



EUROPEAN COMMISSION
RESEARCH EXECUTIVE AGENCY



THE 2012 PEOPLE PROGRAMME GUIDE FOR APPLICANTS

MARIE CURIE ACTIONS (Call-Specific)

Marie Curie International Incoming Fellowships (IIF)
Call identifier FP7-PEOPLE-2012-IIF
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time)

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

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Please note

The 2012 Marie Curie Actions are:

FP7-PEOPLE-2012-CIG
FP7-PEOPLE-2012-COFUND
FP7-PEOPLE-2012-IAPP
FP7-PEOPLE-2012-IEF
FP7-PEOPLE-2012-IIF
FP7-PEOPLE-2012-IOF
FP7-PEOPLE-2012-IRSES
FP7-PEOPLE-2012-ITN

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

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work Programmes), all of which can be consulted via the Participant Portal.

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

1. GENERAL DESCRIPTION.....	6
1.1 Purpose.....	6
1.2 Organisations and persons involved	6
1.3 Contract modalities and duration	6
1.4 The topic of the Project.....	7
1.5 Classification of projects into eight research areas.....	7
1.6 The lifecycle of an International Incoming Fellowship.....	7
2 ELIGIBILITY CRITERIA FOR PARTICIPATING ORGANISATIONS, RESEARCHERS AND RULES FOR MOBILITY	9
2.1 The Host Organisation	9
2.2 Experienced Researchers	11
2.3 Nationality or residence requirements	11
2.4 Mobility Requirements	11
2.5 Finding your way through the eligibility criteria.....	12
2.6 Inviting Referees' Assessments.....	14
3 EXPECTED ACTIVITIES OF AN INTERNATIONAL INCOMING FELLOWSHIP	15
3.1 Transfer of knowledge activities.....	15
3.2 Outreach Activities	15
4 FINANCIAL REGIME.....	17
4.1 What types of expenses are covered?	17
4.2 How is the EU contribution estimated?	18
5 THE PROJECT PHASE.....	20
5.1 Key elements of the host organisation-experienced researcher agreement	20
5.2 Project suspension.....	20
5.3 Part-time work	21
5.4 Stays away from the host organisation's premises.....	21
5.5 Visas.....	21
ANNEX 1 – TIMETABLE AND SPECIFIC INFORMATION FOR THIS CALL	23
ANNEX 2 – EVALUATION CRITERIA AND PROCEDURES TO BE APPLIED FOR THIS CALL.....	26
ANNEX 3 – INSTRUCTIONS FOR COMPLETING "PART A" OF THE PROPOSAL	32
ANNEX 4 – INSTRUCTIONS FOR DRAFTING "PART B" OF THE PROPOSAL.....	47

FP7-PEOPLE-2012-IIF

This guide for the Marie Curie International Incoming Fellowships has been revised and **some of the main changes** with regard to the 2011 Guide for Applicants are:

Change in the criteria for evaluation:

- **S & T Quality:** the sub-criterion "Quality of the group/scientist in charge" has replaced the sub-criterion "Quality of the group/researchers in charge";
- **Impact:** the sub-criterion "Contribution to European excellence and European competitiveness through valuable transfer of knowledge" has replaced the sub-criterion "Contribution to European excellence and European competitiveness";
- **Impact:** the sub-criterion "Benefit of the mobility to the European Research Area" has been removed.

Definitions used throughout this Guide

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

Full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research will be carried out.

Host organisation is the legal entity established in a European Union Member State (MS) or Associated country (AC) with which the REA will sign the *grant agreement*.

Return host organisation is the legal entity established in an International Cooperation Partner Country (ICPC – see later in this guide) where the return phase of the project will take place (if any). This phase of the project aims to contribute *to the establishment of sustainable cooperation between the respective organisations in the ICPCs and European organisations*. The REA will sign a separate *grant agreement* with the return host organisation which will commit itself to ensure an effective return of the researcher.

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

Scientist in charge is the scientist team leader located at the *host organisation* who will supervise the researcher during the whole duration of the project. He/she will be the main contact person for the REA concerning the submitted proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, invitation to negotiations).

Coordinator is the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the REA. Please note that, before the call deadline, the researcher would be considered as the "proposal coordinator". However after the call deadline the *scientist in charge* will be the only single contact point. The researcher and the *scientist in charge* cannot be the same person.

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

Fellow is the eligible *experienced researcher* who benefits from the IIF fellowship in the host organisation.

Work Programme: 2012 People Work Programme, Commission Decision C(2011)5033 of 19 July 2011.

About the Marie Curie Action: International Incoming Fellowships (IIF)

1. General Description

1.1 Purpose

The specific objectives of the Marie Curie International Incoming Fellowships are described in the work programme:

"This action aims to reinforce the research excellence of the Member States and the associated countries through knowledge sharing with incoming top-class researchers active in an other third country to work on research projects in Europe, with the view to developing mutually beneficial research co-operation between Europe and an other third country. It aims to encourage these researchers to plan their period of international mobility within the framework of a coherent professional project and thus enhances the possibility of future collaborative research links with European researchers and organisations active in research in their future research career."

Moreover, the *Work Programme* also specifies that:

"If before the incoming phase the researcher was active in an International Cooperation Partner Country (see later in this guide), the possibility is provided to assist the researcher to return to this country, thus contributing to the establishment of sustainable cooperation between these countries and European organisations."

This action provides financial support to an individual mobility project presented by an *experienced researcher* in liaison with a host organisation in the Member States or Associated Countries.

Experienced researchers applying to this action will contribute to the research excellence in both the public and private sectors in Member States and Associated Countries, due to the sharing and application of new knowledge transferred. At the same time the projects will constitute nuclei for future research relations at international level, which will be beneficial in the context of the development of the European knowledge-based economy and society

1.2 Organisations and persons involved

Proposals for IIF involve formally a *host organisation* established in a Member State or Associated Country, and if applicable, a *return host organisation* from an *ICPC* for the return phase.

The project proposals are submitted by *experienced researchers* in liaison with the *host organisation* which is represented by the *scientist in charge*. A proposal should be submitted by the *experienced researcher* provided that he/she has the approval of the *host organisation*. The *experienced researcher* and the *scientist in charge* are two different persons.

1.3 Contract modalities and duration

The Grant Agreement will be concluded between the REA and the host organisation of the Member State or Associated Country.

For a possible return phase to an *ICPC*, a *grant agreement* will be issued for the duration of up to one year with the *return host organisation*, which will commit itself to ensure an effective return of the *experienced researcher*. The grant is to be used as a contribution to research costs relating to the researcher's project at the return host.

International Incoming Fellowships have a duration of between 12 and 24 months and a possible return phase of 12 months (full time equivalent). The return phase will normally commence not later than 6 months after the termination of the incoming phase.

1.4 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 ethics principles (see also the Ethics part of the Guide for Applicants).

1.5 Classification of projects into eight research areas

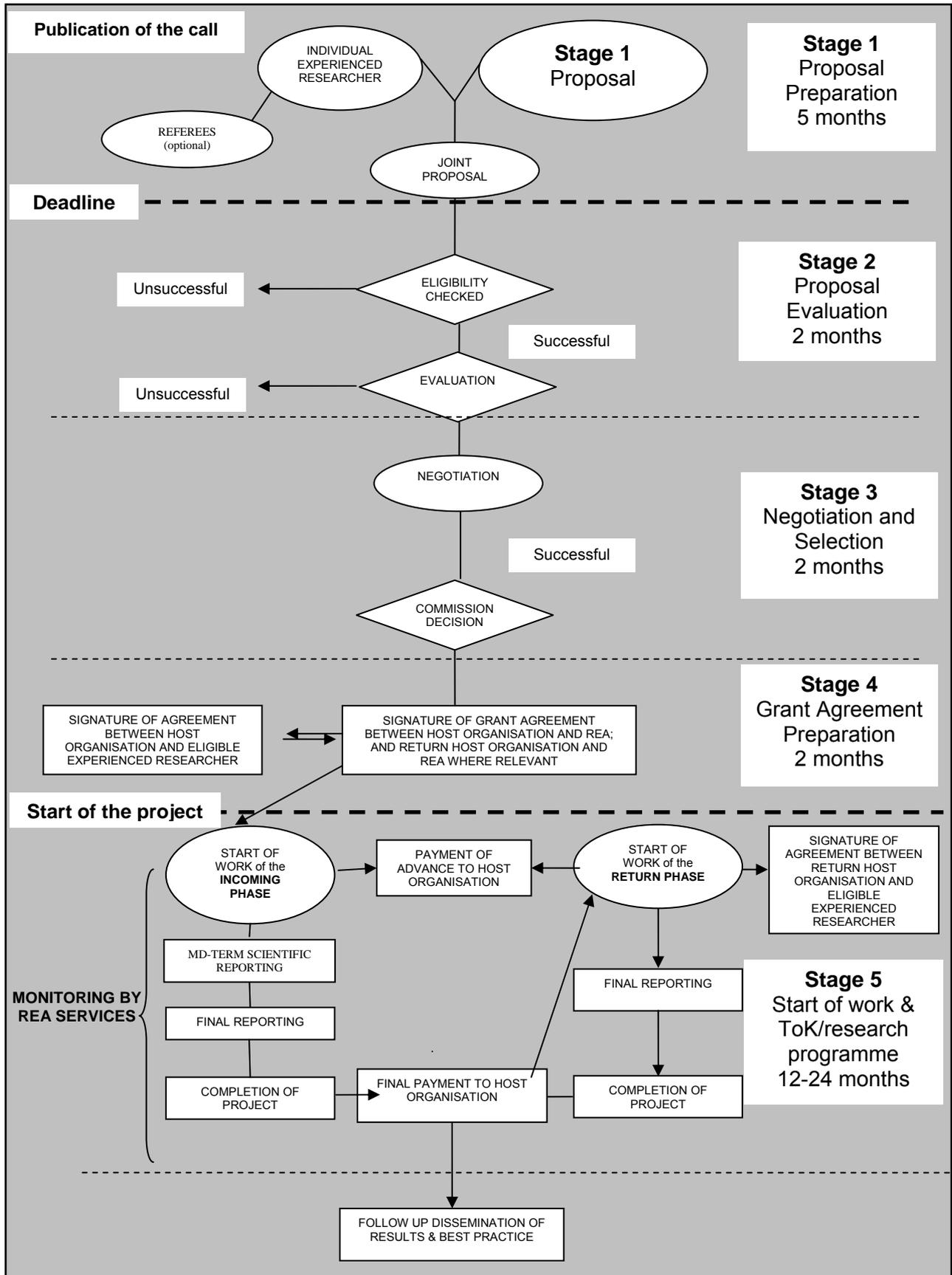
Proposals will be classified into distinct Evaluation Panels under eight major areas of research: Chemistry (CHE), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geo-Sciences (ENV), Life Sciences (LIF), Mathematics (MAT), Physics (PHY), Social Sciences and Humanities (SOC).

There is no predefined budget allocation among the panels. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.

The applicant chooses the panel to which the proposal will be associated at the proposal submission stage and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the REA in the selection of experts for proposal evaluation. The REA reserves the right to move proposals from one panel to another. Note that there is no predefined budget allocation among the panels in the call for proposals. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel. To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this Guide.

1.6 The lifecycle of an International Incoming Fellowship

LIFE CYCLE OF AN IIF



2 Eligibility Criteria for Participating Organisations, Researchers and Rules for Mobility

A number of eligibility criteria must be fulfilled **at the deadline for proposal submission**. After the deadline, submitted proposals will be checked for eligibility and those proposals that do not meet the criteria will not undergo evaluation and will be rejected.

These eligibility criteria will be checked on the basis of information provided by the applicant in the proposal, particularly information given in the part A form. Even if, at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal), the proposal will be rejected.

2.1 The Host Organisation

Participants are legal entities established in Member States or Associated Countries¹. Further details can be found in the Guide for Applicants (Common part).

'Legal entity' means any legal person created under the national law of its place of establishment, or under Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Many different types of *host organisation* can take part in IIF such as:

- National Governmental or public organisations (e.g. universities, research centres etc);
- International Organisations;
- Commercial enterprises, including 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.

Where can the *return host organisations* be established (return phase)?

The *return host organisations* taking part in the projects by hosting *experienced researchers* during the return phase should be legal entities distinct from the *host organisation* of the incoming phase and should be located in any ICPC where the *experienced researcher* was active in an International Cooperation Partner Country. Specific information can be obtained from the help desk (http://ec.europa.eu/research/participants/portal/ShowDoc/Extensions+Repository/General+Documentation/All+work+programmes/2012/Cooperation/cooperation-general-annexes201202_en.pdf).

Other countries may become an ICPC during the course of FP7. **The latest news will be posted on the Participant Portal website.** For this call, please refer to the list below:

¹ Please note the distinction between the research entity (i.e. the lab where the fellow will carry out her/his project) and the legal entity (i.e. the legal person with whom REA signs the grant agreement for example, the University of X).

List of International Co-operation Partner Countries (ICPC)**AFRICAN**

Angola
Benin
Botswana
Burkina-Faso
Burundi
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo (Republic)
Congo (Democratic Rep.)
Côte d'Ivoire
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Madagascar
Malawi
Mali
Mauritania
Mauritius
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome and Principe
Senegal
Seychelles

Somalia
South Africa
Sudan
Swaziland
Tanzania
Togo
Uganda
Zambia
Zimbabwe

CARIBBEAN

Barbados
Belize
Cuba
Dominica
Dominican Rep.
Grenada
Guyana
Haiti
Jamaica
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and Grenadines
Suriname
Trinidad and Tobago

PACIFIC

Cook Islands
Timor Leste
Fiji
Kiribati
Marshall Islands
Micronesia, Federal States of Nauru
Niue
Palau
Papua New Guinea
Samoa

Tonga
Tuvalu
Vanuatu

ASIA

Afghanistan
Bangladesh
Bhutan
Burma/Myanmar
Cambodia
China**
Democratic People's of Korea Republic
India**
Indonesia
Iran
Iraq
Lao People's Democratic Rep.
Malaysia
Maldives
Mongolia
Nepal
Oman
Pakistan
Philippines
Sri Lanka
Thailand
Vietnam
Yemen

EASTERN EUROPE AND CENTRAL ASIA (EECA)

Armenia
Azerbaijan
Belarus
Georgia
Kazakhstan
Kyrgyz Republic

Russia**
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

LATIN AMERICA

Argentina
Bolivia
Brazil**
Chile
Colombia
Costa Rica
Ecuador
El Salvador
Guatemala
Honduras
Mexico
Nicaragua
Panama
Paraguay
Peru
Uruguay
Venezuela

MEDITERRANEAN PARTNER COUNTRIES (MPC)

Algeria
Egypt
Jordan
Lebanon
Libya
Morocco
Palestinian-administered areas
Syrian Arab Rep.

Tunisia

WESTERN BALKAN COUNTRIES (WBC)

Sierra Leone

Solomon Islands

Kosovo

2.2 Experienced Researchers

International Incoming Fellowships are directed exclusively at **experienced researchers**, namely those who either:

- i. have at least 4 years of research experience (full-time equivalent) after 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 will be carried out; or***
- ii. are already in possession of a doctoral degree (PhD).***

The **time limit to fulfil** one of these conditions is the **deadline** for proposal submission of the relevant call.

The required research experience does not include breaks during the research career of a researcher, irrespective of the reason (e.g. working outside research, family reasons, etc.).

Note that in the context of Marie Curie actions, Medical Doctor (MD) studies are not taken as equivalent to PhD studies. For MDs, the requirement of 4 years of full-time research experience will apply. This equivalence should be strictly regarded as a specific objective of the Marie Curie actions (evaluation of research experience), and should not be regarded as conflicting with national rules in some Member States or Associated Countries, which may recognise the equivalence of MD and PhD for other reasons (e.g. for career progression in the public sector).

Examples:

Applicants eligible as experienced researchers

- A) A researcher who does not have a PhD but has worked full-time in research for the last 4 years after obtaining a university degree giving access to a doctorate prior to the deadline for proposal submission;*
- B) A researcher who was awarded a PhD 2 years prior to the call deadline but has not been working in research since.*

Applicants not eligible as experienced researchers

A researcher who has 3 years and 9 months full time research experience and who expects to obtain a PhD 2 months after the deadline for proposal submission.

If you are at an early stage of your career and do not have the level of experience that allows you to comply with one of the above criteria, you may still be eligible to participate in other Marie Curie actions directed at early-stage researchers (see Marie Curie Action Initial Training Networks (ITN)).

2.3 Nationality or residence requirements

Experienced researchers can be of any nationality.

2.4 Mobility Requirements

a) Mobility from an Other Third Country to a Member State or Associated Country:

- *Experienced researchers* must move **from an Other Third Country to a Member State or Associated Country**. Additionally, at the time of the relevant deadline for submission of proposals, *experienced researchers* must not have resided or carried out their main activity in the country of their *host organisation* for more than 12 months in the 3 years immediately prior to that deadline.

b) Mobility related to International European interest Organisations or international organisations

- *Experienced researchers* must move from an Other Third Country to an International European Interest Organisation or international organisation established in a Member State or Associated Country. However, *experienced researchers* must not have spent more than 12 months in the same organisation in the 3 years immediately prior to the deadline for submission of proposals;

Note that this exception is made only for mobility to an International European Interest Organisation or International Organisation and not from such international organisations to any national host organisation.

Please note that experienced researchers who have been active in research in a third country immediately prior to the deadline for proposal submission may be eligible to apply for both an Intra-European Fellowship (IEF) (see example C below) and an International Incoming Fellowship (IIF). In such cases, when the applicant judges that they would like to benefit from training activities in Europe, they may consider applying for an Intra-European Fellowship (IEF).

Examples:

Applicants complying with the mobility rule:

A) An experienced researcher moving from Algeria who has resided and worked in France for less than 12 months prior to the deadline for proposal submission may apply for a fellowship in France (incoming phase) along with a reintegration phase in Algeria;

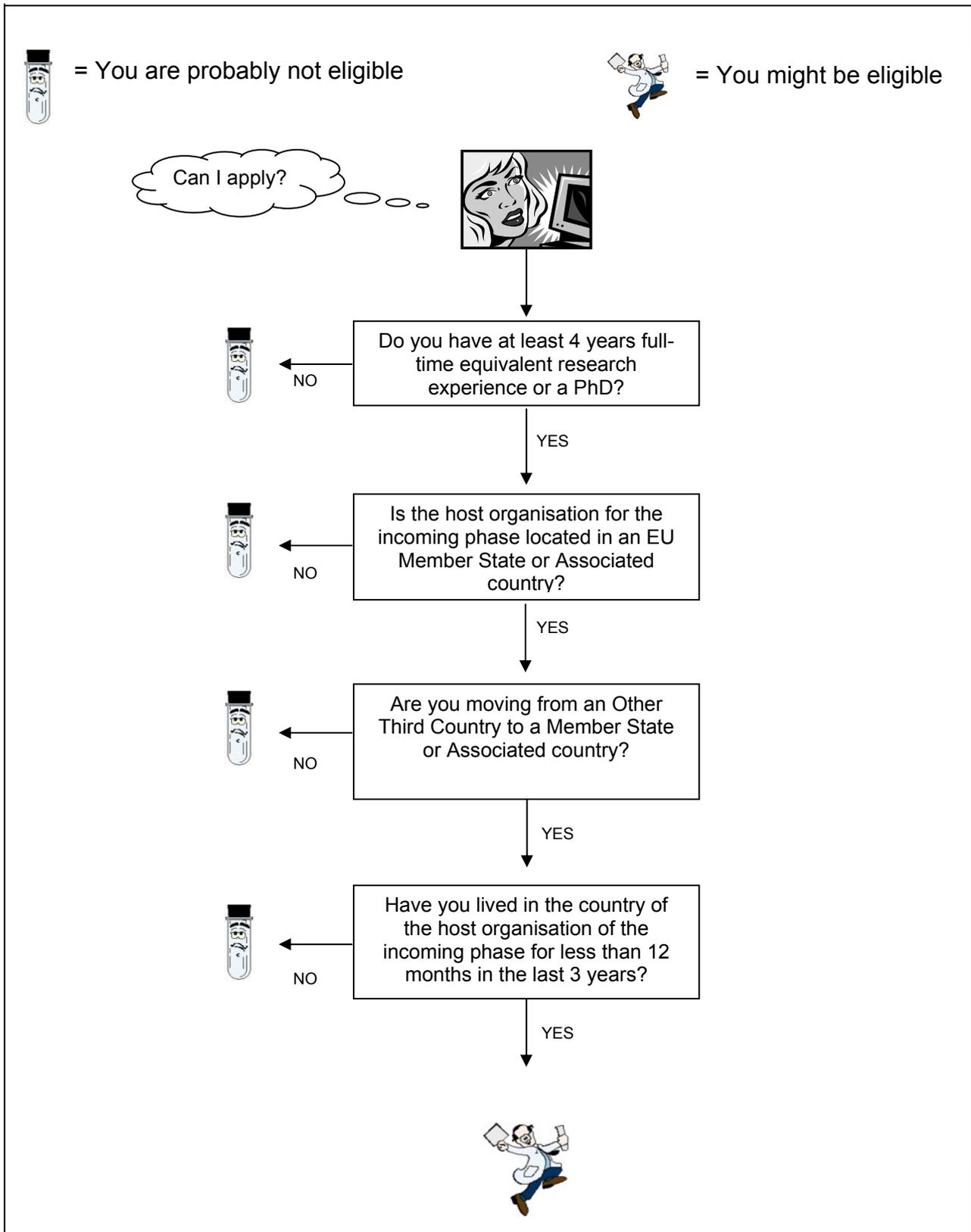
B) An experienced researcher moving from Canada who has always resided and worked outside the Member States or Associated countries may apply for a fellowship in Portugal (incoming phase) but not for a return phase in Canada;

C) An experienced researcher, who has spent 15 months immediately prior to the call deadline in an other third country, **is eligible for an IEF fellowship** in a Member State or Associated country **provided that she/he was active in another Member State or Associated Country before moving to the third country.**

2.5 Finding your way through the eligibility criteria

To find your way through the eligibility criteria outlined above, the flowchart on the following page summarises them:

SUMMARY CONDITIONS FOR ELIGIBILITY FOR AN IIF



2.6 Inviting Referees' Assessments

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

3 Expected Activities of an International Incoming Fellowship

3.1 Transfer of knowledge activities

Research and Transfer of Technologies activities

The main activities of an IIF will be based on a research project prepared by the *experienced researcher* in coordination with the *host organisation*. This project is tailored in order for the *experienced researcher* to transfer knowledge to the European host and/or bring knowledge to Europe. The project will be shaped in order to develop and widen significantly the competences of the *host organisation*, in particular in terms of multi- or interdisciplinary expertise and in creating long term collaborations and mutually beneficial co-operation between Europe and the Other Third Country.

Research activities

In determining the project research topic, it is important to emphasise that it should be of strong interest for the European Research Area and help to create long term collaborations and mutually beneficial co-operation between Europe and the Other Third Country.

Return phase

The possible return phase of up to one year aims to provide the *experienced researcher* with the possibility to share his/her experience gained during his/her period of international mobility in one of the ICPCs. **In this case, the proposal must include a project description of a possible return phase in an identified return host organisation clearly stated in part A and in part B of the application, for more details of these forms see Annexes 3 and 4 of this Guide:**

- In Part A2 of the proposal submission form (2 institutions must be recorded, institution number 1 as the *incoming host organisation* established in a EU Member State / Associated Country, and institution number 2 as the *return host organisation* established in an ICPC, different from the *incoming host organisation*² and in part A4 – funding request);
- In section B4 (see Annex 4 section B4 – Implementation: description of the project, including the "work plan").

Both the incoming and the return phases (if applicable) are evaluated at the same time. Please refer to Annex 2, chapter 3. It is not possible to request a return phase after the evaluation of the proposal.

The return phase must begin not later than 6 months after the termination of the incoming phase; any delay must be duly justified.

A separate *grant agreement* will be issued with the *return host organisation*, which will commit itself to ensuring an effective return of the researcher. The grant is to be used as a contribution to the scientific costs relating to the researcher's project at the return host.

3.2 Outreach Activities

In the Marie Curie Actions, Outreach Activities can be defined as dissemination initiatives directed towards the general public rather than the research community. The primary goal of the Outreach Activities is to create awareness in the general public about the research work performed and its implications for the citizens. The outreach activities plan submitted by each applicant will be assessed during the evaluation of proposals. The type of outreach activities can be freely chosen by the applicants and could range from press articles to exposing students from primary and

² Refer to section 3.2 Proposal submission of this guide.

secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

4 Financial Regime

The conditions for funding the activities undertaken by the *experienced researcher* in order to attain the project deliverables are defined in the People Work Programme. The contribution relates to the costs of the Fellowship and directly related costs only. The *host organisation* must cover all other costs connected to hosting the *fellow* and related to the implementation of the project.

4.1 What types of expenses are covered?

The financial support for International Incoming Fellowships takes the form of a grant covering up to 100% of the budget, according to a system of flat rates for eligible cost categories, comprising the following components:

- a monthly living allowance

This refers to the basic monthly amount to be paid to the *experienced researcher* (see Table 3.1 in Annex 3 of the *Work Programme*). This is then adjusted, applying a correction factor for the cost of living in the country in which s/he will be working (as shown in Table 3.2 in Annex 3 of the *Work Programme*).

The living allowance is a EU contribution to the gross salary costs of the *fellow*. Consequently, the net salary results from deducting **all** compulsory social security contributions (employee's contribution and employer's contribution, where applicable) as well as direct taxes (e.g. income tax) from the gross amounts.

Social security contributions and taxation vary from country to country. In order to obtain an estimate of the actual net allowances for the experienced researchers, it is recommended to consult the host organisation and/or the relevant National Contact Point (see Annex 1 for the list of National Contact Points).

As a general rule the *experienced researcher* is appointed under an employment contract except in adequately documented cases or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the *experienced researcher* must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

As a general principle the choice of appointment type should be made in accordance with the best interests of the experienced researcher. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

In all cases, *host organisations* must ensure that the *experienced 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 adequate protection and covering the *experienced researcher* in every place of implementation of the IIF activities.

The *host organisation* may pay a **top-up** to the *experienced researchers* but the *experienced researcher's* salary may not be below the fellowship amount provided by the EU.

- a monthly mobility allowance

This is a monthly payment of a flat rate contribution to be paid to the *experienced researcher* and to cover expenses related to the mobility (relocation, family expenses, language courses, travel expenses 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 3.2 in Annex 3 of the Work Programme). There are two reference amounts depending on the family situation of the *experienced researcher* at the time of the relevant deadline for submission of proposals:

- €1000/month: *experienced researcher* with family obligations. In this context family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher; or (iii) dependent children who are actually being maintained by the researcher;
- €700/month: *experienced researcher* without family obligations.
- a contribution to the research/transfer of knowledge expenses of the eligible *experienced researcher*

This contribution is managed by the *host organisation* for expenses related to the participation of the *experienced researcher* in research and transfer of knowledge activities. It may cover **all** costs related to the successful execution of the project by the *fellow* (e.g. *purchase of consumables, participation in conferences and fees for scientific journals, memberships of scientific associations etc.*), and which would normally not arise if the *fellow* was not hosted at the *host organisation*, are eligible. This contribution consists of a flat rate:

- €800 per researcher-month
- Contribution to overheads:
Flat rate of €700 per researcher-month, to which the correction factor for the cost of living as referred to in Table 3.2 of Annex 3 of the Work Programme, is applied.
- Expenses related to the return phase: a contribution to the participation expenses for the integration of the *experienced researcher* (if applicable)

If the *experienced researcher* has been active in the research field in one of the ICPCs, this action may include provisions to assist the *fellow* to return to this country. This refers to a contribution consisting of a flat rate of €15,000 per researcher/year (for a maximum of 1 year) to support the integration of the researcher in the ICPC. The contribution is managed by the organisation hosting the researcher in the ICPC.

4.2 How is the EU contribution estimated?

Applicants are not required to calculate the amount of the estimated European Union contribution. This will be automatically calculated from the information contained in the A4 proposal submission form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the *Work Programme*. If the proposal is selected for funding, the EU contribution will be calculated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

The maximum amount of the grant will be fixed in the grant agreement after the negotiation phase.

The example below aims to help understand the way the contributions are calculated.

Example: An experienced researcher from Brazil (where she/he has always resided and worked), married (or equivalent status) and without children with a PhD and more than 10 years research experience, going from Sao Paulo (BR) to Bordeaux (FR) for a 2-year IIF incoming phase and under an employment contract. Additionally a 1 year IIF return phase in Brazil (BR) is planned:

Incoming Phase

- Living allowance: € 87,500 x 2 years = € 175,000
- Mobility allowance: € 1,000 x 24 months = € 24,000
- Research/transfer of knowledge expenses: € 800 x 24 months = € 19,200
- Contribution to overheads: 700 x 24 months = € 16,800

Correction factor for France = 116.1%

(Living allowance + Mobility allowance + Overheads) x Correction factor for France + research/transfer of knowledge expenses = **€ 269,743.80**

- Total European Union Contribution = **€ 269,743.80**

In summary:

Contribution	Budget (€)
Contribution for the benefit of the <i>experienced researcher</i>	250,239.00
Contribution to overheads	19,504.80
Total maximum EU contribution <u>for incoming phase</u>	269,743.80

In the case of a Return Phase

The total amount of the Union contribution is a flat rate of € 15,000 for a total duration of the reintegration phase of 12 months for integration of the *researcher* in the host institution.

Total maximum EU contribution <u>including return phase</u>	284,743.80
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5 The Project Phase

Successful proposals will be invited to enter into negotiation with the REA. On the basis of the information provided in the proposal (particularly part A of the proposal) and the recommendation by the independent experts, a "*grant agreement*" will be then prepared and sent to the *host organisation* ("*beneficiary*"). The *grant agreement* should be signed in duplicate by the *host organisation* and returned to the REA for signature. In addition, the *host organisation* signs an agreement³ with the selected *experienced researcher* in line with the provisions of the *grant agreement*. The signature of the employment contract and the start of the project will normally take place after the *grant agreement* enters into force, i.e. after its signature by the REA.

If the proposal provides for a return phase, an additional *grant agreement* will be signed with the *return host organisation*, which will commit itself to ensuring an effective return of the *fellow*.

5.1 Key elements of the host organisation-experienced researcher agreement

The agreement between the *host organisation* and the *experienced researcher* must determine, in accordance with the *grant agreement*, the conditions for implementing the research and transfer of knowledge activities and the respective rights and obligations of the *experienced researcher* and the *host organisation*. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangements and social security coverage among other issues. The requirements to be respected are included in Annex III (Specific provisions) of the *grant agreement*, which should be annexed to the agreement. **Experienced researchers are strongly encouraged to read these provisions carefully and check that their agreements comply with the rules.** A copy of the model *grant agreement* is available from the [Participant Portal](http://ec.europa.eu/euraxess). Further information and assistance is available on the EURAXESS webpage: <http://ec.europa.eu/euraxess>.

The actual fellowship must not start until the agreement between the *fellow* and the *host organisation* is in place. This means that neither the REA nor the *host organisation* are under any obligation to make any payments to *fellows* who unilaterally decide to start at an earlier date from that established in the agreement, and that *fellows* who take such steps do so at their own risk.

5.2 Project suspension

The REA must be informed immediately of interruptions of *fellows'* stays and appropriate justifications should be provided. Split stays provided for in Annex I of the *grant agreement* and integrated in the work plan are deemed to be approved by the REA.

If the fellow wants to suspend the execution of the project for personal, family or professional reasons unforeseen at the time of the signature of the *grant agreement*, a request for suspension should be submitted to the REA. The REA will not object to any requests for suspension when the *fellow* is entitled to maternity/parental leave established either by national law or internal rules of the *host organisation*. In all other cases, the REA's approval of such requests will depend on the justifications provided and the impact expected on the execution of the project

³ As a general rule researchers must be appointed under an employment contract except in adequately documented cases or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the experienced researcher must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

5.3 Part-time work

In principle, *fellows* must work full-time on their research project. Exceptionally, part-time work can be accepted for personal or family reasons subject to prior approval by the REA. In such a case, the allowances will be adapted *pro rata* to the time actually spent on the project. Under no circumstances can the total contribution of the Union as indicated in the *grant agreement* be exceeded.

5.4 Stays away from the host organisation's premises

As a general rule, the project must take place at the *host organisation* premises. However, in some cases, stays away may be justified as part of collaborations or as part of the research.

The responsible REA project officer should be informed of any period of stay away from the *host organisation's* premises which exceeds one month. In any case, *fellows* may not stay more than 30% of the duration of the fellowship away from the *host organisation's* premises unless such stays **have been explicitly provided for in the original proposal and in the *grant agreement*.**

5.5 Visas

Researchers are advised to check if the country where they will carry out their fellowship is covered by the [Council Directive 2005/71/EC](#) of 12 October 2005 on a specific procedure for admitting third-country nationals for the purposes of scientific research. More generally, additional information and support can be found on the EURAXESS web page:

(<http://ec.europa.eu/euraxess/index.cfm/services/scientificVisa>).

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 "**People**" **Work Programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The Work Programme is available on the Research Participant PORTAL call page (see <http://ec.europa.eu/research/participants/portal/page/people>). 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	13 March 2012
Deadline for submission of proposals	16 August 2012 at 17.00.00 Brussels local time
Evaluation of proposals	1-26 October 2012
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	End of November 2012
Invitation letter to successful coordinators to launch <i>grant agreement</i> negotiations with the REA services	December 2012
Letter to unsuccessful applicants	From December 2012
Signature of first <i>grant agreements</i>	From February 2013

- **Further information and help**

The Participant Portal call page: http://ec.europa.eu/research/participants/portal/page/fp7_calls? links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call information: Participant Portal call page and Work Programme:
http://ec.europa.eu/research/participants/portal/page/fp7_calls?

General sources of help: The Research Enquiry Service:
<http://ec.europa.eu/research/index.cfm?pg=enquiries>
National Contact Points: http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance

Participant Portal Helpdesk: <https://ec.europa.eu/research/participants/portal/page/contactus>
CORDIS help desk: http://cordis.europa.eu/guidance/helpdesk/home_en.html
EPSS help desk: support@epss-fp7.org
IPR help desk: <http://www.ipr-helpdesk.org/index.html>

Legal documents generally applicable:

(https://ec.europa.eu/research/participants/portal/page/fp7_documentation)

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

Rules for Participation: Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013), available at: https://ec.europa.eu/research/participants/portal/page/fp7_documentation

People Specific Programme: Council Decision 2006/973/EC concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013) https://ec.europa.eu/research/participants/portal/page/fp7_documentation

Rules for proposal submission of proposal, and the related evaluation selection and award procedures: https://ec.europa.eu/research/participants/portal/page/fp7_documentation

Other supporting information

Brochure "The FP7 in Brief" can be downloaded from the Europa website at: http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from: http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

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

Ethics

This Guide should be read in conjunction with the Guide for Applicants (Ethics). A dedicated website that aims to provide clear, helpful information on ethics issues is available at: https://ec.europa.eu/research/participants/portal/page/fp7_documents

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

1. General

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

REA staff ensure that the process is fair, and in line with the principles contained in the Commission's rules⁴.

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

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

Non-disclosure/Confidentiality: The appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

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

2. Before the evaluation

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

- It is received by the REA before the deadline given in the call fiche;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- The other eligibility conditions described above, for example the rule for mobility, are satisfied.

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

⁴ Rules for proposal submission of proposal, and the related evaluation selection and award procedures, available on the Participant Portal.

The REA establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise
- An appropriate range of competencies.

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users
- A reasonable gender balance
- A reasonable distribution of geographical origin
- Regular rotation of experts.

In constructing the lists of experts, the REA also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

REA staff allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Individual evaluation of proposals

At the beginning of the evaluation, experts will be briefed by REA staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

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

S&T Quality (award) Threshold 3. Weighting 25%	Transfer of knowledge (award) Weighting 15%	Researcher (award) Threshold 4. Weighting 25%	Implementation (selection) Weighting 15%	Impact (award) Threshold 3.5. Weighting 20%
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the transfer of knowledge objectives	Research experience	Quality of infrastructure / facilities and International collaborations of host	Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the other third country
Appropriateness of research methodology and approach	Potential of transferring knowledge to European host and/or bringing knowledge to Europe	Research results including patents, publications, teaching etc.	Practical arrangements for the implementation and management of the research project *	Contribution to European excellence and European competitiveness through valuable transfer of knowledge
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field		Independent thinking, leadership qualities, and capacity to transfer knowledge	Feasibility and credibility of the project, including work plan	Impact of the proposed outreach activities*
Timeliness and relevance of the project		Match between the fellow's profile and project	Practical and administrative arrangements, and support for the hosting of the fellow *	
Host research expertise in the field				
Quality of the group/scientist in charge				

* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'. http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

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

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

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

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

Evaluation Criterion	Weighting (in %)	Threshold	Priority in case of ex aequo
S&T Quality	25	3	3
Transfer of Knowledge	15	N/A	2
Researcher	25	4	1
Implementation	15	N/A	5
Impact	20	3.5	4

In addition to the individual thresholds, an overall threshold of 70% will be applied to the total weighted score.

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

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

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

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

The experts will also indicate whether, in their view, the proposal deals with sensitive ethics issues, please see the Guide for Applicants (Ethics).

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, an REA staff member will be informed immediately, and the views of the other experts will be sought.

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

4. Consensus meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views. This entails a consensus meeting to discuss the scores awarded and to prepare comments.

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

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

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

Ethics issues (above threshold proposals)

If one or more experts have noted that there are ethics 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.

The EIR will be signed by an REA moderator and one member of the consensus group (normally, the proposal rapporteur). Following the evaluation, the REA will submit all proposals in the funding range and for which ethics issues have been flagged (either by the applicant and/or by the experts during the evaluation) to a specific ethics screening. A specific Ethics Issues Report will be filled in by the ethics experts and forwarded to the beneficiaries during the negotiation. Requirements in the report will be regarded as contractual obligations and will have to be fulfilled before the negotiation for a grant agreement can be completed. Furthermore, for projects raising specific ethics issues such as research intervention on human beings; research involving children; research on human embryos and human embryonic stem cells and non-human primates, an in-depth ethics review will be automatically carried out by the Commission services. For more detail please refer to the Guide for Applicants (Ethics).

Outcome of consensus

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

The REA will take the necessary steps to ensure 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.

Evaluation of a resubmitted proposal

In the case of proposals that have been submitted previously to the Commission or the REA, the moderator gives the experts the previous Evaluation Summary Report (see below) only at the consensus stage and after a consensus has been achieved between the experts. 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.

5. Panel review

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

The tasks of the panel will also include:

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

The panel is moderated by the chair. The REA will ensure fair and equal treatment of the proposals in the panel discussions. A panel Rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- *An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethics issues raised and any security considerations;*
- *A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order;*
- *A list of evaluated proposals having failed one or more thresholds;*
- *A list of any proposals having been found ineligible during the evaluation by experts;*
- *A summary of any deliberations of the panel.*

The panel report is signed by at least three panel experts, including the panel Rapporteur and the chairperson. A further special ethics review of above-threshold proposals may be organised by the REA

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

Proposals in this call must be submitted electronically, using the REA's Electronic Proposal Submission System (EPSS).

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).

Section A1 gives a snapshot of your proposal, section A2 concerns the *host organisation*, section A3 gives details of the researcher, while section A4 deals with financial matters.

How to complete the forms (A1 to A4)

When you complete part A, please make sure that:

The host institution in the European Union or in an Associated Country is always participant **number one** and the partner institution in an Other Third Country is **number two** (in the case of a return phase only). **All fields must be filled..**

Note: The following notes are for information only. They should assist you in completing part A of your proposal. On-line guidance will also be available. The precise questions and options presented on the 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: Initial Training Networks (ITN) Industry-Academia Partnerships and Pathways (IAPP) Co-funding of Regional, National and International Programmes (COFUND) Intra-European Fellowships (IEF) Career Integration Grants (CIG) International Outgoing Fellowships (IOF) International Incoming Fellowships (IIF) Marie Curie International Research Staff Exchange Scheme (IRSES)
Evaluation Panel	Please choose a code from the list below indicating the main research area of relevance to your proposal. This information will help the REA in the organisation of the evaluation of proposals. Chemistry CHE Economic Sciences ECO Information science and Engineering ENG Environment and geosciences ENV Life sciences LIF Mathematics MAT Physics PHY Social Sciences and Humanities SOC * To help you select the most relevant panel code please refer also the breakdown of each research area into a number of sub-disciplines at the end of this section.
Total Duration in months	Insert the estimated duration of the project in full months: between 12 and 24 months only.
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 Participant Portal call page. A call identifier looks like this: <i>FP7-PEOPLE-IIF-20XX</i> .
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 200 characters</u> . Please select at least two keywords from the drop-down list and/or add free keywords.
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. 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.
Ethics Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethics issues that may arise in your proposal and to fill in the table "RESEARCH ETHICS ISSUES". If your proposal involves any of the sensitive ethics issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the REA to flag proposals with potential ethics issues that need further follow-up (but not necessarily a formal ethics review).

Evaluation Panels – Sub-disciplines

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

CHEMISTRY (CHE)

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

ECONOMIC SCIENCES (ECO)

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

ENGINEERING & INFORMATION SCIENCE (ENG)

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

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agro industry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)
- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture
- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology
- Other Environment and Geosciences

LIFE SCIENCES (LIF)

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

MATHEMATICS (MAT)

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

PHYSICS (PHY)

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

SOCIAL SCIENCES AND HUMANITIES (SOC)

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

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. The host institution in the European Union or in an Associated country is always number one and the host institution in the Other Third Country is always number two (if there is a reintegration phase).
Participant identification code	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the REA are encouraged to use it when submitting proposals. Check the following web link to retrieve your PIC number (https://ec.europa.eu/research/participants/portal/page/searchorganisations). By entering a PIC, parts of section A2 will be filled in automatically.
Legal name	For a 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 a 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 e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more than 20 characters exclusive of special characters e.g. CNRS and not C.N.R.S. It should preferably be the one commonly used, e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges, etc.).
International Organisation	"International Organisation" means an intergovernmental organisation, other than the European Union, 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 Joint Research Centre
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings (Commission Decision DL/2003/3188 of 27.11.2003).
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

NACE code	<p>NACE means "<u>N</u>omenclature des <u>A</u>ctivités économiques dans la <u>C</u>ommunauté <u>E</u>uropéenne". 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&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .</p>
Small and Medium-Sized Enterprises (SMEs)	<p>SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm</p>
Contact point	<p>It is the main researcher or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the REA will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).</p>
Authorised representative to sign the grant agreement or to commit the organisation for this proposal	<p>Please indicate the contact details of the person in the Host Organisation who would be authorised to sign the <i>grant agreement</i> with the REA if the proposal is selected for funding.</p>
Title	<p>Please choose one of the following: Prof., Dr., Mr., Mrs., Ms.</p>
Sex	<p>This information is required for statistical and mailing purposes. Indicate Female or Male as appropriate.</p>
Phone and fax numbers	<p>Please insert the full numbers including country and city/area code. Example +32-2-2991111.</p>

Section A3 – Information on the Researcher:	
Location of origin (country)	The country in which the location of origin is situated (see below). Insert the name of the country as commonly used.
Location of origin (town)	The place where the <i>experienced researcher</i> is residing or carrying out his/her main activity at the relevant deadline for proposals submission.
Contact address	Fill in only the fields forming your complete postal address where you will be residing up to the deadline. 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. Please make sure that the email address given will still be valid for at least a year after the deadline.
University degree	Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible.
Doctorate expected before the deadline	If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience after obtaining the university degree giving access to a doctorate on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
Doctorate	Please specify the date of award of a doctoral degree using the format (DD/MM/YYYY). Wrong or missing information may cause your proposal to be ineligible.
Full-time postgraduate research experience	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible.
Place of activity/place of residence (previous 5 years)	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years up until the deadline for the submission of the proposal. <u>The 5 years prior to the deadline must be covered.</u> Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
Period	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. <u>There must be no gaps between the periods.</u>
Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, or IIF or have you previously benefited from Community funding under Marie Curie actions?	<p>Each researcher may only submit one proposal at a time for the following actions: Marie Curie Intra-European Fellowships (IEF),</p> <ul style="list-style-type: none"> • Marie Curie Outgoing International Fellowships (IOF), • Marie Curie Incoming International Fellowships (IIF), <p>Having several proposals in the application procedure for one or more actions at the same time may render your proposal ineligible. New or similar proposals are eligible to be submitted only after the evaluation procedure of the relevant round has been terminated.</p> <p>Please note that the Research Executive Agency will not conclude another <i>grant agreement</i> for the same project.</p> <p>If you have previously benefited from Community funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project. Indicate here the action name, year and the proposal or contract number.</p>

Section A4 – Funding Request IIF	
Type B Fixed-amount fellowship (Y/N)	<p>As a general rule, the host organisation should recruit the researcher under an employment contract/fellowship with full social security coverage (Type A). A fixed-amount fellowship with minimum social security (Type B) is foreseen for very exceptional cases. Please note that in this case the allowance for the researcher will be lower. More information concerning the choice can be found in Annex 3 of the Work Programme.</p> <p>At the submission stage, Type A is set as the only possible option. If needed, the possibility of a Type B Fixed-amount fellowship will have to be discussed at a later stage, during negotiation, for successful applicants.</p>
Mobility allowance	<p>Family related mobility allowance refers to a researcher with a spouse and/or children. Please see the definition in Annex 3 of the Work Programme. The reference date for family situation is the relevant deadline for submission of proposals.</p> <p>Please indicate your eligibility status by inserting YES or NO in the boxes.</p>
Post-graduate Research Experience of the applicant	<p>Please choose between the 3 categories to indicate the full-time research experience of the applicant at the deadline of the call: less than 4 years (<4 years), from 4 up to 10 years (4-10 years), or more than 10 years (>10 years).</p>

Proposal Submission Forms



EUROPEAN COMMISSION
Research Executive Agency

7th Framework Programme on Research,
Technological Development and Demonstration

Marie Curie Actions

International Incoming Fellowships (IIF)

A1

Proposal Number

Proposal Acronym

GENERAL INFORMATION ON THE PROPOSAL

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

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

Does this proposal include any of the sensitive ethics issues detailed in the Research Ethics Issues table of Part B? YES/NO	
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Proposal Submission Forms

	EUROPEAN COMMISSION Research Executive Agency	Marie Curie Actions International Incoming Fellowships (IIF)	<h1>A2</h1>
	7 th Framework Programme on Research, Technological Development and Demonstration		

<i>Proposal Nr</i>		<i>Proposal Acronym</i>		<i>Participant Nr</i>	1
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INFORMATION ON ORGANISATIONS

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

Administrative data

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

Status of your organisation

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

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

- | | |
|---|--------------------------|
| Non-profit organisation | <input type="checkbox"/> |
| Public body | <input type="checkbox"/> |
| Research organisation | <input type="checkbox"/> |
| Higher or secondary education establishment | <input type="checkbox"/> |
| International organisation | <input type="checkbox"/> |
| International European Interest organisation | <input type="checkbox"/> |
| Joint Research Centre of the European Commission | <input type="checkbox"/> |
| Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherche) / Enterprise groupings] | <input type="checkbox"/> |
| Commercial Enterprise | <input type="checkbox"/> |

Main area of activity (NACE code):

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

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

	EUROPEAN COMMISSION Research Executive Agency 7 th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions International Incoming Fellowships (IIF)	A2
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Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? (Yes or No)	
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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 REA will contact in the first instance)

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

Authorised representative to sign the grant agreement or to commit the organisation for this proposal

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

Proposal Submission Forms

	EUROPEAN COMMISSION Research Executive Agency	Marie Curie Actions International Incoming Fellowships (IIF)	<h1>A2</h1>
	7 th Framework Programme on Research, Technological Development and Demonstration		

<i>Proposal Nr</i>	<i>Proposal Acronym</i>	<i>Participant Nr</i>	2*
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INFORMATION ON ORGANISATIONS

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

Administrative data

Legal address			
Street name		Number	
Town			
Postal Code / Cedex			
Country	Other Third Country (*if a return phase is requested)		
Internet homepage (optional)			

Status of your organisation

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

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

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

Main area of activity (NACE code):

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

an SME	
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Proposal Submission Forms

	EUROPEAN COMMISSION Research Executive Agency 7 th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions International Incoming Fellowships (IIF)	A2
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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 REA will contact in the first instance)			
Family name		First name(s)	
Title		Sex (Female – F / Male – M)	
Position in the organisation			
Department/Faculty/Institute/Laboratory name/ ...			
Is the address different from the legal address? YES/NO			
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

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

Proposal Submission Forms



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

Marie Curie Actions
International Incoming Fellowships (IIF)

A3

<i>Proposal Number</i>	<i>Proposal Acronym</i>
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INFORMATION ON THE RESEARCHER			
<i>Family Name</i>		<i>Birth Family Name</i>	
<i>First Name(s)</i>			
<i>Title</i>	<i>Sex: Female(F)/Male(M)</i>		
<i>1st nationality</i>		<i>2nd nationality</i>	
<i>Location of origin (country)</i>		<i>Date of birth</i>	
<i>Location of origin (town)</i>			
Contact address			
<i>Street name</i>		<i>Number</i>	
<i>Town</i>			
<i>Postal Code / Cedex</i>			
<i>Country</i>			
<i>Phone 1</i>		<i>Phone 2</i>	
<i>E-mail</i>		<i>Fax</i>	

Qualifications		
<i>University degree</i>	<i>Date of award (DD/MM/YYYY)</i>	
<i>Doctorate expected before the deadline</i>	<i>Expected date of award (DD/MM/YYYY)</i>	
<i>Doctorate</i>	<i>Date of award (DD/MM/YYYY)</i>	
<i>Full-time postgraduate research experience</i>	<i>Number of months</i>	
<i>Other academic qualifications</i>	<i>Date of award (DD/MM/YYYY)</i>	
Place of activity/place of residence (previous 5 years)		
<i>Period: From DD/MM/YYYY</i>	<i>To DD/MM/YYYY</i>	<i>Country</i>

INVOLVEMENT OF THE RESEARCHER IN OTHER MARIE CURIE PROPOSALS	
Are you applying for this grant in order to resume a career after a break ? YES/NO	
If so, for how long have you been inactive in research ? (number of months)	
Have you submitted or are you in the process of submitting another proposal for the Marie Curie Actions: IEF, IOF, IIF or CIG, or have you previously benefited of Community funding under Marie Curie actions ? YES/NO	
<i>If yes:</i>	
<i>Action name(s) and year</i>	<i>Proposal or contract number(s)</i>

Proposal Submission Forms



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

Marie Curie Actions
International Incoming Fellowships (IIF)

A4

Proposal Number		Proposal Acronym	
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FUNDING REQUEST				
Year Number	Main Phase		Return Phase (IIF and IOF only)	
	Full-time person-months	Type B Fixed-amount Fellowship (Y/N)	Full-time person-months	Type B Fixed-amount Fellowship (Y/N)
Year 1				
Year 2 ⁵				
Year 3 ⁶				
Total				

Mobility allowance

Are you eligible for the family-related mobility allowance? YES/NO

Post-graduate Research Experience of the applicant at the deadline of the call
(<4 years; 4-10 years; >10 years)

⁵ If the incoming phase lasts 12 months and a return phase is requested fill the return phase section only.

⁶ If the incoming phase lasts 24 months and a return phase is requested fill the return phase section only.

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

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

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

The **maximum length** of part B is **27 pages** (excluding table of contents; the ethics issues section as well as start and end pages). In addition **there are limits applied separately to most sections**, see below. The experts will be instructed to disregard any pages exceeding these limits. Annexes are not allowed.

The minimum font size allowed is 11pt with single line spacing. The page size is A4, and all margins should be at least 15mm (not including any headers or footers).

Please make sure that:

- You use the correct template to prepare your proposal;
- You respect the maximum number of pages. The REA reserves the right to disregard parts of a proposal that exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "Part B – Page X of Y" is used;
- Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE MARIE CURIE ACTIONS

Marie Curie International Incoming Fellowships (IIF) Call: FP7-PEOPLE-2012-IIF

PART B

“PROPOSAL ACRONYM”

Part B – Table of Contents of Proposals

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

B1 RESEARCH AND TECHNOLOGICAL QUALITY (MAXIMUM 8 PAGES)

- Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
- Appropriateness of research methodology and approach
- Originality and Innovative nature of the project, and relationship to the 'state of the art' of research in the field
- Timeliness and relevance of the project
- Host research expertise in the field
- Quality of the group/scientist in charge

B2 TRANSFER OF KNOWLEDGE (MAXIMUM 2 PAGES)

- Clarity and quality of the transfer of knowledge objectives
- Potential of transferring knowledge to European host and/or bringing knowledge to Europe

B3 RESEARCHER (MAXIMUM 7 PAGES WHICH INCLUDES A CV AND A LIST OF MAIN ACHIEVEMENTS)

- Research experience
- Research results including patents, publications, teaching, etc
- Independent thinking, leadership qualities, and capacity to transfer knowledge
- Match between the fellow's profile and project

B4 IMPLEMENTATION (MAXIMUM 6 PAGES)

- Quality of infrastructure/facilities and international collaborations of host
- Practical arrangements for the implementation and management of the research project
- Feasibility and credibility of the project, including work plan
- Practical and administrative arrangements and, support for the hosting of the fellow

B5 IMPACT (MAXIMUM 4 PAGES)

- Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the other Third Country
- Contribution to European excellence and European competitiveness through valuable transfer of knowledge
- Impact of the proposed outreach activities

B6 ETHICS ISSUES (NO PAGE LIMIT)

B1 RESEARCH AND TECHNOLOGICAL QUALITY (maximum 8 pages)

Research and technological Quality, including any interdisciplinary and multidisciplinary aspects of the proposal

Give a clear description of the state-of-the-art of the research topic. Provide a clear and specific description of the research objectives against the background of the state of the art, and the results hoped for. The most relevant bibliographical references should be provided, and must be included in the overall page count. If relevant, provide information on interdisciplinary / multidisciplinary and/or inter-sectoral aspects of the proposal.

Appropriateness of research methodology and approach

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. Describe any relevant techniques, methods or analyses that will be applied.

Originality and innovative nature of the project and relationship to the 'state of the art' of research in the field

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

Timeliness and relevance of the project

Describe the appropriateness of the research proposed against the state of the art and why it is timely. Outline the benefit that will be gained from undertaking the project at European Research Area (ERA) level and how the fellowship will contribute to enhance ERA research excellence and reintegrate the researcher. Describe the scientific, technological, socio-economic or other reasons for carrying out further research in the field covered by the project

Host research expertise in the field

The host institution must explain its level of experience on the research topic proposed and document its track record of work, including the main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

Quality of the group/scientist in charge

Similar information as above should be provided for the *scientist in charge* of the supervision of the project. Where relevant, show that any gender issues associated to the proposal have been adequately taken into account. The host institution must demonstrate its track record of previous research achievements especially at an advanced level within the field of research.

B2 TRANSFER OF KNOWLEDGE (maximum 2 pages)

Clarity and quality of the transfer of knowledge objectives

What are the objectives for the transfer of knowledge?

Potential of transferring knowledge to European host and/or bringing knowledge to Europe

Explain how the proposed research will serve the purpose of transferring knowledge to the European host and/or to bring knowledge to Europe.

B3 RESEARCHER (maximum 7 pages which includes a CV and a list of main achievements)

Research experience

The applicant must present a comprehensive description of his/her research experience. A scientific/professional CV must be provided and should mention explicitly:

- academic achievements
- list of other professional activities
- any other relevant information.

Research results including patents, publications, teaching, etc

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

Independent thinking, leadership qualities, and capacity to transfer knowledge

Describe the activities that reflect initiative, independent thinking, project management skills and leadership. Describe the potential that the researcher has for increasing and reinforcing these qualities. Describe the potential that the researcher has for transferring knowledge.

Match between the fellow's profile and project

Show that the applicant's skills and experience are suitable for the project proposed.

B4 IMPLEMENTATION (maximum 6 pages)

Quality of infrastructures/facilities and international collaborations of host

The host institution needs to specify the available infrastructures and whether these can respond to the needs set by the project. The host institution should further indicate to which extent the applicant can benefit from the host institution's participation in the international collaboration described in section B1.

Practical arrangements for the implementation and management of the research project

The applicant and the host institution must be able to provide information on how the implementation and management of the fellowship will be achieved. The expert evaluators will examine the practical arrangements that can have an impact on the feasibility and credibility of the project.

Feasibility and credibility of the project, including work plan

Provide a detailed work plan that includes the objectives and milestones that can help assess the progress of the project. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project.

The return phase for IIF is optional. If your proposal provides for a return phase, your work plan must include a description of tasks carried out during the return period.

Practical and administrative arrangements, and support for the hosting of the fellow

Describe what practical arrangements are in place to host a researcher coming from another country. What support will be given to him/her to settle into their new host country (in terms of language teaching, help with local administration, obtaining permits, accommodation, schools, childcare etc).

B5 IMPACT (maximum 4 pages)

Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the *Other Third Country*

What is the likelihood of creating long term collaborations between the European host and the *Other Third Country* after the end of the fellowship?

Contribution to European excellence and European competitiveness through valuable transfer of knowledge

Describe the extent to which the transfer of knowledge will contribute to European excellence and European competitiveness and produce long-term synergies and/or structuring effects.

Impact of the proposed outreach activities

Describe the outreach activities of the proposal to be implemented by the researcher during the project duration (for examples, see box on Outreach Activities below).

Outreach Activities within Marie Curie Projects

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

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

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

Possible outreach activities:

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

B6 ETHICS ISSUES (No page limit)

Describe any ethics issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject. This should be done in conjunction with the information provided in Guide for Applicants, Marie Curie Actions (Ethics).

For **all** proposals the following table must be completed.

ETHICS ISSUES TABLE

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred automatically to Ethics Review)

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

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

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

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

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

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

ENDPAGE

PEOPLE MARIE CURIE ACTIONS

Marie Curie International Incoming Fellowships (IIF) Call: FP7-PEOPLE-2012-IIF

PART B

“PROPOSAL ACRONYM”