



Marie Skłodowska-Curie Actions:
Individual Fellowships (Call 2018)
How should my proposal be
structured and what should I write?

Dr. Lil Reif, FFG
Campinas, 3rd May 2018



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www.eucentres.eu/brazil
brazil@eucentres.eu



MSCA National Contact Point AT

Austrian Research Promotion Agency (FFG), Vienna



Yasmin Dolak-Struss



Therese Lindahl



Lil Reif



Overview

MSCA IF Proposal Writing Workshop 3rd May 2018, Campinas/SP

- Layout and Structure of the Proposal
- Focus on Section 1 „Excellence“
- Focus on Section 2 „Impact“
- Focus on Section 3 „Implementation“
- Few words on Section 6 and part A
- FOLLOW-UP Training in Campinas: Good to know



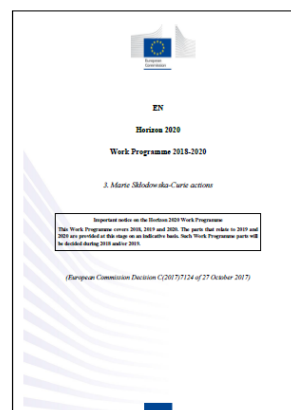
Two important documents

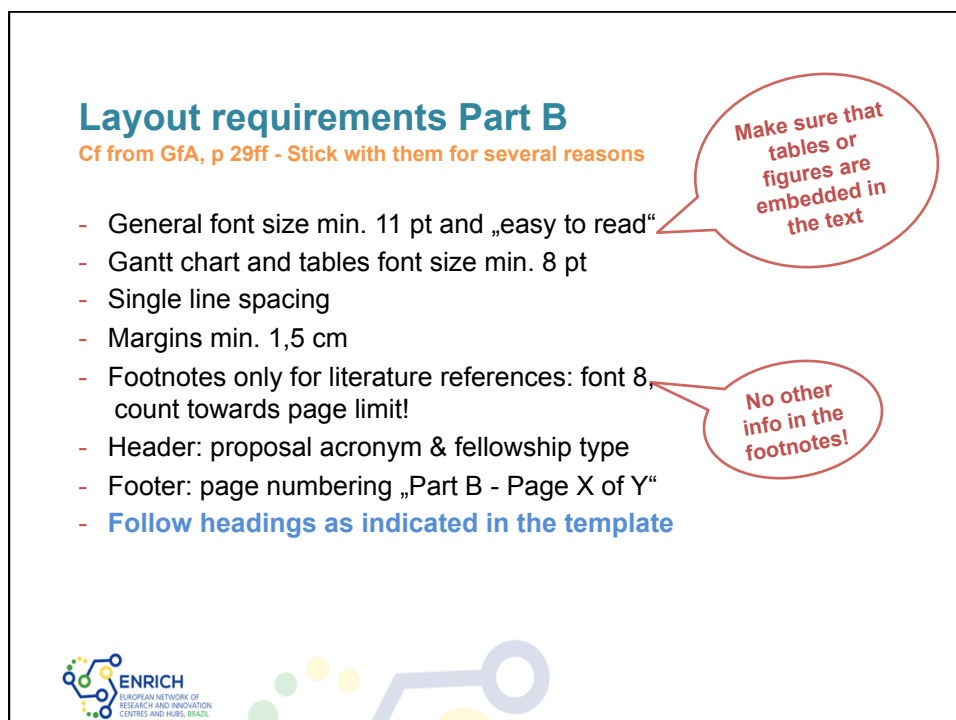
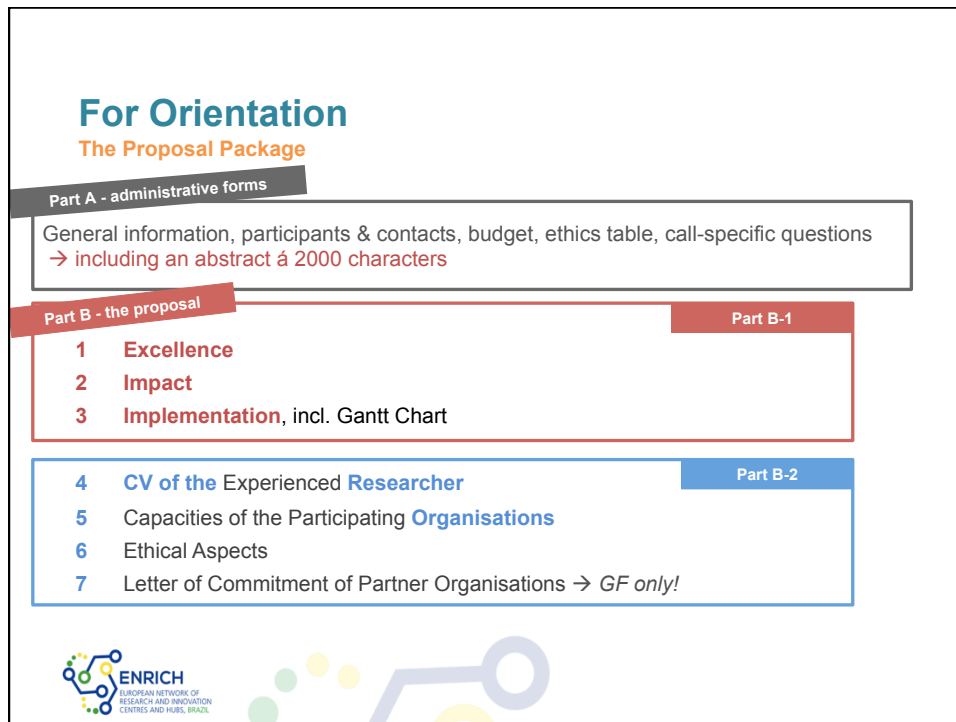
MSCA Individual Fellowship Call 2018

Guide for Applicants



MSCA Work Programme





Proposal structure vs Award criteria

→ Keep strictly with the structure and address all points

If you resubmit a proposal from 2017: Watch out: previous 3.1 and 3.2 are merged now



IF - Marie Skłodowska-Curie Individual Fellowships		
Excellence	Impact	Quality and efficiency of the implementation
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	Enhancing the future career prospects of the researcher after the fellowship	Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the management structure and procedures, including risk management
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the institutional environment (infrastructure)
Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship		
50%	30%	20%
Weighing		
1	2	3
Priority in case of <i>ex aequo</i>		
NB: An overall threshold of 70% will be applied to the total weighted score.		

The Researcher's CV

„Intrinsic to Evaluation“

- Assessed throughout the 3 evaluation criteria
- Consistency between Part A & Part B!
- Standard academic and research record
- Research career gaps and/or unconventional paths should be clearly explained – for fair assessment by the evaluators
- Additional table for applicants without doctorate



Spotlight on Part B


MSCA Individual Fellowship Call 2018

Parts B-1 and B-2 submitted as pdf

Excess pages made invisible

1	Excellence	} max. 10 pages !!!	
2	Impact		
3	Implementation , incl. Gantt Chart		
4	CV of the Experienced Researcher	max. 5 pages	Part B-2
5	Capacities of the Participating Organisations	max. 1 p. overview + max. 1 p. / organisation	
6	Ethical Aspects	no page limit	
7	Letter of Commitment of Partner Organisations	GF only!	


If not included → inadmissible

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EUROPEAN NETWORK OF
RESEARCH AND INNOVATION
CENTRES AND HUBS, BRAZIL

Examples on Space used for Sections 1-3

Keep in mind the weightening of scores for the three chapters

Excellence 1.1+1.2 vs 1.3+1.4	Impact	Implementation
5 (3,5/1,5)	2	3
6 (5/1)	2	2
6 (4/2)	1,3	2,7
4,7 (2,3/2,4)	2,3	3
5,7 (3/2,7)	1,3	3

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CENTRES AND HUBS, BRAZIL

The perfect match

Keep in mind when selecting your host and writing the proposal

The Individual Fellowship
is a personalized
research & training
project to support you to
develop your career
YOU & your career aims


With the ideal
supervisor –
research group

... with the
support of the
ideal host
organisation for
your plans

The experienced track record, and

1. **Publications** reviewed in respective research fields (excluding self-citations)
2. **Granted patent(s)**.
3. **Research monographs, chapters** and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** that the experienced researcher has led.
6. **Organisation of international conferences** in the field of the researcher (membership in the steering and/or programme committee).
7. **Examples of participation in industrial innovation.**
8. **Prizes and Awards.**
9. **Funding received so far**
10. **Supervising, mentoring activities, if applicable.**

Supervisory X	
General Description	(names, title, qualifications of the main supervisor)
Role and Commitment of key persons (supervisor)	
Key Research Facilities	
Infrastructure as Equipment	
Independence premises	
Previous Research Program	
Current Research Program	
Relevant Publications and/or research projects	



Spotlight on Part B

MSCA Individual Fellowship Call 2018

1 Excellence

2 Impact

3 Implementation, incl. Gantt Chart

4 CV of the Experienced Researcher


5 Capacities of the Participating Organisations

6 Ethical Aspects

7 Letter of Commitment of Partner Organisations (GF only)

Subsections „Excellence“

- 1.1 Research/innovation project
- 1.2 Training programme and transfer of knowledge
- 1.3 Supervision and integration of the researcher
- 1.4 Potential of the researcher



1.1 Quality and credibility of the research / innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

- Introduction, state-of-the-art, objectives and overview
- Research methodology and approach: highlight type of research/innovation activities proposed
- Originality and innovative aspects of the research programme:
 - Contribution to advancements in the field
 - Any novel concepts, approaches or methods?
- Interdisciplinary aspects (if relevant)
- Gender dimension in the research content (if relevant)

Use headlines and keep with the questions

If it fits your proposal, arrange this description along work packages



Evaluation Summary Reports

Selected comments on 1.1

Research – Weaknesses

- ✗ The **innovative aspects** of the research are not convincingly demonstrated
- ✗ The **state-of-the art** and the **methodology** are poorly described
- ✗ The scientific **track record of the researcher** does not sufficiently detail their experience in relevant research fields to support the success of the action



1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

Describe the training

- Outline how a **two way transfer of knowledge** will occur between the researcher and the host institution(s)
 - Explain how the ER will gain new knowledge during the fellowship at the hosting organisation(s)
 - Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s)
- **For GF:** Explain how the newly acquired skills and knowledge in the TC will be transferred back to Europe during the incoming phase



1.2 Typical training activities

- **Training-through-research:** individual personalised project,
→ guidance of the supervisor / other members of the research staff
- Hands-on **training for developing scientific skills:** new techniques, instruments, research integrity, big data/open science ...
- Hands-on **training for developing transferable skills:** entrepreneurship, proposal preparation, patent applications, IPR, project management, task coordination and monitoring, supervising, exploitation of research results ...
- **Inter-sectoral or interdisciplinary transfer of knowledge** (e.g. through secondments)
- **Participation in** the research and financial **management**
- **Organisation of scientific/training/dissemination events** and of **Communication and outreach activities**
- Training dedicated to Gender issues



Career Development Plan

Sounds more complicated than it actually is...

„A Career Development Plan should **not be included in the proposal**, but will be **part of the action's implementation** in line with the European Charter for Researchers. It should aim at achieving a **realistic and well-defined objective** in terms of career advancement (e.g. attaining a leading independent position) or resuming a research career after a break. The plan should be devised with the final outcome to **develop and significantly widen the competences** of the experienced researcher, particularly in terms of **multi/interdisciplinary** expertise, **inter-sectoral** experience and **transferable skills**.”



1.3 Quality of the supervision and of the integration in the team / institution

Two important aspects – should be well elaborated

Qualifications and experience of the supervisor(s)

- Describe the qualification and experience of the supervisor(s) & the research group
- “any relevant result”

Hosting arrangements

- Show that you will be well-integrated within the team/ institution → so that all can gain maximum knowledge and skills from the fellowship

For GF: describe hosting arrangements for both outgoing and incoming phase.



1.3 Quality of the supervision and of the integration in the team / institution (1/2)

Qualifications and experience of the supervisor(s)

- level of experience on the research topic proposed
- track record of work
- main international collaborations
- level of experience in supervising researchers (PhD, Postdocs)
- participation in projects, publications, patents and any other relevant results

"RELEVANT"

Balance and link with section 5 „role and profile of key persons“

Mind the context of your research and training objectives – your project and profile



1.3 Quality of the supervision and of the integration in the team / institution (2/2)

Hosting arrangements

- show that the ER will be well integrated in the team/institution so that all parties gain the maximum knowledge and skills from the fellowship
- outline the nature and the quality of the research group / environment as a whole
- measures to integrate the researcher in the different areas, disciplines and international networking opportunities

Not infrastructure!
For this → B-2, Section 5



SECTION 5 - CAPACITY OF THE PARTICIPATING ORGANISATIONS

- List of participating organisations
- Description of participating organisations:

max. 1 page
min. font size 8

max. 1 page each
min. font size 8

1 page for each role – choose one of: — beneficiary (compulsory) — entity with a capital or legal link to the beneficiary (optional) — partner organisation for GF (compulsory for GF only) — partner organisation for secondment (optional)	
[Full name + Legal Entity Short Name + Country]	
General description	
Academic organisation	(Yes / No) delete as appropriate
Role and profile of key persons (supervisor)	(names, title, qualifications of the main supervisor)
Dept./Division / Laboratory	
Key research facilities, Infrastructure and Equipment	Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher

SECTION 5 - CAPACITY OF THE PARTICIPATING ORGANISATIONS

- List of participating organisations
- Description of participating organisations:

max. 1 page
min. font size 8

max. 1 page each
min. font size 8

Independent research premises?	Explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities? If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link in the following table.
Previous and current involvement in research and training programmes	Indicate up to 5 relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated and/or is participating
Relevant publications and/or research/innovation products	(Max 5) Only list items (co-)produced by the superv

show the experience & capacity of the host in providing training for experienced researchers

Evaluation Summary Reports

Selected comments on 1.3

Supervision – Weaknesses

- ✗ The application lacks a convincing description of **hosting and integration arrangements** for the researcher
- ✗ The plan **inadequately describes the competences of the Supervisor** about the **specific research content**
- ✗ The application **does not provide sufficient information** on the **past supervising experience** of the main and co-supervisors



1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

- Demonstrate how the **existing professional experience and talents** of the ER **and the proposed research** will contribute to the ERs development as an independent/mature researcher **during** the fellowship
- Explain the **new competences and skills** that will be acquired and how they relate to the researcher's existing professional experience

Balance this information with section 4 – your CV

"The fellowships will be awarded to the most talented researchers as shown by the proposed research and their track record (CV) in relation to their level of experience"



SECTION 4 - RESEARCHER'S CV

max. 5 pages

The CV should also include information on:

1. **Publications** in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** led by the experienced researcher.
6. **Organisation of International conferences** in your field(s) of research, including membership in the steering and/or programme committee.
7. Examples of **participation in industrial innovation**.
8. **Prizes and Awards**.
9. **Funding** received so far.
10. **Supervising and mentoring** activities.

CV should be relevant to the proposal

Spotlight on Part B

MSCA Individual Fellowship Call 2018

1 **Excellence**

2 **Impact**

3 **Implementation, innovation and exploitation**

4 **CV of the Experienced Researcher**

5 **Capacities of the Partner Organisations**

6 **Ethical Aspects**

7 **Letter of Commitment of Partner Organisations (GF only)**

Subsections „Impact“

2.1 Future career prospects of the researcher

2.2 Measures to exploit and disseminate results

2.3 Measures to communicate the project activities to different target audiences

2.1 Enhancing the future career prospects of the researcher after the fellowship

- Explain the expected impact (i.e. the added value of the fellowship) of the planned research and training on the future career prospects of the experienced researcher **after** the fellowship.
- Focus on how the new competences and skills (as explained in 1.4) can make the researcher more successful in his/her long-term career?

Balance this information with your CV (section 4) and, with 1.4

If „more experienced“ – convincing arguments for further career development



EVALUATION SUMMARY REPORTS

Selected comments on 2.1

Career perspectives – Weaknesses

- ✗ The expected impact of the fellowship is low with a limited advancement of the researcher in new scientific methodology and management skills
- ✗ Professional career plans, other than further applications for fellowships, are not sufficiently evinced
- ✗ It is unclear how specifically the planned research and training would benefit future career plans
- ✗ It has not been demonstrated enough how a higher career position in academia will be achieved by the researcher.



DISSEMINATION ≠ COMMUNICATION

Terminology...

Section 2.2

Dissemination

targeted at peers - scientific or the „the wider research and innovation community“, industry and other commercial actors, professional organisations, policymakers

→ to communicate research results, transfer them into other research settings, for commercial purposes or policy making

Examples

- papers at conferences
- publications in journals
- open data

Section 2.3

Communication

targeted at the general public

→ to create awareness among the general public about the project and its results, implications for citizens and society

done in a way that this can be understood by non-specialists for the researcher to understand better public concern and interest

Examples

- press articles
- researchers' night
- blogs & videos...



OPEN ACCESS and OPEN RESEARCH DATA

Open Access

- **mandatory** for all H2020 funded projects
- **What does it mean?** Peer-reviewed scientific publications resulting from IF funding are deposited in open access repositories, i.e. free of charge online access for the user. A repository number for each publication must be provided in project reports.

Open Research Data pilot in H2020

- **No obligation** on IF projects to participate in the pilot!
- Decision whether yes/no to participate: during submission (part A)
- if yes: data management plan required within the first 6 months of the project → include as deliverable in the gantt chart

TIPP: GUIDELINES ON OPEN ACCESS, OPEN DATA, DATA MANAGEMENT IN HORIZON 2020; Information provided by the National Contact Points and your host

Check also this initiative:
<https://www.fosteropenscience.eu/>

2.2 Quality of the proposed measures to exploit and disseminate results

- Describe how the new knowledge generated will be **disseminated and exploited**, and what the potential impact is expected to be
- Discuss the **strategy for targeting peers** (scientific, industry and other actors, professional organisations, policy makers etc.) and to the wider community.
- If applicable, describe potential commercialisation and how intellectual property rights will be dealt with, where relevant.

Remember understanding of „dissemination“ → „for other researchers, specialists“, „peers“, „wider research and innovation community“

!!! Concrete plans for 2.2 → into the Gantt Chart section 3.1

Evaluation Summary Reports

Selected comments on 2.2

Dissemination – Weaknesses

- ✗ The proposed **dissemination of research results** to scientific community is **not sufficiently addressed**
- ✗ **International conferences** where the researcher would present their results are **not clearly articulated**
- ✗ The [...] proposed peer reviewed journals, monograph series and conferences are **not properly identified and specified**
- ✗ The **proposal insufficiently details** the organization of seminars, the number of publications that the proposed research would deliver and the international conferences where results would be disseminated.



2.3 Quality of the proposed measures to communicate the project activities to different target audiences

- Demonstrate how the planned public engagement activities contribute to creating awareness of the performed research.
- Demonstrate how both the research and results will be made known to the public in such a way they can be understood by non-specialists.

for inspiration

Concrete plans for 2.3
→ into the Gantt Chart section 3.1



Outreach and Communication Activities in the MSCA under Horizon 2020

Guidelines

MSCA fellows are expected to engage in outreach activities as an integral part of their fellowship. Below is a non-exhaustive set of practical outreach activities that MSCA fellows could consider for their project.

Difference between communication and outreach

Outreach and communication activities are related, but are not the same and a good MSCA project should include a mix of both.

Outreach activities are meant to engage a large audience and to bring knowledge and expertise on a particular topic to the general public. Outreach activities can take several forms, such as school presentations, workshops, public talks and lab visits, etc. The objective of outreach is to explain the benefits of research to a larger public (the taxpayers who fund your research). Outreach implies an interaction between the sender and the receiver of the message, there is an engagement and a two-way communication between the researcher and the public.

Communication, on the other hand, only goes in one direction from the sender to the receiver. Communication refers to articles in mainstream newspapers and magazines, or on TV and radio channels. Successful communication requires a clear language and attractive scientific subject with outstanding results that can catch the media's attention.

The European Commission is aware that not every MSCA researcher is undertaking research of interest to the mass media. You can start small and attempt having your research published in your local newspaper. Researchers should be able to explain their project to the large public in accessible language; imagine having to explain what you do to fellow commuters on your daily trip to work.

Possible activities

In order to give visibility to MSCA projects, fellows could take part in outreach activities such as:

- Marie Skłodowska-Curie Ambassadors: Fellows acting as "Ambassadors" organise activities with the aim of promoting their research to all public audiences. MSCA researchers visit schools and universities or assist educators in

Spotlight on Part B

MSCA Individual Fellowship Call 2018

1 Excellence

2 Impact

3 Implementation, incl. Gantt Chart

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7 Letter of Commitment of Partner Organisations (GF only)

Subsections „Implementation“

3.1 Work plan

3.2 Management structure & procedures, incl. risk management

3.3 Institutional environment (infrastructure)



3.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

! Design the proposal in a way to achieve the desired impact !

A Gantt Chart must be included in the text listing the following:

- **Work Packages** titles (minimum 1 WP)
- Indication of major **deliverables**, if applicable
- Indication of major **milestones**, if applicable
- **Secondments**, if applicable

„The schedule should be in terms of number of months elapsed from the start of the project.“ ?



Work plan

Gantt chart

Reflecting WPs, secondments, training events and dissemination, public engagement activities ...

Work Package	Title	Year 1												Year 2											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1	Management						D1.1																		M1.1
WP2	Data collection							M2.1									D2.1								
WP3	Field work							M3.1														M3.2	D3.1		
WP4	Research part x																		M4.1, D4.1						
WP5	Research part y																								M5.1, D5.1
WP6	Dissemination and communication						D6.1					D6.2			D6.3						D6.4				
WP7	Secondments																								
...	...																								

Legend

Milestone

Deliverable

M

D



Evaluation Summary Reports

Selected comments on 3.1

Work plan – Strengths

- ✓ The work plan is **well-structured and detailed**
- ✓ The work plan is **coherent with the objectives** and the proposed actions
- ✓ There is **clear connection between tasks, milestones and deliverables**
- ✓ The **timeframes** allocated to the individual tasks are reasonable and well-explained for each individual milestone.
- ✓ The **secondment is relevant**, appropriately planned and integrated into the work plan

it all fits together



Evaluation Summary Reports

Selected comments on 3.1

Work plan – Weaknesses

- ✗ Important milestones and deliverables are **not well reflected in the Gantt chart**, negatively impacting on the effectiveness of the work plan
- ✗ **Work packages for the training activities**, including soft skills and dissemination and outreach activities are not well defined
- ✗ Information about **deliverables and milestones** is insufficient
- ✗ Credibility and feasibility of the work plan are not sufficiently explained. The **time-line plan is overly ambitious**.
- ✗ The **secondments** planned in the project are not clearly included in the work plan nor in the Gantt chart



3.2 Appropriateness of the management structure and procedures, including risk management

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the **research and/or administrative risks that might endanger reaching the action objectives** and the contingency plans to be put in place should risk occur.

If applicable, discuss any involvement of an entity with a capital or legal link to the beneficiary

If needed, please indicate here information on the support services provided by the host institution (European offices, HR services...).



Evaluation Summary Reports

Selected comments on 3.2

MGT structure incl. risks - Strengths

- ✓ The management structure is **well defined and adequate** to ensure a smooth action implementation
- ✓ The **host institution** provides appropriate monitoring mechanisms of the project implementation
- ✓ Project management will benefit from the assistance of dedicated **Human Resources offices** from both institutions (GF)
- ✓ There is a **well-outlined risk management plan**, providing suggestions for **suitable alternative strategies**



Evaluation Summary Reports

Selected comments on 3.2

MGT structure incl. risks – Weaknesses

- ✗ The managing structure, including the interaction between researcher and supervisor, is not explained in sufficient detail, and monitoring of the progress of the researcher is not well addressed
- ✗ Risk analysis and contingency plans are not considered or discussed in sufficient depth
- ✗ The risk assessment does not adequately reflect risks related to potential budgetary issues, time over-runs, or technical issues for the phase of [...].

*Risks &
Contingency Plan !!!*



3.3 Appropriateness of the institutional environment (infrastructure)

- The active contribution of the beneficiary to the research and training activities should be described.
- Description of the main tasks and commitments of the beneficiaries and all partner organisations
- Describe the infrastructure, logistics, facilities offered insofar as they are necessary for the good implementation of the action.

Remember Section 1.3
(Supervision)
and also Section 5
(Capacity of the participating
organisations)
→ Should match & be well
balanced



Evaluation Summary Reports

Selected comments on 3.3

Infrastructure - Strengths

- ✓ All the **facilities** that will become available to the researcher are of **superior quality**
- ✓ The host institution complies with **high standards of scientific and staff management**
- ✓ The host organisation is very **well equipped to handle** international projects
- ✓ The infrastructure and facilities offer a **highly supportive institutional environment** for the conduct of the research
- ✓ The **commitment of the hosts and the supervisors** to the project is well demonstrated (GF)



Evaluation Summary Reports

Selected comments on 3.3

Infrastructure – Weaknesses

- ✗ The proposal does not adequately address the tasks, commitments or infrastructure of one of the two **secondment hosts**
- ✗ The logistic and facilities given by the hosts institutions to the researcher are described in a **generic way** referring to protocols but **without particular details in relation to the implementation of this specific project**



Ethical issues in the proposal package

Part A - administrative forms

General information, participants & contacts, budget, **ethics table**, call-specific questions
→ including an abstract à 2000 characters

Part B-1

- 1 **Excellence**
- 2 **Impact**
- 3 **Implementation**, incl. Gantt Chart

Part B-2

- 4 CV of the Experienced Researcher
- 5 Capacities of the Participating Organisations
- 6 **Ethical Aspects**
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Ethical issues – Connex Part B and A

At proposal stage

„Applicants should demonstrate proactively that they are aware of and will comply with European & national legislation and fundamental ethical principles“

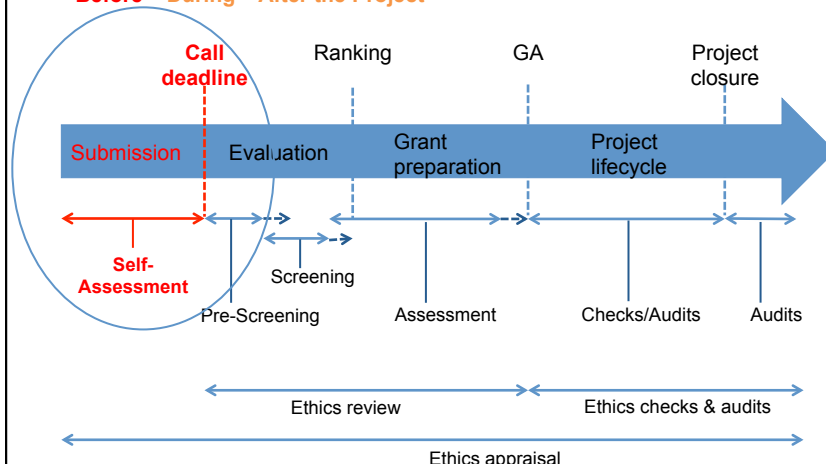
„Clearly identify potential ethical issues in the proposal and detail how these will be addressed!“

Ethics Issues Table in Part A → if ethical issue is flagged, ethical self-assessment is necessary to do and describe the outcomes in Section 6.



Ethics Appraisal Steps

Before – During – After the Project



Overview Ethical Issues Part A

Main questions for self assessment → See copy hand out

1. Human embryos & fetuses
2. **Humans**
3. Human cells / tissues
4. Personal data
5. Animals
6. **Third countries (non-EU)**
7. Environment, health & safety
8. Dual use
9. Exclusive focus on civil applications
10. Potential misuse of research results
11. Other ethics issues.



Ethics Issues Table

Example: 2. Humans

- copies of ethical approvals
- informed consent
- information sheet

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve <u>Human Embryonic Stem Cells (hESCs)</u> ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



Ethics Issues Table

Example: 6. THIRD COUNTRIES

8. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

H2020-MSCA-IF-2017.pdf Ver1.07 20170410 Page 12 of 17 Last saved 12/04/2017 13:14:44

European Commission
Research & Innovation - Participant Portal
Proposal Submission Forms

Go to

Table Of Contents Validate Form Save and Close

Proposal ID SEP-210432864 Acronym IF-for-Vienna

Specify the countries involved (Maximum number of characters allowed: 1000)

Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? ☐ Yes ☒ No

Do you plan to import any material - including personal data - from non-EU countries into the EU? ☐ Yes ☒ No

Do you plan to export any material - including personal data - from the EU to non-EU countries? ☐ Yes ☒ No

In case your research involves low and/or lower middle income countries, are any benefit-sharing actions planned? ☐ Yes ☒ No

Could the situation in the country put the individuals taking part in the research at risk? ☐ Yes ☒ No



Ethics Issues Table

Example: 6. Non-EU Countries

- copies of ethic approvals
- copies of import licences
- copies of export licences

- In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?
- Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?
- Do you plan to import any material - including personal data - from non-EU countries into the EU? (specify materials and countries involved)
- Do you plan to export any material - including personal data - from the EU to non-EU countries? (specify materials and countries involved)
- If your research involves low and/or lower middle income countries, are benefit-sharing measures foreseen?
- Could the situation in the country put the individuals taking part in the research at risk?



Guidance on Ethical Issues (1/2)

Ethics Section of the Participant Portal

Reference documents

Horizon 2020 Legislation

- Legal basis - Horizon 2020 Rules for Participation: Ethics Reviews (Article 14)
- Horizon 2020 - Regulation of Establishment: Ethical principles (Article 19)
- Model Grant Agreement: Ethics (Article 34)
- Statements by the Commission on human embryonic stem cell research
- Guide for proposal submission and evaluation
- Charter of Fundamental Rights of the European Union
- European Code of Conduct for Research Integrity

General guidance documents

- How to complete your ethics self-assessment
- Ethics in "Science with and for society"

Domain-specific guidance notes

- Guidance note — Research involving dual use items
- Guidance note — Potential misuse of research results
- Guidance note — Research focusing exclusively on civil applications
- Guidance note — Research on refugees, asylum seekers & migrants

FAQ

- FAQ on ethics

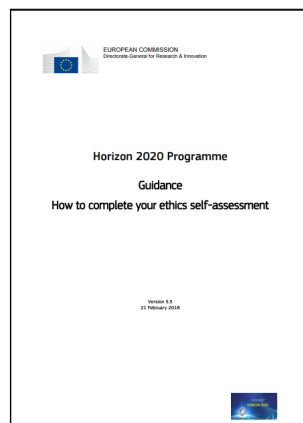
→ Ethics section of the Participant Portal
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm



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Guidance on Ethical Issues (2/2)

How to complete your ethics self-assessment & Ethics Section in the Participant Portal



Guidance "How to complete your ethics self-assessment"

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf



Guidance for Ethics Issues

Example Self Assessment: „ineligible for funding“

1.1 Ethics issues checklist

Section 1: HUMAN EMBRYOS/ FOETUSES		YES/NO	Page	Information to be provided	Documents to be provided/kept on file
Does your research involve Human Embryonic Stem Cells (hESCs)?		<input type="checkbox"/>	<input type="checkbox"/>		
If YES:	- Will they be directly derived from embryos within this project?	<input type="checkbox"/>	<input type="checkbox"/>	Research not eligible for funding	Research not eligible for funding



Guidance for Ethics Issues

Example Self Assessment: What to provide (suggestions)

Section 2: HUMANS		YES/ NO	Page	Information to be provided	Documents to be provided/kept on file
Does your research involve human participants?		<input type="checkbox"/>	<input type="checkbox"/>	Confirm that informed consent has been obtained. plus:	Informed Consent Forms + Information Sheets. plus:
If YES:	- Are they volunteers for social or human sciences research?	<input type="checkbox"/>	<input type="checkbox"/>	Details of recruitment, inclusion and exclusion criteria and informed consent procedures.	Copies of ethics approvals (if required).
	- Are they persons unable to give informed consent (including children/minors)?	<input type="checkbox"/>	<input type="checkbox"/>	Details of your procedures for obtaining approval from the guardian/ legal representative and the agreement of the children or other minors. What steps will you take to ensure that participants are not subjected to any form of coercion?	Copies of ethics approvals.



Part B section 6

What to write if something is flagged in part A?

- Describe how the proposal meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.
- Explain in detail how you intend to address the ethical issues flagged
- New in 2018:** table to facilitate the ethics review of the proposal (confirm/delete) → see template for part B, section 6

Start early with the self assessment



Ethics Issues Table Part A

[Link to Part B](#)

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they volunteers for social or human sciences research?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they persons unable to give informed consent?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they vulnerable individuals or groups?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they children/minors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they patients?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are they healthy volunteers for medical studies?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



Guidance on Ethical Issues

Take home message...

Ethics section of the Participant Portal
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Guidance “How to complete your ethics self-assessment”
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

Start early to check Ethics!

Check with your supervisor / host institution

ENRICH
EUROPEAN NETWORK OF RESEARCH AND INNOVATION CENTRES AND HUBS, BRAZIL

Part A – keep in mind...

How evaluators choose/are chosen: Abstract, Scientific area, Descriptors & Free keywords

Part A - administrative forms

General information, participants & contacts, budget, ethics table, call-specific questions
→ including an abstract à 2000 characters

Part B - the proposal

Part B-1	
1	Excellence
2	Impact
3	Implementation , incl. Gantt Chart

Part B-2	
4	CV of the Experienced Researcher
5	Capacities of the Participating Organisations
6	Ethical Aspects
7	Letter of Commitment of Partner Organisations → <i>GF only!</i>

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A.1 General information

→ The Basis for choosing evaluators

- Acronym
- Title
- Duration in months
- Sc. Area (Panel)
- Descriptors (3-5)
- Free Keywords
- Abstract
- Similar proposals (y/n)

Topic	MSCA-IF-2018	Type of Action	MSCA-IF-EF-ST
Call Identifier	H2020-MSCA-IF-2018	Deadline Id	H2020-MSCA-IF-2018
Acronym	PostDocVienna		
Proposal title	The title should be no longer than 200 characters (with spaces) and should be understandable to the non-special.		
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &			
Duration in months	24		
Scientific Area	Environmental and Geosciences (ENV)		
Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.			
Descriptor 1	Urbanization and urban planning, cities		
Descriptor 2	Biomass and biofields production		
Descriptor 3	Catalytic materials		
Free keywords	this and that		

Please choose the scientific area and descriptors carefully, and in order of importance, since this will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to experts. To help you select the most relevant area for your proposal, please consult the Guide for Applicants which provides a breakdown of each scientific area into a number of descriptors.



Support for your IF application

Get support from your future host institution & National Contact Points

National Contact Points

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020. NCPs are also established in many non-EU and non-associated countries ("third countries").

Search for:

Select the country
-----Member states-----
Austria
Belgium

All functions
Coordinator
Legal and Financial
SMEs

SEARCH

Sort by: ☐ Country ☒ Contact name ☐ Most recent ☐ Organisation

What is the NCP network?

NCPs are national structures established and financed by governments of the associated to the framework programme. NCPs give personalised support on the NCP systems can vary from one country to another from highly centralised of very different actors, from ministries to universities, research centres and companies.

NCP Services

As the NCPs are national structures, the type and level of services offered by the following basic services are available in accordance with the NCP Guiding

- Guidance on choosing relevant H2020 topics and types of action
- Advice on administrative procedures and contractual issues
- Training and assistance on proposal writing

https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html



Follow-up MSCA IF Training Campinas

Good to know Nr. 1

Part-time implementation of the fellowship allowed

- up to 50%
- for personal and professional reasons
- proposal preparation: as if 100%

Researchers participating in the Individual Fellowships may opt to work part-time in order to pursue supplementary activities. These might include creating a company, or engaging in advanced studies not related to the MSCA grant. Any supplementary activities carried out part-time in parallel with the MSCA action must be agreed upon by the researcher and the beneficiary.



Follow-up MSCA IF Training Campinas

Good to know Nr. 2

Special needs allowance

- extra financial support for researchers with disabilities
- up to 60.000 EUR / project
- procedure: application extra – for funded projects



Follow-up MSCA IF Training Campinas

Good to know Nr. 3

Increasing chances & other opportunities

Seal of Excellence

- Awarded to all proposals which scored 85% and above, but which cannot be funded (because there is not enough budget)
- [List](#) of countries with a funding mechanism in place and other opportunities provided at national level



Follow-up MSCA IF Training Campinas

Good to know Nr. 4

Increasing chances...

Widening fellowships

- relevant for European fellowships from all scientific areas with host organisations located in “widening countries” (see list below): projects with these countries, if they cannot be funded due to a lack of budget, are moved to the widening fellowship
- Relevant for IF applications with organisations in: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia and Slovenia. Associated Countries: Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Former Yugoslav Republic of Macedonia, Georgia, Moldova, Montenegro, Serbia, Tunisia, Turkey and Ukraine.



Follow-up MSCA IF Training Campinas

Good to know Nr. 5

Other opportunities for funding – apart from the IF...

Watch out for Post-Doc fellowships funded via the Marie Skłodowska-Curie COFUND scheme via the EURAXESS portal. Why? Because fellowship programmes funded in this scheme have to publish their calls for your individual application via this portal.

Check also the Google map for COFUND schemes funded since 2014
www.google.n2g33.com/gnym08rb-b5p8eqx2-afb2hnty-8hp

Tipp for using EURAXESS job offers: to save time – use the personalized newsletter to get information. For this, you need simply to register on EURAXESS and set the filter for new positions according to your own profile and research interest. There are 2 filters related to COFUND-fellowships within Marie Curie (H2020 and FP7)



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Fraunhofer Institute for Production
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