programme.

If relevant, and more specifically for monosite proposals, the role of associated partners (which are not formally partners of the consortium) and their contribution to research activities should be also described.

B.3   TRAINING (50%)

In assessing the proposal experts, will be asked to review this criterion on the following basis (see People Work Programme, Annex 2, table 1)

- Quality of the training programme. Consistency with the research programme. Complementary skills offered: Management, Communication, IPR, Ethics, Grant writing, Commercial exploitation of results, Research policy, Entrepreneurship, etc.

- Importance and timeliness of the training needs (e.g. multidisciplinary, intersectorial and newly emerging supra-disciplinary fields).

- a) For multi-site proposals: Adequate combination of local specialist training with network-wide training activities.

  b) For mono-site proposals: Adequate exploitation of the international network of the participants for the training programme

- Appropriateness of the size of the requested training programme with respect to the capacity of the host.

Explanatory note:
The description of the training programme should allow assessing the need for research training in the chosen scientific area as well as the quality of the proposed training measures with regard to the targeted researchers.

Please provide a description of the proposed training programme, including
- content (overview of the various training elements, including training in scientific and complementary skills);
- structure (local versus network-wide training activities);
- role and foreseen contribution of participants from within and outside the project to the training programme.

Where conferences are expected to be opened to members from outside the partnership, clearly specify the number of participants expected (as listed in the proposal Part A (A4)), and give details on the organisation and scope.

The proposal should clearly show how the network's potential will be exploited for the benefit of the researchers over and above that which could be provided in a narrow, national context. This is essential for monosite or twinning applications where the proposal must demonstrate how an international network of "external" training partners will be concretely involved in the training programme.

Specify the amount of early stage and experienced researchers (including visiting scientists) to be recruited in terms of person-months as well as the breakdown of this number by participant.

It is important that a sound justification is provided for the proposed balance of early stage versus experienced researchers ("early post-docs") and that the role of the visiting scientists is well defined, where relevant.

ENDPAGE

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PART B

STAGE 1 – OUTLINE PROPOSAL

"PROPOSAL ACRONYM"

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Initial Training Networks (ITN)
Call: FP7-PEOPLE-2007-1-1-ITN

PART B

STAGE 2 – FULL PROPOSAL

"PROPOSAL ACRONYM"

Table of Contents for Full Proposals

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

B.1   LIST OF PARTICIPANTS

B.2   S&T QUALITY

    B.2.1   Research Topic and Project Objectives
    B.2.2   Scientific Originality
    B.2.3   Research Method
    B.2.4   Work plan

B.3   TRAINING

    B.3.1   Content and Quality of the Training Programme
    B.3.2   Size of the Training Programme and Balance between Categories of Researchers

B.4   IMPLEMENTATION

    B.4.1   Capacities of the Host Institution(s) and Quality of the Partnership
    B.4.2   Practical Arrangements for Implementation of the Project
    B.4.3   Recruitment Strategy and Gender Dimension

B.5   IMPACT

    B.5.1   Expected Impact on Career Perspectives of Researchers
    B.5.2   Expected Impact on the Training and Research Capacities of the Partner(s)
    B.5.3   Other

B.6   ETHICAL ASPECTS

PART B – STAGE 2 – FULL PROPOSAL (max. 50 pages!)

Practical Information:

- *PART B of Full Proposals submitted for Stage 2 shall be limited to **50 pages** (excluding table of contents, start and end pages).*

- *Full proposals are evaluated in stage 2 against **four criteria**, these being **"S&T Quality"** (30%), **"Training"** (30%), **"Implementation"** (20%) and **"Impact"** (20%). The weight of each of the criteria is shown in the brackets.*

- *The first two criteria already assessed at stage 1 will be re-evaluated taking into account the more elaborated text of the full proposal.*

- *Please make sure that the **free text** used to describe the proposed project takes into account the issues covered by the 4 evaluation criteria.*

- *In addition, applicants are requested to provide information on ethical aspects (where relevant) and information on participation in previous projects under the Marie Curie actions.*

B.1   LIST OF PARTICIPANTS

Please provide an overview of the consortium composition by providing details of the legal entity, the department carrying out the work and the scientist-in-charge of the project.

In addition, partners contributing to the research training programme – without being formally part of the consortium – should be named, where already known at the time of the application.

	Legal Entity	**Department**	**Scientist-in-charge**
Network Participants			
-			
-			
-			
Associated Partners			
-			
-			

B.2   S&T QUALITY (30%)

In assessing the proposal experts, will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectorial and/or newly emerging supra-disciplinary fields.

- Scientific quality of the research programme.

- Appropriateness of research methodology.

- Originality and innovative aspects of the research programme. Knowledge of the state-of-the-art.

Explanatory note:

The scientific part of the proposal should allow experts to assess the quality of the proposed research, including interdisciplinarity and intersectoriality aspects (where relevant for the research area).

Please provide a detailed description of the research topic and of the research programme to be implemented by the network teams, highlighting planned research collaborations. Indicate how the individual projects of the recruited researchers will be integrated into the overall research collaboration.

The text should contain information on the current state of the art and the objectives of the research programme. It should describe how the synergies/complementarities between the teams will be exploited to advance research in the chosen field.

Explain the key elements of the research methodology that will be followed, taking into consideration ethical and other relevant issues, where appropriate. If necessary, describe how complementary methods will be integrated.

Provide an overview of the work plan showing task distribution, milestones, foreseen deliverables and schedule. The schedule should be in terms of number of months elapsed from the start of the network programme. Indicate how these tasks are linked to the objectives of the research programme.

If relevant, and more specifically for monosite proposals, the role of associated partners (which are not formally partners of the consortium) and their contribution to research activities should be also described.

B. 3   TRAINING (30%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- Quality of the training programme. Consistency with the research programme. Complementary skills offered: Management, Communication, IPR, Ethics, Grant writing, Commercial exploitation of results, Research policy, Entrepreneurship, etc.

- Importance and timeliness of the training needs (e.g. multidisciplinary, intersectorial and newly emerging supra-disciplinary fields).

- a) For multi-site proposals: Adequate combination of local specialist training with network-wide training activities.

  b) For mono-site proposals: Adequate exploitation of the international network of the participants for the training programme

- Appropriateness of the size of the requested training programme with respect to the capacity of the host.

Explanatory note:

The description of the training programme should allow assessing the need for research training in the chosen scientific area as well as the quality of the proposed training measures with regard to the targeted researchers.

Please provide a description of the proposed training programme, including
- content (overview of the various training elements, including training in scientific and complementary skills);
- structure (local versus network-wide training activities);
- role and foreseen contribution of participants from within and outside the project to the training programme.

Where conferences are expected to be opened to members from outside the partnership, clearly specify the number of participants expected (as listed in the proposal Part A (A4)), and give details on the organisation and scope.

The proposal should clearly show how the network's potential will be exploited for the benefit of the researchers over and above that which could be provided in a narrow, national context. This is essential for monosite or twinning applications where the proposal must demonstrate how an international network of "external" training partners will be concretely involved in the training programme.

Specify the amount of early stage and experienced researchers (including visiting scientists) to be recruited in terms of person-months as well as the breakdown of this number by participant (see model table). Indicate the typical length of the appointments for early-stage and/or experienced researchers.

It is important that a sound justification is provided for the proposed balance of early stage versus experienced researchers ("early post-docs") and that the role of the visiting scientists is well defined, where relevant.

	Early-stage and experienced researchers to be financed by the contract			
Network Team	Early-stage researchers (person-months) (A)	Experienced researchers (person-months) (B)	Visiting Scientists (C)	Total (A+B+C)[1]
1				
2				
3				

B.4   IMPLEMENTATION (20%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

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[1] Ensure that the values provided in columns (a), (b) and (c) of the table are consistent with those declared in Part A4 of the proposal submission forms

- Capacities (expertise/human resources/facilities/infrastructure) to achieve the research and adequate task distribution and schedule.

- Appropriateness of industry involvement.

- Adequate exploitation of complementarities and synergies among partners in terms of research and training.

- How essential is non ICPC Third Country participation[1], if any, to the objectives of the research training programme.

- Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, etc).

- Networking and dissemination of best practice among partners. Clarity of the plan organising training events (workshops, conferences, training courses).

- Clarity of the recruitment strategy (including time table), based on competitive international recruitment and incorporating an equal opportunity policy. Coherence of the conditions of recruitment and employment with the principles of the "*Code of Conduct for the recruitment of researchers*"[2].

Explanatory note:

Please describe in this section the capacities of each host institution in terms of research expertise, human resources, facilities and infrastructure to demonstrate that each network team has sufficient resources to host and/or offer a suitable environment for training and transfer of knowledge to recruited early-stage and experienced researchers.

Describe the level of industry participation in the network. Ensure that the involvement is at the highest possible level in function of the training programme and the research discipline.

Each team should supply information on the key scientific staff who will be involved in the research, their individual expertise and the foreseen extent of involvement (in percentage of full time employment).

List the three most significant recent publications for each of the teams in the network.

Please outline the financial management strategy of the network. Any relevant project management experience of the participants should be described (such as previous and current involvement in projects under the Marie Curie Actions).

Describe in practical terms, how the teams complement each other and how possible synergies will be exploited to benefit the research training programme. Where relevant, highlight the involvement of participants from different sectors (academia, industry, others) and provide details on the nature of the collaborations.

If one or more of the network teams is based in a Third country which is neither an Associated State nor an ICPC country, special care must be taken in the proposal to explain why the involvement of this team is essential to the success of the research training programme, since only in exceptional cases will these organisations receive Community funding[3].

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[1] The list of ICPC countries is shown in Annex I of the PEOPLE Work Programme

[2] http://ec.europa.eu/eracareers/europeancharter

[3] Host organisations in Associated States or in International Collaboration Partnership Countries (ICPC) will be judged on the same basis as EU member states in terms of the respective roles and responsibilities, and may be funded as such.

Describe the organisation and management structure of the network and the techniques to be used to co-ordinate its activities as well as the methods foreseen to ensure good communication between the research teams and monitoring progress.

Outline the practical steps the network would take to ensure effective dissemination of the results of the joint research training programme, both during the project duration and after completion of the contract.

Where appropriate, describe the approach to be taken regarding any intellectual property that may arise from the research project of the network[1].

The proposal should contain information on the recruitment strategy to meet the request for competitive international recruitment and to promote equal opportunities, including information on conditions for employment where possible. Describe how you want to ensure that gender balance is also addressed at the level of decision-making when implementing the project.

B.5   IMPACT (20%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- Contribution of the proposed training programme to the improvement of the career prospects of the fellows.

- Provision to establish longer term collaborations and/or lasting structured training programme between the partners' organisations, including between private and academic partners.

- Where appropriate, justification of the training events open to external participants and their integration in the training programme.

- Where appropriate, mutual recognition of the training acquired by multipartner hosts.

- Where applicable, relevance of the role of visiting scientist with respect to the training programme.

Explanatory note:

The chapter outlining the impact of the project shall allow experts to assess the immediate and longer term benefits of the proposed research training programme at the level of the individual (early stage and experienced) researchers, of the participating institutions and ultimately at the level of European research.
Please specify how the training programme is expected to have an effect on the researchers' capacity to progress in research, as well as their capabilities to work and/or communicate across disciplines and sectors.

Describe how/if the research programme will contribute to advances in the scientific field and if scientific breakthroughs can be expected.

The proposal should also provide information on the benefits of the project collaboration for the institutions involved. More specifically, it should outline how the proposed programme will foster

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[1] background information on IPR issues can be found at http://www.ipr-helpdesk.org

existing and/or create new collaborations in the chosen area of research training. This could include, for example, formalising agreements of mutual recognition of training modules or by opening opportunities for new scientific and training collaborations between the participating institutions (e.g. between academia and industry).

Where relevant, specify the benefits expected from
a) opening up conferences to participants from outside the network partnership
b) the contribution of the visiting scientists to the research training programme.

B.6   ETHICAL ISSUES

Describe any ethical issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects 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 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 necessity to use hESC in order to achieve the scientific objectives set forth in the proposal.
*   whether the applicants have taken 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 source of the hESC
*   the measures taken to protect personal data, including genetic data, and privacy;
*   the nature of financial inducements, if any.

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.

Notes: Only in exceptional cases will additional information be sought for clarification, which means that any ethical review will be performed solely on the basis of the information available in the proposal. Projects raising specific ethical issues such as research intervention on human beings[1]; 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 web site is being prepared aiming to provide clear, helpful information on ethical issues.

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

ETHICAL ISSUES TABLE

	YES	PAGE
Informed Consent		
• Does the proposal involve children?		
• Does the proposal involve patients or persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
• Does the proposal involve Human Genetic Material?		
• Does the proposal involve Human biological samples?		
• Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue / Cells?		
• Does the proposal involve Human Embryonic Stem Cells?		
Privacy		
• Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
• Does the proposal involve tracking the location or observation of people?		
Research on Animals		
• Does the proposal involve research on animals?		
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?		
• Are those animals cloning farm animals?		
• Are those animals non-human primates?		
Research Involving Developing Countries		
• Use of local resources (genetic, animal, plant etc)		
• Benefit to local community (capacity building i.e. access to healthcare, education etc)		
Dual Use		
• Research having potential military / terrorist application		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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PART B

STAGE 2 – FULL PROPOSAL

"PROPOSAL ACRONYM"