Research Executive Agency

THE 2012 PEOPLE PROGRAMME

GUIDE FOR APPLICANTS

Marie Curie Actions
(Call-Specific)

Marie Curie Initial Training Networks (ITN)
Call identifier: FP7-PEOPLE-2012-ITN
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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.

Foreword

This is the Guide for Applicants (call-specific part) for the call:

FP7-PEOPLE-2012-ITN

This guide for the Marie Curie Initial Training Networks has been revised and **some of the main changes** with regard to the 2011 Guide for Applicants are:

- **European Industrial Doctorate (EID):** this pilot is introduced for 2012 and will be evaluated in a separate panel. Of the total indicative call budget of EUR 423.23 million, EUR 20 million will be earmarked to EID.
- **Innovative Doctoral Programmes (IDP):** mono-site ITNs have been revised, clarified and renamed. There is no separate budget allocation for IDP; proposals will be ranked for funding alongside those of Multi-ITN in eight scientific panels (see point 1.1.5 below);
- **Introduction of a maximum number of researcher months:** 500 for multi-partner ITNs and Innovative Doctoral Programmes, and 180 for European Industrial Doctorates.
- **Revised evaluation criteria:** relating primarily to the introduction of the EID pilot.
- **Revised optional template tables:** for lists of work packages, milestones, deliverables and secondments in Part B4.

Definitions used throughout this Guide:

Early-Stage Researchers must, at the time of recruitment by the *host organisation*, be in the first four years (*full-time equivalent research experience*) of their research careers and have not yet been awarded a doctoral degree.

Experienced Researchers must, at the time of recruitment by the *host organisation*, be in possession of a doctoral degree or have at least four years *of full-time equivalent research experience.* In ITN, experienced researchers must also, at the time of recruitment by the *host organisation*, have less than five 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 researcher is recruited or seconded, irrespective of whether or not a doctorate is or was ever envisaged

Host Organisation is the legal entity established in a European Union Member State (MS) or Associated Country (AC) or *Other Third Country* (OTC) with which the REA will sign the *grant agreement*.

Other Third Countries (OTCs) are countries which are neither EU Member States nor associated to FP7 (Associated Countries). These can be either International Cooperation Partner Countries (ICPCs, see Annex 1.1 of the People Work Programme) or non-ICPCs such as the USA or Japan.

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.

Mobility: at the time of recruitment by the *host organisation*, 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 their recruitment at the *host organisation*.

Participants are full network partners and are signatories to the Grant Agreement. They recruit eligible researchers.

Associated Partners are not signatories to the Grant Agreement and do not receive EU funding but may provide research and transferable skills training as well as secondment opportunities.

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

Private Sector is understood to comprise organisations, including SMEs, gaining the majority of their revenue through competitive means with exposure to commercial markets.

1. About the Marie Curie Action: "Initial Training Networks"

1.1 General Aspects

1.1.1 Purpose

The specific objectives of the Marie Curie Initial Training Networks can be defined as follows:

This action aims to improve career perspectives of early-stage researchers in both public and private sectors, thereby making research careers more attractive to young people. This will be achieved through a trans-national networking mechanism, aimed at structuring the existing high-quality initial research training capacity throughout Member States and associated countries. Direct or indirect involvement of organisations from different sectors, including (lead-) participation by private enterprises in appropriate fields, is considered essential in the action. In particular, the action aims to add to the employability of the recruited researchers through exposure to both academia and enterprise, thus extending the traditional academic research training setting and eliminating cultural and other barriers to mobility.
(People 2012 Work Programme)

1.1.2 Structure

Institutions which are actively involved in research training (e.g. universities, public or private non-commercial research centres, large enterprises, SMEs, non-profit or charitable organisations, etc) will propose a research training network and apply for funding. If selected they will collaborate to recruit research fellows and provide them with opportunities to undertake research in the context of **a joint research training programme**. This programme should respond to well-identified needs in defined scientific or technological areas, **expose the researcher to other sectors** including private companies, and offer a comprehensive set of **transferable skills** (entrepreneurship, IPR, etc). It should reflect existing or planned research collaborations among the partners in which the fellow will take part through individual **"training-through-research"** projects.

ITN project proposals may take one of three forms:

- **Multi-Partner ITNs (Multi-ITN)**

ITNs are typically set up as Multi-Partner ITNs, with at least three participants established in at least three different Member States or Associated Countries. Above this minimum, the participation of *other third countries* and of international organisations is possible under the conditions provided by the FP7 Rules for Participation. Participation of the private sector at the highest possible level is encouraged. Associated partners can also complement the training programme. There is no predefined size for multi-partner networks. However, we strongly recommend that you **keep the size of the consortium to between 6 and 10 participants** since past experience has shown that this is a manageable size.

- **European Industrial Doctorates (EID)**

These are proposed as a new implementation mode under the ITN Action in 2012 with the objective of training highly-skilled researchers and to stimulate entrepreneurship, creativity and innovation in Europe. This is to be achieved in particular by involving businesses in doctoral training so that skills better match public and private sector needs. Each EID is composed of one academic institution and one participant from the private sector. These must be established in two

different Member States or Associated Countries. Each participating researcher must be enrolled in a doctoral programme and spend at least 50% of their time at the private sector participant. Supervision is to be provided by supervisors from each participant. A wider set of associated partners may also complement the training. This new development is part of a wider effort to increase the European quality of doctoral training (see IDP below).

- **Innovative Doctoral Programmes (IDP)**

These are composed of a sole participant established in a Member State or Associated Country. They are typically universities or research institutions offering innovative doctoral programmes ensuring an international, interdisciplinary and intersectoral training for doctoral candidates. Collaborations with a wider set of associated partners, including from the private sector, as well as innovative elements of the proposed training, will be taken into account during the evaluations.

The overall EU contribution per grant agreement will be limited to the recruitment of a maximum of:

- 500 researcher months for Multi-Partner ITNs and IDPs

- 180 researcher months for EID

The expert evaluators will carefully consider the requested number of researcher months in the light of the capacities of the host.

- **Participants (level 1):**

Participants are organisations that are **full partners of a network**. They contribute directly to the implementation of the joint training programme of the network by recruiting and employing eligible researchers, by providing specialised research and transferable skills training, as well as secondment opportunities. Full network partners are signatories to the grant agreement, receive funding, and take complete responsibility for executing the proposed training programme.

- **Associated Partners (level 2):**

Associated partners **do not recruit any researchers,** but provide research and transferable skills training and/or secondment opportunities. Associate partnership is open to both public and private sector organisations, located in any country. They are not signatories to the grant agreement. However, each associated partner must include a letter of commitment in the proposal to demonstrate their real and active participation in the network. The role of associated partners should be clearly described in the proposal.

Associated partners cannot directly claim any costs for the project. Instead, they would need to invoice full network partners for costs related to the activities in the research training programme.

All partners (level 1 and level 2) participate in dedicated network activities as well as in the supervisory board. Both public and private sector organisations can take part in an ITN either as a participant or as an associated partner.

The eligibility of organisations to participate in an ITN will depend on the **location** of the organisation (see section 1.2.3 below) as well as on the overall **composition** of the network.

No. of Partners	Multi-Partner ITN	EID	IDP
Level 1	3 minimum	2	1
Level 2	Unlimited	Unlimited	Unlimited

	Network Status	Recruitment of Researchers	Training and / or Hosting of Seconded Researchers	Participation in Supervisory Board
Level 1	**Participant**	**X**	**X**	**X**
Level 2	**Associated Partner**		**X**	**X**

1.1.3 Duration

The duration of the project is normally **48 months from the start date of the grant agreement.** The recruitment of each individual ***Early Stage Researcher*** will be supported for a **minimum of 3 months and up to a maximum of 3 years**. However, since IDP and EID are doctoral programmes, researchers under these schemes are expected to be appointed for the maximum 36 month period.

The recruitment of each ***Experienced Researcher*** will be supported for a **minimum of 3 months up to a maximum of 2 years**. Note that the recruitment of *Experienced Researchers* is restricted to Multi-Partner ITNs.

1.1.4 The Topic of the Project

All Marie Curie actions have **a bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the EU Treaty are eligible for funding (except areas of research covered by the EURATOM Treaty). ITN proposals will define the scientific and technological area within which the individualised research projects of the recruited researchers will be developed, with appropriate reference to interdisciplinary and newly emerging supra-disciplinary fields.

All research activities supported by the Seventh Framework Programme should respect fundamental ethical principles (see separate Guide for Applicants "Ethics").

1.1.5 The Concept of Panels

All eligible proposals will be evaluated under eight major areas of research (known as ‘panels’): Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). Experts will evaluate proposals under a given panel regardless of the type of proposal (i.e. Multi-ITN, EID or IDP). Multi-ITN and IDP proposals will be ranked together according to these scientific panels. Due to the earmarked budget allocation, EID proposals will be ranked in a separate list under a specific EID panel.

The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field ‘Scientific Panel’ on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the Research Executive Agency (REA) in the selection of experts for proposal evaluation. There is no predefined budget allocation among the panels: as a general rule the call budget will be distributed between the panels based on the proportion of eligible proposals received in each panel (except for the EID pilot scheme where a specific budget of EUR 20 million is provided for).

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

1.2 Participants

1.2.1 Eligible Organisations

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

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

Definitions for some of the above categories of organisation are provided in the Rules for Participation for FP7 (http://cordis.europa.eu/fp7/find-doc_en.html).

1.2.2 Private Sector Participation

The action aims to add to the employability of the recruited researchers through exposure to academia, the private sector and other socio-economic actors, thus extending the traditional academic research training setting and eliminating cultural and other barriers to mobility. An essential part of any ITN is therefore the involvement of organisations from different sectors in order to ensure better skills planning and a more coherent dialogue and collaboration in research and training between the sectors.

For the purposes of this action, the **private sector is understood to comprise organisations gaining the majority of their revenue through competitive means with exposure to commercial markets**.

The degree of involvement and commitment of partners from the private sector will be assessed by the expert evaluators under each of the evaluation criteria. In research fields that are known to have interactions with the private sector, proposals are likely to receive a less favourable assessment if they do not provide for private sector participation at level 1. **For research fields not normally having interactions with the private sector, its involvement should be at least at level 2.**

Socio-economic actors such as NGOs, non-profit making museums or hospitals are expected to participate at level 1 or 2, where relevant. Note, however, that they will not be considered as partners from the private sector.

The presence of the private sector on the Supervisory Board in all ITNs is important to ensure that researchers leave the network with a wide skill set, maximising their employment prospects in the modern knowledge economy. For associated partners, costs related to the organisation of the specific research and/or transferable skills training including secondments/visits opportunities etc. will have to be incurred by the full network partners where researchers are recruited. These actions are considered as core elements of the projects and cannot be subcontracted.

In all cases, proposals should include clear evidence of the private sector's commitment to be involved at the highest possible level.

1.2.3 Eligible Country Groups and Their Role in an ITN Network

For the purposes of the ITN action three main categories of countries can be distinguished:

- EU Member States (MS)
- Associated Countries (AC)
- *Other Third Countries* (OTC)

OTCs are neither EU Member States nor third countries associated to FP7 (Associated Countries). They can be divided into two sub-categories:

- International Cooperation Partner Countries (ICPC)
- Non-ICPC countries (countries not included in the ICPC list and not associated to FP7)

For a full list of MS, AC and ICPC please see Annexes 1 and 3 of the 2012 People Work Programme

Minimum Country Participation in an ITN

Type of ITN	**Country of participant(s)**
Multi-Partner ITN	**Minimum: 3 different countries**: MS or AC Additional participants: from anywhere in the world (MS, AC, OTC*) *However, participants from non-ICPC OTCs can only be funded if this is provided for in a special agreement between the country and the EU, or in exceptional cases if such funding is essential for the training programme.
European Industrial Doctorates	**2 countries**: MS or AC
Innovative Doctoral Programmes	**1 country**: MS or AC

Note: in Multi-Partner ITNs no more than 40% of the total EU financial contribution may be allocated for the benefit of organisations within one country.

- **International European Interest Organisations**

International European Interest Organisations[1] (**IEIO**) are eligible for funding according to the definitions of minimum numbers of participants described above. For the purposes of determining whether the minimum conditions for participation in an ITN are fulfilled, the participation of an IEIO or of the Commission's Joint Research Centre (JRC) will be counted as a MS or AC other than those represented by the other participants in the consortium.

> Example: *the JRC will be eligible to participate as the third partner in a Multi-Partner ITN comprising also 2 institutes from entities located in Poland (MS) and Italy (MS). Although the JRC is physically located in Italy, it will not count as an Italian participant and thus the minimum requirement for the participation of 3 different MS/ACs is fulfilled.*

[1] 'International European Interest Organisation' is defined in the Rules for Participation as: "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";

- ***Other Third Countries*** **and International Organisations**

Legal entities established in OTCs are eligible to participate over and above the minimum number of Member States and Associated Countries in a Multi-Partner ITN. Note, however, that in IDP and EID, OTCs can only have the role of associated partners.

> Example: *a Multi-Partner ITN composed of 2 research institutes located in Sweden (MS) and Croatia (AC) and 3 SMEs located in France (MS), Norway (AC) and China (OTC) is eligible.*

The funding available for research teams based in OTCs will depend on the status of the country. In the case of ICPCs, funding may be granted on the same terms as for EU Member States and FP7 Associated Countries, providing that the minimum participation requirements have been met. An EU financial contribution may be granted to international organisations and to legal entities established in a non-ICPC OTC, if such funding is provided for in a **bilateral scientific and technological agreement or any other arrangement** between the EU and the country of the legal entity.

If this is not the case then the proposal needs to present strong arguments in order for the participant to be funded. It must be demonstrated that the financing is **essential** to achieve the objectives of the training programme. **Non-ICPC countries** such as the USA, Canada, Australia, Japan, Singapore etc. **and international organisations** other than IEIOs **would be expected to fund their own participation** since they are not normally considered for EU funding. If they are unable to secure funds for their participation, entities can still participate in the research training programme at the level of an associated partner. In those **exceptional cases** where a non-ICPC OTC entity receives EU funding it will be a signatory to the grant agreement and therefore a full beneficiary participating in the research training programme.

> Example: *a Multi-Partner ITN comprises 5 research teams from EU Member States and Associated Countries (MS/AC) and two teams without funding from the USA and Japan (non-ICPC OTCs). The non-ICPC teams are associated partners. This allows the researchers within the network to travel to the teams in Japan and the USA in order to collaborate and benefit from their expertise. While no direct funding is provided, the teams located in Japan and USA will benefit from the scientific interaction and transfer of knowledge and will be invited to take part in network events.*

1.3 Typical Set-Up of an ITN

1.3.1 Composition of ITN networks

- **Multi-Partner ITNs (Multi-ITN)**

As noted above, these are composed of **at least three participants** (e.g. universities, public or private non-commercial research centres, large enterprises, SMEs, non-profit or charitable organisations, etc) established in **at least three different Member States or Associated Countries**. Above this minimum, the participation of *Other Third Countries* and of international organisations is provided for under the conditions set out in the FP7 Rules for Participation.

> Example A: *a Multi-Partner ITN in the field of industrial engineering composed of 4 universities located in Spain (MS), Malta (MS), India (ICPC), and New Zealand (non-ICPC) is proposed.*
>
> Note: This set-up is not eligible. There needs to be at least one additional research team from an EU Member State or an Associated Country. Although not an eligibility criterion, private sector participation at level 1 would also be expected, particularly in view of the research topic.

Example B: *a multi-partner and multi-discipline ITN composed of 2 universities, 1 located in Turkey (AC) and 1 in Hungary (MS), and 1 large company located in Denmark (MS) and 2 SMEs located in Israel (AC) and Kenya (ICPC) is proposed.*

Note: This set-up is eligible since there are at least three EU Member States / Associated Countries included in the consortium. Private sector participation is also foreseen at the highest level.

- **European Industrial Doctorates (EID)**

This is a pilot introduced for the ITN 2012 call. European Industrial Doctorates are composed of **two participants at level 1**, one academic institution and one participant from the private sector, established in two different Member States or Associated Countries.

The academic participant can be:

- an institution entitled to deliver doctoral degrees and recognised as such by the relevant authorities of the country concerned. In this case a research institution can be associated (level 2) to it for the purpose of the training.

or

- a research institution (level 1) associated with a university (level 2) that will deliver the degree.

Each recruited researcher must:

- be enrolled in a doctoral programme at the academic participant or associated university;
- be employed by either both participants at level 1, or employed by one of them and seconded to the other for the share of time foreseen under this action;
- spend at least 50% of his/her time in the private sector participant;
- be jointly supervised by at least two supervisors, one from each participant;

The research conducted in both participating entities should be within the framework of the doctoral programme.

This doctoral programme does not result in a new type of degree, but is designed to support long-term, industry-oriented research (fundamental or applied) that has the same level of scientific merit as, for example, the doctoral degree delivered in Innovative Doctoral Programmes.

Applicants to these European Industrial Doctorates will be evaluated and ranked in a separate panel with a dedicated budget of EUR 20 million.

Example: *an academic research institution in Germany (level 1) and a research-performing enterprise in Estonia (level 1) propose an EID in the field of medical devices based on nanotechnology. The academic participant cannot award doctoral degrees therefore the five Early Stage Researchers will be enrolled at a German university (associated partner, level 2). The five recruited Early Stage Researchers will spend 50% of their time at the enterprise in Estonia and the remaining time at the research institution in Germany. Training will be offered by the two participants, as well as by the university where the fellows will be enrolled and by a number of other associated partners (level 2).*

- **Innovative Doctoral Programmes (IDP)**

These are composed of a sole participant established in a Member State or Associated Country, typically universities or research institutions offering innovative doctoral programmes ensuring an international, interdisciplinary and intersectoral training.
There are many different ways of delivering innovative doctoral training. For example, the intersectoral aspects can be addressed by:

- Inviting researchers working in industry or other socio-economic actors to deliver courses on entrepreneurship, exploitation of research results, ethics, patenting, etc;
- Mentoring of doctoral candidates by researchers and/or experts from industry or from other socio-economic actors;
- Exposing researchers to various socio-economic actors gathered in a single campus or hub;
- Offering placement opportunities for several weeks or months to young researchers to develop their research projects at the premises of future employers.

The interdisciplinary dimension can be addressed by:

- Proposing common courses or projects to doctoral candidates from different disciplines;
- Bringing together doctoral candidates in multi-disciplinary projects involving different research teams from the same or different institutions;
- Offering possibilities of laboratory rotations or visits.

The international dimension can be addressed by:

- Offering possibilities to take courses abroad;
- Developing partnerships and/or joint degrees with other research institutions or companies in different countries;

The involvement of associated partners should exploit synergies between the partners to further strengthen the aforementioned international, interdisciplinary and intersectoral training and the transferable skills component of the doctoral training programme, in order to prepare researchers for a wider range of career options. Particular attention should also be paid to the quality and provision of supervision arrangements.

The extent of collaboration with a wider set of associated partners (level 2), including from the private sector, as well as innovative elements of the proposed training will be taken into account during the evaluations.

In all cases the nature of these collaborations and the way in which they will be exploited in the proposed training programme **must be clearly described** in the proposal.

> Example: *a centre of excellence at a UK university proposes an Innovative Doctoral Programme in the field of neuroscience. The programme will bring together departments of medicine, physics and engineering and will recruit 10 Early Stage Researchers in order to build upon an existing doctoral programme and offer an innovative combination of research and transferable skills training. Although the departments themselves will host and provide the infrastructure and day-to-day training for the recruited researchers, they will exploit a series of links with five associated partners in both the academic and private sector in order to offer secondments and training. Secondments to these associated partners, based in both EU Member States and Associated Countries, will ensure exposure to the private sector as well as specialised training modules that the departments would not otherwise be able to offer.*

In Innovative Doctoral Programmes, the participant organisation takes full responsibility for executing the proposed training programme, while the recruited researchers are expected to benefit from the informal network with the associated partners during the training period. Although most of their training period will be spent at the full network partner, active mobility of the recruited researchers towards the associated partner organisations in the form of secondments will be expected.

Multi-Partner ITNs (Multi-ITN)

- All participants (level 1) must recruit at least 1 researcher

European Industrial Doctorates (EID)

2 possibilities exist:

i. The two partners share the recruitment of the fellows (i.e. recruited fellows have contracts with each of the two partners);
ii. One of the partners recruits all the fellows who are then seconded to the other sector.

In both cases, recruited researchers must spend at least 50% of their time at the private sector participant.

Innovative Doctoral Programme (IDP)

- The participant recruits all fellows

Note that the *mobility* requirement (see point 1.4.5 below) applies to the partner where the researcher is recruited. In the case the researcher has more than one recruitment contract, the *mobility* requirement will apply to each of the partners where a contract is held.

1.3.2 The Supervisory Board

Each network will have a clearly identified **Supervisory Board** co-ordinating the network-wide training activities.

Composition

The Supervisory Board will be composed of representatives of full network and associated partners and may also include any other stakeholders of relevance to the training programme, including those from the private sector and other socio-economic actors, where relevant.

Tasks

The board will ensure an adequate balance between scientific and technological training through personalised research projects and transferable skills training, appropriate to the needs of each recruited researcher. Involvement of the private sector in the supervisory board aims to ensure that the skills requirements for the researchers are defined on the basis of a thorough understanding of the sectoral needs of both academia and the private sector to enhance the intersectoral employability of the researchers. The supervisory board will also establish active and continuous communication and exchange of best practice among the partners to maximise the benefits of the partnership. Finally it will also oversee the quality and quantity of supervision of the *early-stage researchers*.

1.3.3 Management and Recruitment

If funded, the network will allocate responsibilities among its teams and coordinate its activities to ensure that cooperation and communication are as open and efficient as possible, with appropriate involvement of recruited fellows (for organisation of meetings and identification of training needs, for example). The consortium is encouraged to draw up a **consortium agreement for their cooperation in the programme**, which should at least cover the employment status of the candidate, IPR and the supervision arrangements, including qualifications of supervisors. **For EID, such an agreement will be mandatory** and a copy thereof will be requested before the network begins its work.

The network will be responsible for the selection and appointment of its eligible researchers. An important aspect of the Commission's policy towards researchers is to improve their working and living conditions and to promote mobility in order to open up new perspectives for research careers within Europe. The Marie Curie Actions aim to act as a catalyst in this respect. The *host organisations* will therefore be required to meet certain conditions when appointing researchers and their recruitment procedure should be in line with the principles set out in **the European Charter for Researchers** and in **the Code of Conduct for the Recruitment of Researchers.** These documents may be downloaded from: http://ec.europa.eu/euraxess/index_en.cfm

1.3.4 Eligible Researchers

The ITN action is aimed at researchers in both the public and private sector. In all cases participating researchers must be of at least post-graduate level.

The main aim of the ITN action is the training of *early-stage researchers* (ESR) including, inter alia, training in the context of doctoral programmes. As a general rule, *early-stage researchers* must be recruited in significantly higher proportions compared with *experienced researchers* (ER). **The share of ESR researcher months for a Multi-Partner ITN must be at least 80%. For EID and IDP, the share must always be 100%.**

The definition of an eligible researcher is based on professional research experience and not on age (see below). Professional experience is counted from the date the researcher obtained the degree entitling him/her to embark on a doctoral degree and is calculated based on *full-time equivalent research experience*, rather than by calendar year.

For all recruitments, the eligibility of the researcher will be determined at the time of recruitment and the status of the researcher will not evolve over the life-time of a contract.

- ***Early Stage Researchers* must be** (at the time of recruitment by the *host organisation*):
  in the first four years (full-time equivalent) of their research careers and not yet have been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.

The length of individual appointments for an ESR will be at least 3 months up to a maximum of 3 years within a network. Appointments for the maximum 3 year period are encouraged, particularly in the context of EID and IDP.

The initial training can also, to a limited extent and **only in the context of a Multi-Partner ITN**, be directed to ***experienced researchers*** (ERs) as long as they are within the first five years mentioned below. They are encouraged to be recruited and trained in the private sector, with special attention being given to SMEs, in order to develop their management and entrepreneurial skills (organisation of the planning of secondments, setting-up collaboration with other institutions, coaching of ESRs, etc.).

- ***Experienced Researchers** must be (at the time of recruitment by the host organisation):*
  *i) in possession of a doctoral degree, **or***
  ii) have at least four years and less than five years of full-time equivalent research experience.

The length of individual appointments for an ER will be at least 3 months up to 2 years within a network.

It should be noted that an individual researcher may not be recruited first as an ESR and subsequently as an ER in the same network.

1.3.5 Conditions of Mobility of Researchers

Researchers can be of any nationality. They are required to undertake trans-national mobility (i.e. move from one country to another) when taking up their appointment. One general rule applies to the appointment of researchers:

> *At the time of recruitment by the host organisation, 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.*

Short stays such as holidays and/or compulsory national service are not taken into account. As far as international European interest organisations or international organisations are concerned, this *mobility* 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 their recruitment in the same appointing organisation.

Note that the *mobility* rule applies to the partner where the researcher is recruited, and not to partners to which the researcher is seconded.

> Example: *a Swiss multinational and a French university propose to recruit 5 fellows under an EID. Research institutions in the Czech Republic and Greece are associated partners providing secondment opportunities and training. The 5 fellows will hold recruitment contracts with both the Swiss multinational, and with the French university. Both contracts will be run in parallel. The fellows can split the time spent in the company and in the university according to the needs of their projects. Overall, they commit to spend 55% of their recruitment period at the Swiss multinational. Eligible researchers must fulfil the mobility criteria with regard to having not resided or carried out their main activity in either Switzerland or France for more than 12 months in the 3 years immediately prior to their recruitment.*

> Example: *a research institution located in Portugal and a medium-sized enterprise located in Slovenia propose an EID recruiting 4 fellows. A Portuguese university associated to the research institution will grant the doctoral degrees and therefore will also be an associated partner to the project. All fellows will be recruited by the research institution in Portugal and will be seconded to the Slovenian partner for 50% of their time. Researchers will also spend several weeks at a UK business school to develop business management skills. Eligible researchers must fulfil the mobility criteria with regard to having not resided or carried out their main activity in Portugal for more than 12 months in the 3 years immediately prior to their recruitment.*

1.4 Typical Activities of an Initial Training Network

1.4.1 Research Training Activities

Networks will primarily propose a dedicated and high-level joint research training programme that focuses upon promoting scientific excellence and exploiting the specific research expertise and infrastructure of the participating partners and of the collective expertise of the network as a whole. These training programmes will address in particular the development and broadening of the research competences of the *early-stage researchers*. Such training activities might include:

- Primarily, carefully supervised **training through research** by means of individual personalised projects within the frame of the research topics defined by the network;
- **Provision of structured training courses** (e.g. tutoring, lecture courses) that are available either locally or from another participant of the network within the framework of the joint

training programme; local training programmes between the participants are expected to be coordinated to maximise added value (e.g. joint syllabus development, opening up of local training to other network teams, joint Ph.D. programmes, etc.);
- **Exchanging knowledge with the members of the network** through undertaking intersectoral visits and secondments;
- **Invitation of visiting researchers** originating from the public or private sector. This would be aimed at improving the skills and know-how of the fellows and should be duly justified in the context of the training programme. The network can cover costs of visiting researchers under cost category 3.
- **Development of network-wide training activities** (e.g. workshops, summer schools) that exploit the interdisciplinary and intersectoral aspects of the project and exposure of the researchers to different schools of thought. This is applicable primarily to Multi-Partner ITNs and IDP.

Further training activities with a particular view to widening the career prospects of the researchers would include:

- Organisation of courses to provide transferable skills training both within and outside the network. Topics of interest could include entrepreneurship, management, communication, standardisation, management of IPR, ethics, grant writing, take up and exploitation of research results, research policy, etc.
- Involvement in the organisation of network activities and other aspects such as proposal writing, enterprise start-up, task co-ordination, etc;

Each researcher recruited for a period of more than 6 months will establish, together with her/his personal supervisor in the *host organisation*, **a Personal Career Development Plan** in order to aid in the provision of the research training programme that best suits their needs. Attention should be paid to the quality of the joint research training programme, with provision for supervision and mentoring arrangements and career guidance, while ensuring the meaningful exposure of each researcher to other disciplines and sectors represented in the network through visits, secondments and other training events.

It is expected that both participants and associated partners will mutually recognise the quality of the training and, if possible, of diplomas and other certificates awarded. The size of the joint research training programme and of the network will depend on the nature and scope of the training activities to be undertaken by the network, as well as on considerations regarding management and effective interaction among the partners.

In principle, the duration of the programme will be four years from the starting date specified in the contract, with researchers normally recruited for a period of three years.

Experienced Researchers (max 20% of researcher months in a Multi-Partner ITN):
Research training activities specifically for *experienced researchers* would be:
- Intersectoral or interdisciplinary transfer of knowledge, training in new techniques;
- Capacity to build collaborations;
- Taking an active part in the management of the research project;
- Developing organisational skills through organisation of training events.

Where a Multi-Partner ITN network seeks funding to appoint **ERs**, it must still be in the context of a research training programme. In these cases the training which is particularly directed at the ERs should be made clear and the expert evaluators must be able to see from the proposal how the opportunities offered within the network would be exploited for the career enhancement of these ERs, both in terms of research and transferable skills training appropriate to their experience.

Training of such ERs should aim at making them more independent and providing them with the skills to become team leaders in the near future.

For **European Industrial Doctorates (EIDs)**, recruited ESRs must spend at least 50% of their time at the industrial partner. It is expected that the recruited fellows will benefit from the strong research collaboration of the two full network partners (one academic, one private sector). The provision of additional training by associated partners is encouraged where relevant.

In the case of **Innovative Doctoral Programmes**, the participating organisations must demonstrate clearly that the necessary elements of the research training programme are complemented where relevant by trans-national collaborations with other research institutions and private enterprises or socio-economic actors as associated partners. The associated partners should contribute to the research programme through providing training and secondment opportunities.

1.4.2 Networking & Other Training Activities

Networks will establish and/or strengthen the collaboration between the research teams, as well as between themselves and the wider scientific community.

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

Networking activities could further include:

- Organisation of scientific or managerial network meetings;
- Visits and secondments between full network partners and associated partners for the purpose of exchanging knowledge;
- Invitation of external experts for specialist input into the joint research training programme;
- Attendance of the recruited researchers at international conferences and workshops in order to represent the network and disseminate its research;
- Electronic networking via the active use of the Internet, email and video conferencing;
- Collaboration with other ITNs or research groups in similar or complementary fields for exchange of “best practice” and transfer of knowledge;
- Organisation of a final network conference which would be widely publicised and showcase the achievements of the network;
- Training events offered within the network (summer schools, specialised training courses, seminars, etc) which may also be opened to external researchers.

1.4.3 Secondments

In Multi-Partner ITNs and IDPs, recruited researchers can be seconded to other full network partners and/or to associated partners for **a duration of up to 30% of their recruitment period**. Normal practice during secondments is for the researcher to be appointed by the sending institute, which also pays his/her travel and subsistence expenses (e.g. accommodation). For Innovative Doctoral Programmes, the research expenses of the seconded researcher would usually be covered by the sending institute.

> Example: *an Early-Stage Researcher recruited in a Multi-Partner ITN for a period of 36 months by an astrophysics institute in Spain will spend two periods of secondment each of 5 months at two associated partners from the private sector in order to profit from specific training facilities. The institute in Spain will continue paying the researcher's allowances during the entire recruitment period, including the secondments.*

In EID, if the fellow is recruited by the academic partner she/he must be seconded to the private sector participant for at least 50% of their time. By implication, the 30% secondment rule in place for Multi-Partner ITNs and IDP does not apply to EID.

1.4.4 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 citizens. **The Outreach Activities Plan submitted by each applicant will be assessed during the evaluation of proposals**. A well-defined outreach activity should include targets, goals and milestones. The type of outreach activities can be freely chosen by the applicants and could range from press articles to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers (see Annex 4 for more details).

1.5 Financial Regime

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

What types of expenses are covered?

The European Union contribution and rates under this action are set out in Annex 3 of the work programme and will be associated to:

- the recruitment of researchers to be trained;
- training and networking costs, organisation of joint activities and conferences.

Category 1: Monthly Living Allowance

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table reproduced below.

This amount is then adjusted through the application of a correction coefficient for the cost of living according to the country in which the researcher will be appointed. **The correction coefficients that will be applied are indicated in Table 3.2 in Annex 3 to the Work Programme.** The *host organisation* must appoint each eligible researcher under an employment contract. Fixed amount fellowships are only permitted where national regulation would prohibit the possibility of an employment contract, and only with the prior approval of the Research Executive Agency. In such cases, the *host organisation* must ensure that coverage is provided to the researcher for at least sickness and maternity benefits in kind,[2] invalidity and accidents at work and occupational diseases. This coverage does not necessarily have to be paid from the EU contribution for the fixed-amount fellowship.

In all cases, the hosts must ensure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor, or under a social security scheme providing at least sickness and maternity benefits in kind, invalidity and accidents at work and occupational diseases, and covering the researcher in every place of implementation of the ITN activities. In the case of secondments in other partner institutions, the social security provision should also cover the researchers during these periods.

[2] For more information see:
http://ec.europa.eu/employment_social/social_security_schemes/national_schemes_summaries/index_en.htm

The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

The basis for calculating the gross monthly living allowance of the recruited researchers is given in the following table:

Purpose	Researcher Categories	Employment Contract (€/year)
Initial Training	Early stage researchers	38 000
	Experienced researchers	58 500

These amounts include the provisions for all compulsory deductions under national applicable legislation.

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

The various annual rates resulting from Tables 3.1 to 3.3 of the 2012 Work Programme are for researchers devoting themselves to their project on a full-time basis. In exceptional cases, where researchers – in agreement with the *host organisation*, and with prior approval by the Research Executive Agency – execute their project on a part-time basis (e.g. for family or medical reasons), the rates will apply proportionally without the possibility that the total amounts will exceed those that apply for full-time equivalent periods.

Category 2: Mobility Allowance

In addition to the living allowance, a mobility allowance will be paid for some categories of researchers as specified in Table 3.3 of the Work Programme, which will take due account of the family situation of the researcher. 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. This allowance is a flat rate contribution to cover personal household, relocation and travel expenses.

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

- €1000/month: Researcher with family charges (marriage or 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, and/or children).
- €700/month: Researcher without family charges

Category 3: Contribution to the Training Expenses of Eligible Researchers and Research / Transfer of Knowledge Programme Expenses

This is a flat rate of €1800 for Multi-Partner ITNs and €1200 for EID and IDP per researcher-month managed by the *host organisation*s to contribute to expenses related to:

- the participation of researchers in training activities;

- expenses related to research costs;
- execution of the training/partnership project;
- contribution to the expenses related to the co-ordination between participants.

Category 4: Management Activities

This refers to a *maximum of 10 % of the total EU contribution* that will be paid towards the management of the project. It will be based upon actual expenses (e.g. towards the salary of a person dedicated to assist with the management of the project, or a contract with an external independent auditor for audit certification).

Category 5: Contribution to Overheads

This is a flat-rate of up to *10% of direct costs (except for subcontractors) per partner / per period* and the costs of the resources made available by third parties which are not used in the premises of the beneficiary.

Budget Calculations

Applicants are not required to indicate the amount of the estimated EU contribution in their proposal. This will be automatically calculated from the information provided in the A4 form of the proposal using the rates, allowances and coefficients given in Annex 3 of the 2012 Work Programme. However, applicants to Multi-Partner ITNs are reminded that no more than 40% of the total EU contribution may be allocated for the benefit of organisations within one country.

It is critical that the information given in Form A4 is identical to the information given in proposal Part B.

If the proposal is selected by the REA for funding, the EU contribution will be estimated more accurately during the negotiations taking into account any recommendations made by the independent experts.

It is an intrinsic feature of host-driven actions that the expenses related to the appointment of researchers cannot be accurately calculated in advance. This is because some of the allowances to be paid depend upon the personal circumstances of the researcher (e.g. place of origin, family status etc). Therefore an average calculation will be used by the REA to determine the level of funding.

The example below aims to illustrate the way the contributions are calculated.

Example 1

A Multi-Partner ITN of 8 partners proposes to provide initial training of 36 months to 11 ESRs (total 396 person months) and complementary training to 4 ERs (total 42 person months).

	Initial Training 0-5 years			
Participant	**Early-Stage Researchers**		**Experienced Researchers**	
	Fellow Months	**Number of researchers**	**Fellow Months**	**Number of researchers**
Partner 1 - Germany	72	2	12	1
Partner 2 – Spain	72	2	12	1
Partner 3 - Romania	36	1	6	1
Partner 4 – Estonia	36	1	0	0
Partner 5 – Italy	36	1	0	0
Partner 6 – Croatia	36	1	0	0
Partner 7 – UK	72	2	12	1
Partner 8 – France	36	1	0	0
Total	**396**	**11**	**42**	**4**

Detailed below is a breakdown of the estimated budget for one of the partners (Partner 1 - Germany).

Category 1 – Monthly Living Allowance

Based on the following assumption:

- the 3 researchers (2 ESRs and 1 ER) are recruited under an employment contract,

	Appointment Duration	**Monthly Living Allowance (€/year)**	**Country Correction Coefficient**	**Total Living Allowance (€)**
ESR	3 years = 36 months 2 researchers	38 000	94.8	= 2*(38 000 *3)* 0.948 = **216 144**
ER	12 months	58 500	94.8	= 58 500* 0.948 = **55 458**

The budget for Category 1 is equal to €216 144 + € 55 458 = **€ 271 602**

Category 2 – Mobility allowance

Based on the following assumptions:

- the 1 ER has family charges, while the 2 ESRs do not yet have a family.

	Appointment Duration	Monthly Mobility Allowance (€/month)	Country Correction Coefficient	Total Mobility Allowance (€)
ESR	3 years = 36 months 2 researchers	700	94.8	= 2*(700*36)* 0.948 = **47 779**
ER	12 months	1000	94.8	= (1000*12)* 0.948 = **11 376**

The budget for Category 2 is equal to €47 779 + €11 376 = **€59 155**

Category 3 – Contribution to the Training Expenses of Eligible Researchers and Research / Transfer of Knowledge Programme Expenses

	Appointment Duration	Fixed-Amount / Researcher-Month (€)	Training Expenses of Eligible Researchers and Research / ToK expenses (€)
ESR	2 researchers *36 months = 72 person-months	1800	= 72*1800 = **129 600**
ER	12 months	1800	= 12*1800 = **21 600**

The budget for Category 3 equals €129 600 + €21 600 = **€151 200**

Note that management costs (C4) are 10% of the total EU contribution (i.e. C1+C2+C3+C4+C5) and overheads (C5) are 10% of direct costs (C1+C2+C3+C4). When the total EU contribution is 100%, management costs are 10%, overheads are 9.09% and costs C1+C2+C3 account for 80.91%. Therefore management and overheads can be estimated by knowing costs C1, C2 and C3.

Category 4 – Management Activities

Management costs = Maximum of 10% of the total European Union contribution.

Total EU contribution (TC) = direct costs including management cost + overheads

$$TC = [C1+C2+C3+C4+C5]$$

In the initial budget estimation this maximum contribution can be calculated as 12.35% (i.e. 10/80.91) of the costs listed in categories from 1 to 3:

$$\text{Category 4} = [C1+C2+C3] * 12.35\%$$

Category 4 = (271 602 + 59 155 + 151 200) * 0.1235 = **€ 59 522**

Category 5 – Contribution to Overheads

Overheads = 10% of direct costs except for subcontractors and the costs of the resources made available by third parties which are not used in the premises of the beneficiary.

Category 5 = 10% of [C1+C2+C3+C4]

Category 5 = (271 602 + 59 155 + 151 200 + 59 522) * 0.1 = **€54 148**

	TOTAL (€)
1. Living Allowance	271 602
2. Mobility Allowance	59 155
3. Contribution to Training Expenses and Research / Transfer of Knowledge Programme Expenses	151 200
4. Management Activities	59 522
Total Direct Costs	541 479
5. Contribution to Overheads	54 148
TOTAL EU CONTRIBUTION TO PARTNER 1 - Germany	**595 627**

Example 2

*An EID of 2 participants, one in Portugal (PT) and one in Slovenia (SI), proposes to provide initial training of 180 months to 5 ESRs (i.e. 5*36 months). Researchers will spend 50% of their time in each participating entity.*

2 options are considered for this example:

Option 1: researchers are employed by both participants

Option 2: researchers are employed by the participant in Portugal and seconded to Slovenia for 50% of their time.

Number of researchers 5

Country Coeff-PT 85

Country Coeff-SI 89,6

1- Researchers employed by both participants

			Cost Categories					
Participant	**% spent in each sector**	**researcher-months**	**1-salary**	**2-mobility**	**3-training**	**4-management**	**5-overheads**	**Total**
Public - PT	***50%***	90	242.250	53.550	108.000	49.353	45.315	498.469
Private - SI	***50%***	90	255.360	56.448	108.000	51.310	47.112	518.230
Total	**100%**	180	497.610	109.998	216.000	100.663	92.427	**1.016.698**

2- Researchers employed only by one participant and seconded to the other one

			Cost Categories					
Participant	**% spent in each sector**	**researcher-months**	**1**	**2**	**3**	**4**	**5**	**Total**
Public - PT	***50%***	180	484.500	107.100	216.000	49.353	85.695	942.649
Private - SI	***50%***	0	0	0	0	49.353	4.935	54.289
Total	**100%**	180	484.500	107.100	216.000	98.707	90.631	**996.937**

The Marie Curie Actions operate on a flat-rate basis. The flat-rate is reported by the partner paying the fellow. Category 4 (management) is the only real cost category in ITN and can therefore be claimed by both partners. Flat-rates can be transferred between beneficiaries, as agreed in the mandatory consortium agreement. Overheads (category 5) are always 10% of the other costs claimed per partner per period.

Should both institutions employ the fellow, the budget will be distributed according to the percentage of time spent at the institution. Accordingly, different correction coefficients will be applied for each of the two contracts.

Key Points

Applicants must apply to <u>one</u> of the three schemes

Multi-Partner ITNs (Multi-ITNs)

- Minimum participation of participants from 3 EU Member States / Associated Countries;
- Maximum of 500 researcher months per network;
- Minimum of 80% of researcher months for *Early Stage Researchers*;
- Maximum 40% of budget to one country;
- All full partners must recruit and host eligible researchers;
- Participation open to ICPCs (and also to non-ICPCs but only where essential to achieve aims of the project);
- *Early Stage Researchers* to be appointed for minimum of 3 months and maximum of 36 months. They will typically be enrolled on a doctoral programme.
- *Experienced Researchers* to be appointed for a minimum of 3 months and maximum of 24 months
- Transnational *mobility* requirement: fellows must not have resided in country of recruiting institution for more than 12 months during the previous 36 months;
- Participation of the private sector at the highest possible level
- Secondments of an individual researcher to project partners and/or associated partners up to a maximum of 30% of that researcher's recruitment period;
- Typically 48 month project duration;
- Associated partners from any country.

European Industrial Doctorates (EID)

- Two participants, one academic one private, located in different Member States or Associated Countries;
- Maximum 180 researcher months (i.e. 5 fellows x 36 months);
- Researchers must spend at least 50% of their time in the private sector partner;
- Evaluated in a separate panel with an earmarked budget (EUR 20 million);
- Mandatory enrolment of researchers in a doctoral programme provided by a full or associated partner;
- 100% *Early Stage Researchers*; maximum recruitment of 36 months per researcher;
- Transnational *mobility* requirement: fellows must not have resided in country of employing institution for more than 12 months during the previous 36 months;
- Typically 48 month project duration;
- Mandatory consortium agreement;
- Associated partners from any country.

Innovative Doctoral Programmes (IDP)

- *Host organisation* based in an EU member state or FP7 Associated Country;
- Associated partners from any country;
- Participation of the private sector essential;
- Innovative research and training programme including secondments and training provided by associated partners;
- Maximum of 500 researcher months per network;
- Mandatory enrolment of researchers in a doctoral programme;
- 100% *Early Stage Researchers*; maximum recruitment of 36 months per researcher.
- Transnational *mobility* requirement: fellows must not have resided in country of recruiting institution for more than 12 months during the previous 36 months;
- Typically 48 month project duration;

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 Participant Portal call page. The part giving the basic data on implementation (deadline, budget, additional conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.

- **Indicative timetable for this call**

Publication of call	*20-07-2011*
Deadline for submission of proposals	*12-01-2012 at 17:00:00, Brussels local time*
Evaluation of proposals	*April 2012*
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	*May 2012*
Invitation letter to successful coordinators to launch grant agreement negotiations with Commission services	*June 2012*
Letter to unsuccessful applicants	*August 2012*
Signature of first grant agreements	*September 2012*

- **2012 indicative call budget: € 423.23 million**
- **Further information and help**

The Participant Portal call page contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

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

General Sources of Help
The Commission's FP7 Enquiry service: http://ec.europa.eu/research/enquiries

National Contact Points: http://cordis.europa.eu/fp7/ncp.htm

National Contact Points in third countries: http://cordis.europa.eu/fp7/third-countries_en.html

Specialised and Technical Assistance
CORDIS help desk: http://cordis.europa.eu/guidance/helpdesk/home_en.html

EPSS Help desk: support@epss-fp7.org

IPR help desk: http://www.ipr-helpdesk.org

You may also wish to consult the following documents that can be found at:
http://cordis.europa.eu/fp7/find-doc_en.html

FP7 Legal basis documents generally applicable

- Decision on the Framework Programme
- Rules for Participation
- Specific Programmes
- Work Programmes

Legal documents for implementation

- Rules for submission of proposals and their related evaluation, selection and award procedures
- Standard model grant agreement
- Rules on verification of existence, legal status, operational and financial capacity

Guidance documents

- Guidance Notes on Audit Certification
- Guide for Beneficiaries
- Guide to Financial Issues
- Guide to IPR
- Checklist for the Consortium Agreement
- Negotiation Guidance Notes and Templates for Description of Work

Other supporting information

- Brochure “The FP7 in Brief”
- European Charter for Researchers and the Code of Conduct for their Recruitment
- International cooperation
- Risk Sharing Financing Facility and the European Investment Bank

Ethics Review

- Ethics check list
- Supporting documents

Annex 2 - Evaluation Criteria and Procedures to be Applied for this Call

1. General

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent experts.

REA staff ensure that the process is fair and in line with the principles contained in the Commission's rules.[3]

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

In addition, an independent expert will be appointed by the REA to observe and report on the evaluation process. The observer gives independent advice to the REA on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or on the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

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

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.

2. Before the Evaluation

On receipt by the REA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

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

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

[3] Rules for submission of proposals, and the related evaluation, selection and award procedures (posted on CORDIS).

> *A maximum length is specified for several sections of Part B (for details see annex 4 to this guide). You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages in each section where a page limit is indicated.*

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;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts.

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

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

3. Evaluation of Proposals

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

Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation. One of these experts will be designated as the proposal "rapporteur" and will assume additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against pre-determined evaluation criteria, applying weighting factors and thresholds. The evaluation criteria are reproduced on the following page. Note that each criterion is subject to a threshold.

ITN - Funding Scheme 'Support for Training and Career Development of Researchers': Marie Curie Initial Training Networks			
Criteria			
S&T Quality Threshold: 3 Weighting: 30%	**Training** Threshold: 4 Weighting: 30%	**Implementation** Threshold: 3 Weighting: 20%	**Impact** Threshold: 4 Weighting: 20%
Priority in case of *ex aequo*			
3	**1**	**4**	**2**
S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectoral and/ or newly emerging supra-disciplinary fields.	Quality of the training programme. - Contribution and relevance to the training programme of the private sector and, where appropriate, of other socio-economic actors. - Transferable skills offered: entrepreneurship, management, communication, standardisation, management of IPR, ethics, grant writing, take up and exploitation of results, research policy, etc. - Quality of supervision *	Capacities (expertise / human resources, especially regarding supervision/ facilities / infrastructure/private sector involvement) to achieve the research training programme and access of fellows to these resources. Adequacy of task distribution and schedule. Adequate exploitation of complementarities and synergies among partners in terms of research and training, including well targeted secondments to the private sector and to other socio-economic actors where relevant.	Contribution of the proposed training programme to: * - structure training at doctoral level with the acquisition of key skills needed in both the public and private sectors; - improve career prospects and employability of researchers, including ERs where appropriate; - stimulate creativity and entrepreneurial mindset of researchers at doctoral level.
Scientific quality of the research training programme.	Importance and timeliness of the training needs (e.g. multidisciplinary, intersectoral, and newly emerging supra-disciplinary fields)	Private sector involvement at the highest possible level appropriate to the research topic, and sufficient evidence of commitment.	Contribution of the training programme to the policy objective of structuring the initial research training capacity at European level (through establishing longer term collaborations and /or lasting structured training programmes between the partners' organisations).
Where relevant, appropriateness of research methodology and approach.	Appropriateness of the size of the requested training programme with respect to the capacity of the host	How essential is non-ICPC Third Country funding, if any, to the objectives of the research training programme.	The contribution of the training programme towards the policy objective of enhancing public-private sector collaborations in terms of research training.
Originality and innovative aspect of the research training programme.	a) For ITNs and IDPs: Meaningful exposure of each researcher to another sector, in particular through secondments. b) For EIDs: Appropriate time spent by the ESR in each sector.	Networking and dissemination of best practice among partners. Where appropriate, clarity of the plan for organizing training events (e.g. workshops, conferences, training courses).	Where appropriate, mutual recognition by all partners of the training acquired, including training periods in the private sector. *

Contribution of the private sector and, where relevant, other socio-economic actors in the research programme	a) For ITNs and IDPs: Adequate combination of local specialist training with network-wide training activities. b) For EIDs: Adequate supervision arrangements and combination of local specialist training with wide training activities	Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision-making, composition of supervisory board including involvement of the private sector); also working conditions, transparency of recruitment process and career development. *	Where appropriate, plans for exploitation of results. Impact of the proposed outreach activities.*

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

The ITN 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	30	3	3
Training	30	4	1
Implementation	20	3	4
Impact	20	4	2

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

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

Each criterion will be scored out of 5. Decimal points can be given.

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.*

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

4. Individual Evaluation

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

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

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

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

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

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues (see the separate "Ethics" part of the Guide for Applicants).

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 will be deemed ineligible.

5. Consensus Meeting

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

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

The consensus discussion is moderated by the rapporteur assigned to the proposal and can be attended by an REA official and/or the panel chairs/vice-chairs. The role of the rapporteur is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The rapporteur is responsible for drafting the consensus report.

The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and comments to justify the scores which are suitable for feedback to the proposal *coordinator*. These scores and comments are set out in a consensus report. The evaluators 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.

Evaluation of a resubmitted proposal: Each proposal shall be evaluated against the 2012 Work Programme evaluation criteria. In the case of proposals that have been submitted previously to the Commission / REA, the panel coordinator discloses to the experts the previous Evaluation Summary Report (see below) at the consensus stage. If necessary, the experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

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

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

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

Outcome of the consensus meeting

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and by the REA official or the panel chairs/vice-chairs. 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 assure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

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

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report;
- recommending a priority order for proposals with the same consensus score in each criterion;
- making recommendations on possible clustering or combination of proposals.

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

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

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

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

Subsequently, a special ethical review of above-threshold proposals may be organised by the Research Executive Agency.

7. Priority Order for Proposals of the Same Score

When the total scores are equal, priority will be based on the scores received for individual evaluation criteria. The priority order of the criteria is detailed in the table above.

If necessary, any further prioritisation will be based on other appropriate characteristics, to be decided by the panel, related to the contribution of the proposal to the European Research Area and/or general objectives mentioned in the Work Programme (e.g. inter-sectoral mobility, international co-operation, favourable employment and working conditions).

Whether or not such a prioritisation is carried out will depend on the available budget or other conditions set out in the call fiche.

Annex 3 - Instructions for Completing "Part A" of the Proposal

Proposals in this call must be submitted electronically, using the 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 constitutes an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (see Annex 4 of this guide).

This section provides guidance on how to complete the administrative forms (A1, A2 and A4, A5) for an ITN proposal. Form A1 gives a snapshot of your proposal, form A2 concerns the *Host organisation(s),* form A4 details your request for funding in terms of researcher-months, and form A5 detailed information on associated partners.

How to complete the forms (A1, A2 & A4, A5).

- ***Coordinator***

The *coordinator* fills in one form A1 and one form A4 with details for each full network partner (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the network *coordinator*). Numbers and information listed in form A4 should be the same as that reported in Part B of the proposal.

- **Full network partners**

The full network partners (including the *coordinator*) fill in one A2 form each.

- **Associated Partners**

Associated partners should **not** fill in the A2 form; they should complete the A5 form only.

When you complete part A, please make sure that *numbers are always rounded to the nearest whole number.*

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 no more than 20 characters (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 no longer than 200 characters and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (**ITN**) Industry-Academia Partnerships and Pathways (**IAPP**) Co-funding of Regional, National and International Programmes (**COFUND**) International Research Staff Exchange Scheme (**IRSES**) Intra-European Fellowships (**IEF**) European Re-integration Grants (**ERG**) International Outgoing Fellowships (**IOF**) International Incoming Fellowships **(IIF**) International Re-integration Grants (**IRG**)
Scientific Panel	Please choose the scientific panel from the list below indicating the main scientific area of relevance to your proposal. Chemistry **CHE** Social Sciences and Humanities **SOC** Economic Sciences **ECO** Information science and Engineering **ENG** Environment and geosciences **ENV** Life sciences **LIF** Mathematics **MAT** Physics **PHY** To help you select the most relevant panel code please refer also to the breakdown of each scientific area into a number of sub-disciplines on the following page.
Total duration in months	Insert the estimated duration of the project in full months (preferably 48).
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: *FP7-PEOPLE-2012-ITN*
Please indicate the type of network of your proposal	Please indicate the form of your proposal, choosing one of the three options described in section 1 of this guide: - Multi-partner ITNs (ITN) - at least 3 participants of level 1 - European Industrial Doctorates (EID) - 2 participants of level 1 - Innovative Doctoral Programmes (IDP) - sole participant
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal choosing from the available list and/or adding free keywords. There is a limit of 200 characters.
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. **If the proposal is written in a language other than English, please include an English version of the proposal abstract in Part B.** There is a limit of 2000 characters.
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific 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

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

ECONOMIC SCIENCES (ECO)

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

ENGINEERING & INFORMATION SCIENCE (ENG)

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

ENVIRONMENT & GEOSCIENCES (ENV)

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

LIFE SCIENCES (LIF)

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

MATHEMATICS (MAT)

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

PHYSICS (PHY)

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

Section A2 – Information on 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 *coordinator* of a proposal is always number one.
Participant Identification Code	The Participant Identification Code (PIC) enables organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the Commission are encouraged to use it when submitting proposals. By entering a PIC, parts of section A2 will be filled in automatically. An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/urf. Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/urf) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
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, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), e.g. CNRS and not C.N.R.S. It should be preferably 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 and international organisations.
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges …).
International organisation	"international organisation" means an intergovernmental organisation, other than the European 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 research laboratories
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings. Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

NACE code	NACE means " Nomenclature des Activités économiques dans la Communauté Européenne". Please select one activity from the list that best describes your professional and economic ventures. If you are involved in more than one economic activity, please select the one activity that is most relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .
Small and Medium-Sized Enterprises (SMEs)	SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at: http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm 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
Dependencies with (an)other participant(s)	Two participants (legal entities) are dependent on each other where there is a controlling relationship between them: • A legal entity is under the same direct or indirect control as another legal entity (**SG**); or • A legal entity directly or indirectly controls another legal entity (CLS); or • A legal entity is directly or indirectly controlled by another legal entity (CLB). ***Control:*** Legal entity A controls legal entity B if: • A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or • A, directly or indirectly, holds in fact or in law the decision-making powers in B. The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships: (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates; (b) the legal entities concerned are owned or supervised by the same public body.
Character of dependence	According to the explanation above, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with: SG: Same group: if your organisation and the other participant are controlled by the same third party; CLS: Controls: if your organisation controls the other participant; CLB: Controlled by: if your organisation is controlled by the other participant.
Contact point	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the *coordinator*), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Section A4 – Requested Fellows (ITN):	
Early-Stage Researchers	*Early-Stage Researchers* must be, at the time of recruitment by the *host organisation*, in the first four years (*full-time equivalent*) of their research careers and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged. Their training within a network may range from 3 months to 3 years.
Experienced Researchers	*Experienced Researchers* must, at the time of recruitment by the *host organisation*, be in possession of a doctoral degree, **or** have at least four years of *full-time equivalent research experience*. In both cases, they should have less than 5 years of *full-time equivalent research experience*. This is measured from the date when they obtained the degree which formally entitles them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate was envisaged. Their training within a network may range from 3 months to 2 years.
Fellow/Person months	Provide total number of fellow months and the corresponding total number of researchers for each recruitment category and for each beneficiary. This must not exceed 500 researcher months for multi-partner ITNs and IDPs, and 180 researcher months for EID.

Section A5 – Information on Associated Partners (Full network partners do not fill in this form):	
Associated Partner Number	The number allocated to the participant for this proposal.
Associated Partner 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, and Ms Alicia DUPONT
Associated Partner Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), e.g. CNRS and not C.N.R.S. It should be preferably the one commonly used, e.g. IBM and not Int.Bus.Mac.
Country of Associated Partner	For Public and Private Law Bodies, it is the country of the entity's Head Office. For Natural Persons it is the Official Address country.
Status of Associated Partner	For ITN purpose: Public or Private
SME? (Yes / No)	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
Role of Associated Partner	Please tick appropriate box based on the role of the organization in the project

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A1

Proposal Number		*Proposal Acronym*	

GENERAL INFORMATION ON THE PROPOSAL

Proposal Title			
Marie Curie Action Code		*Scientific Panel*	
Total duration (months)		*Call identifier*	
Please indicate the type of network of your proposal			
Free keywords (up to 200 characters)			

Abstract (up to 2000 characters)

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

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

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A2

Proposal Nr		*Proposal Acronym*		*Participant Nr*	

INFORMATION ON ORGANISATIONS

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

Administrative data

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

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. 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 recherché) / Enterprise groupings] ☐
Commercial Enterprise ☐

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

1. Is your number of employees smaller than 250? *(full time equivalent)*	**[yes/no]**
2. Is your annual turnover smaller than € 50 million?	**[yes/no]**
3. Is your annual balance sheet total smaller than € 43 million?	**[yes/no]**
4. Are you an autonomous legal entity?	**[yes/no]**
You are **not an SME** if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. **Please check** the additional conditions given in Annex X.	
Following this check, do you conform to the Commission's definition of an SME?	**[yes/no]**

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A2

Dependencies with (an)other participant(s)

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

Contact points

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

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A4

Proposal Number		*Proposal Acronym*	

	Initial Training 0-5 years			
Participant Number	***Early-Stage Researchers***		***Experienced Researchers (Multi-ITNs only)***	
	Fellow Months	***Number of researchers***	***Fellow Months***	***Number of researchers***
(Sub-)total				

Page …/…

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A5

Information on Associated Partners

Associated Partner Number	Associated Partner Legal Name	Associated Partner Short Name	Country of Associated Partner	Status of Associated Partner	SME? (Yes / No)	Role of Associated Partner			
						Performing research	Providing training	Hosting secondments	Other
						x	x		

Annex 4 - Instructions for Drafting "Part B" of the Proposal

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

General information

Part B of the proposal contains the details of the proposed research and training programmes along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that the explanatory notes below serve to explain the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme.

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

Please note that this call will be a single-stage proposal submission and evaluation procedure. A Word version of the submission template can be downloaded from EPSS. Applicants must ensure that proposals conform to this layout and to the instructions given in this Guide for Applicants

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

- **S&T Quality - 8 pages**
- **Training - 10 pages**
- **Implementation - 8 pages**
- **Impact - 4 pages**

You must keep your proposal within these limits.

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system! **Experts will be instructed to disregard any excess pages in each section in which the maximum number of pages is indicated.**

The **minimum font size** allowed is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers).[1] Ensure that the font type chosen is clearly readable (e.g. Arial or Times New Roman).

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

Please make sure that:

- you use the right template to prepare your proposal;
- **Part B of your proposal carries as a header to each page the proposal acronym and the scheme to which you are applying (i.e. Multi-Partner ITN, IDP or EID).** All pages should also be 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.

Associated partners must include a **letter of commitment** in the proposal to demonstrate their real and active participation in the proposed network. The experts will be instructed to disregard the contribution of any associated partners for which no such evidence of commitment is submitted.

[1] Literature should be listed in footnotes, font size 8 or 9.

Please ensure that your proposal is complete, including the set of forms requested for **Part A** as well as a free text for **Part B**. **The final version of Part B must include the letters of commitment from associated partners (where applicable).**

For the proposal Part B you must use exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the EPSS system. Letters of commitment must be included in the PDF file; these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.

Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Initial Training Networks (ITN)
Call: FP7-PEOPLE-2012-ITN

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[Multi-Partner ITN] [IDP] [EID]
[delete as appropriate]

Table of Contents

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

B.1 LIST OF PARTICIPANTS

START PAGE COUNT

B.2 S&T QUALITY (maximum 8 pages)

B.3 TRAINING (maximum 10 pages)

B.4 IMPLEMENTATION (maximum 8 pages)

B.5 IMPACT (maximum 4 pages)

STOP PAGE COUNT

B.6 ETHICAL ASPECTS

B.7 CAPACITIES OF THE HOST

B.8 GANTT CHART

B.9 LETTERS OF COMMITMENT

Proposal page limit: Applicants must ensure that sections B.2-B.5 do not exceed the given page limits.

PART B

B.1 LIST OF PARTICIPANTS

Please provide a list of the consortium's participants indicating the legal entity, the department carrying out the work and of the scientist-in-charge of the project.

In addition, partners contributing to the research training programme without being formally part of the consortium (i.e. associated partners) should be named.

Partnership	**For Private Sector Participants, Please Tick** ✓	**Country**	**Legal Entity Name**	**Department / Division / Laboratory**	**Scientist-in-Charge**	**Role of Associated Partner**
Full Network Participants (Beneficiaries)						
-						
-						
-						
Associated Partners						
-						
-						

START PAGE COUNT

B.2 S&T QUALITY (maximum 8 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1).

- S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectoral and/ or newly emerging supra-disciplinary fields;
- Scientific quality of the research training programme;
- Where relevant, appropriateness of research methodology and approach;
- Originality and innovative aspects of the research training programme;
- Contribution of the private sector and, where relevant, other socio-economic actors in the research programme.

Explanatory note:
Please provide an introduction to the proposal, describing its main objectives and how they will be achieved.

The scientific part of the proposal should allow experts to assess the quality of **the proposed scientific and technological objectives of the programme**, including interdisciplinary and inter-sectoral aspects (where relevant for the research area) and taking into account the foreseen **participation of the private sector**.

Please provide a detailed description of the research topics and of the scientific quality of the **research training programme** to be implemented by the network teams, highlighting planned research collaborations. Indicate how the individual projects of the recruited fellows will be integrated into – and contribute to – the overall research training collaboration.

Explain the key elements of the **research methodologies and approaches** that will be followed, taking into consideration ethical and other relevant issues, where appropriate. If necessary, describe how complementary methods will be integrated. Where appropriate, outline possible risks and describe contingency plans.

The text should contain information on the research training programme's scientific and technological **objectives, originality and innovative aspects in light of the current state of the art**. It should describe how the synergies/complementarities between the teams will be exploited to create an innovative research environment in the chosen field. It should also outline how this research training programme is distinct from other existing programmes in the field.

Irrespective of their level of participation, describe how the private sector participant(s) and, where relevant, other socio-economic actors contribute to the research programme.

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

Briefly outline the work packages that will structure the planned S&T work (see table B.2.1 below)

Table B.2.1 List of Work Packages

WP No[1]	Work Package Title	Type of Activity[2]	Lead Participant	Other Participants Involved	Start Month[3]	End month

1 Work package number: WP 1 – WP n.

2 Please indicate one activity per work package: e.g. research, training, dissemination, outreach, etc.

3 Measured in months from the project start date (month 1).

B.3 TRAINING (maximum 10 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1).

- Quality of the training programme. Contribution and relevance to the training programme of the private sector and, where appropriate, of other socio-economic actors. Transferable skills offered: entrepreneurship, management, communication, standardisation, management of IPR, ethics, grant writing, take up and exploitation of results, research policy, etc; Quality of supervision;
- Importance and timeliness of the training needs (e.g. multidisciplinary, intersectoral, and newly emerging supra-disciplinary fields);
- Appropriateness of the size of the requested training programme with respect to the capacity of the host;
- For ITNs and IDPs: Meaningful exposure of each researcher to another sector, in particular through secondments. Adequate combination of local specialist training with network-wide training activities;
- For EIDs: Appropriate time spent by the ESR in each sector. Adequate supervision arrangements and combination of local specialist training with wide training activities.

Explanatory note:

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

Please provide a **description of the proposed training programme**, including:

- Content (overview of the various training elements, including training in scientific and transferable skills; summary of the intended individual research projects within the overall training programme);
- Importance and timeliness;
- Structure (local and network-wide training activities);
- Role and foreseen contribution to the training programme of partners from within and outside the network (e.g. visiting researchers);
- Supervision arrangements;
- Role of the private sector and, where relevant, other socio-economic actors in the training programme;
- Role of the supervisory board in the definition of the skills requirements.

For each full partner, describe the supervision and monitoring arrangements. The qualifications and experience of the supervisors should be listed in table B.7.

The proposal should clearly demonstrate how the network's research training potential will be exploited for the benefit of the researchers over and above that which could be provided in a traditional context. EID proposals should demonstrate how complementarities between both partners (and associated partners, where applicable) will contribute to the research training of the fellows.

IDP proposals must clearly demonstrate how an international network of **associated training partners, including the private sector,** will be concretely involved in the innovative training programme.

Specify the number of *early-stage* and *experienced researchers* to be recruited in terms of **person-months,** as well as the breakdown of this number by participant (see model table below). Indicate the length of the appointments for *early-stage* and/or *experienced researchers*. These should be

justified in the context of the host's capacity. Specify the role and duration of any visiting researchers.

For Multi-Partner ITNs, it is important that a sound justification is provided for the **proposed balance of *early-stage* versus *experienced* researchers** *(see section 1.3.4 of this guide)*.

For Multi-Partner ITNs and IDPs, demonstrate the added value and meaningful exposure of the researchers to another sector. For EID, please describe training activities and how they compliment the locally available activities, and justify the proposed time allocation between the academic and private sector participants.

Table B.3.1 Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	Work Package	Lead Institution	Project Month (estimated)
1				
2				
3				
4				

Table B.3.2 Recruitment Deliverables per Participant

Participant No	Early-Stage Researchers		Experienced Researchers *(Multi-Partner ITNs only)*	
	Fellow Months	Number of Researchers	Fellow Months	Number of Researchers
1				
2				
(Sub-) Total				

The information provided in this table must be identical with that given in Part A4 of the proposal submission forms.

B.4 IMPLEMENTATION (maximum 8 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1).

- Capacities (expertise / human resources, especially regarding supervision / facilities / infrastructure / private sector involvement) to achieve the research training programme and access of fellows to these resources. Adequacy of task distribution and schedule.
- Adequate exploitation of complementarities and synergies among partners in terms of research and training, including well targeted secondments to the private sector and to other socio-economic actors where relevant.
- Private sector involvement at the highest possible level appropriate to the research topic, and sufficient evidence of commitment.
- How essential is non-ICPC Third Country participation, if any, to the objectives of the research training programme?
- Networking and dissemination of best practice among partners. Where appropriate, clarity of the plan for organising training events (e.g. workshops, conferences, training courses).
- Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, composition of supervisory board including involvement of the private sector); also working conditions, transparency of recruitment process and career development *

Explanatory note:
* 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'.

In the separate tables provided for in section B7, please describe **the capacities of each host institution** (both full network members and associated partners, if any) in terms of research expertise, human resources, facilities and infrastructure to demonstrate that each network team has sufficient resources to host and/or offer a suitable environment for training and transfer of knowledge to recruited *early-stage* and *experienced researchers* (half a page maximum per participant). Each team should supply information on the **key scientific staff** who will be involved in the research, training and supervision, their individual expertise and the foreseen extent of involvement (in percentage of full time employment).

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

Section B4 should be used to provide an **overview of the work plan** showing milestones (see table B.4.1 below) foreseen deliverables (see table B.4.2 below), and task distribution and schedule, including a separate secondments table (see table B.4.3 below). The schedule should be in terms of number of months elapsed from the start of the network programme.

Describe the research environment into which the recruited fellows will be integrated and describe their access to those resources outlined in section B7.

Describe in practical terms how the teams complement each other and how **possible synergies** will be exploited to benefit the research training programme. Highlight the involvement of **participants from different sectors** (academia, private sector, other socio-economic actors, where relevant) and provide details on the nature of the collaborations.

Describe clearly the **level of private sector participation** (and of other socio-economic actors, where relevant) in the network. Ensure that the private sector involvement is at the highest possible level in function of the training programme and the research discipline.

Provide clear **evidence of the commitment of associated partners** to be involved (a letter included within the PDF file of part B, section B9).

If one or more of the network teams is based in an ***Other Third Country*** which is not an ICPC or in an **international organisation**, special care must be taken in the proposal to justify why the involvement of this team is essential to the success of the research training programme. Only in exceptional cases will these organisations receive EU funding.

Present meaningful evidence of a networking strategy for the dissemination of best practice among consortium members. Outline the timing and the content of the planned training events in association with the Gantt chart under section B.8.

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

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

Describe the composition and function of the **supervisory board**.

The proposal should contain information on the **recruitment strategy** so as to meet the requirement of competitive international recruitment and to promote equal opportunities. Information on conditions of employment should also be outlined. Explain how you intend to act in line with the principles of the European Charter for Researchers and the Code of Conduct for their recruitment. Describe how you intend to ensure a gender balance, both at the level of recruitment and that of decision-making within the project.

Where appropriate, describe the approach to be taken regarding any **intellectual property** that may arise from the research activities of the network.

Table B.4.1 List of Milestones

Milestones are check points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, particularly if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for the next phase of the project.

List of Milestones				
Work Package	**Milestone No.**	**Milestone[1]**	**Lead Beneficiary**	**Month[2]**

[1] Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

[2] Measured in months from the project start date (month 1).

Table B.4.2 Deliverables List

List of Deliverables						
Work Package [1]	**Deliver. No.**	**Deliverable**	**Lead Beneficiary**	**Nature** [2]	**Dissemination**[3]	**Month** [4]

Table B.4.3 List of Secondments

List of Secondments				
Fellow No.	**Host Beneficiary**	**Place of Secondment**	**Length of Secondment**	**Purpose**

B.5 IMPACT (maximum 4 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1). Be aware that this section is particularly important given its policy implications (impact is the second criterion in case of *ex-aequo* proposals).

- Contribution of the proposed training programme to: * structuring training at doctoral level with the acquisition of key skills needed in both the public and private sectors; improving career prospects and employability of researchers, including ERs where appropriate; stimulating creativity and entrepreneurial mindset of researchers at doctoral level;
- Contribution of the training programme to the policy objective of structuring the initial research training capacity at the European level (through establishing longer term collaborations and /or lasting structured training programmes between the partners' organisations);
- The contribution of the training programme towards the policy objective of enhancing public-private sector collaborations in terms of research training;
- Where appropriate, mutual recognition by all partners of the training acquired, including training periods in the private sector; *
- Where appropriate, plans for exploitation of results
- Impact of the proposed outreach activities.*

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

1 Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

2 Please indicate the nature of the deliverable using one of the following codes:
R = Report, **P** = Publication, **E** = Events, **O** = Other

3 Please indicate the dissemination level using one of the following codes:
PU = Public
RE = Restricted to a group specified by the consortium (including the Commission Services).
CO = Confidential, only for members of the consortium (including the Commission Services).

4 Measured in months from the project start date (month 1).

Explanatory note:

The chapter outlining the impact of the project should allow experts to assess the **immediate and longer-term benefits** of the proposed research training programme **at the level of the individual researchers.** Please specify how the training programme is expected to enhance the researchers' capacity to progress in research, their capabilities to work and/or communicate across disciplines and public and private sectors and develop towards an independent research career. Also specify how the proposed research training programme will seek to **foster creativity and the entrepreneurial skills** of the recruited fellows.

Describe how the proposed programme addresses the policy objective of structuring initial research training capacity at the European level and between **the participating institutions. Highlight the unique, innovative aspects of the proposal in the light of research training already available in this field.** The proposal should provide information on the benefits of the research training collaboration for the institutions involved. More specifically, it should outline how the proposed programme will enhance existing and/or create new collaborations in the chosen area of research training.

The proposal should provide information on the benefits of the project **to enhance the collaboration between the public and private sector** and in terms of addressing the training needs of new researchers. Highlight novel opportunities for scientific and training collaborations between the participating institutions (e.g. between academia and private sector). This could include, for example, formalising agreements of mutual recognition of training modules by all partners, including the private sector.

Where appropriate, the practical steps the network would take to ensure effective **dissemination and exploitation of the results** of the joint research training programme, both during the project duration and after completion of the grant agreement, as well as their exploitation should be outlined.

In order to promote communication between the scientific community and the general public and to increase awareness of science, **various outreach activities should be outlined** in this section. For the planned outreach activities (see examples below) their expected impact should be explained in the proposal. It is expected that each recruited fellow will contribute to at least one outreach activity per year (outreach activities should also be included in the Gantt chart in section B8).

OUTREACH ACTIVITIES WITHIN MARIE CURIE ITN 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 the Marie Curie Actions. Each consortium is invited to submit an Outreach Activities Plan as part of their proposal. The type of outreach activities is freely chosen by the consortium 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"** which notes that "[r]esearchers 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 Ambassadors:** recruited fellows visit schools, universities, community organisations, etc. and promote their research field or assist teachers in preparing and delivering teaching materials.

• **Workshop Day:** An ITN 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 recruited fellows about their current research activities or wider scientific issues; the recruited fellows prepare specific activities, lectures and experiments.

• **ITN Project Open Day:** Students and the general public visit the research institutions or labs and receive first-hand experience or lectures.

• **Public talks, TV Talks, Podcasts and Articles in Newspapers:** recruited 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:** recruited 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:** recruited fellows make video-clips to be released on the internet, in spaces open to the public at large.

STOP PAGE COUNT – MAX 30 PAGES

B.6 ETHICS ISSUES

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) and 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 Ethical Review)

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

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

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

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

	Research Involving ICPC Countries[1]	YES	Page
	Is the proposed research (or parts of it) going to take place in one or more of the ICP Countries?		
	Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc): a) Collected in any of the ICP countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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

1 In accordance with Article 12(1) of the Rules for Participation in FP7, 'International Cooperation Partner Country (ICPC) means a third country which the Commission classifies as a low-income (L), lower-middle-income (LM) or upper-middle-income (UM) country. The list of countries is given in annex 1 of the work programme. Countries associated to the 7th Framework Programme do not qualify as ICP Countries and therefore do not appear in this list.

B.7 CAPACITIES OF THE HOST

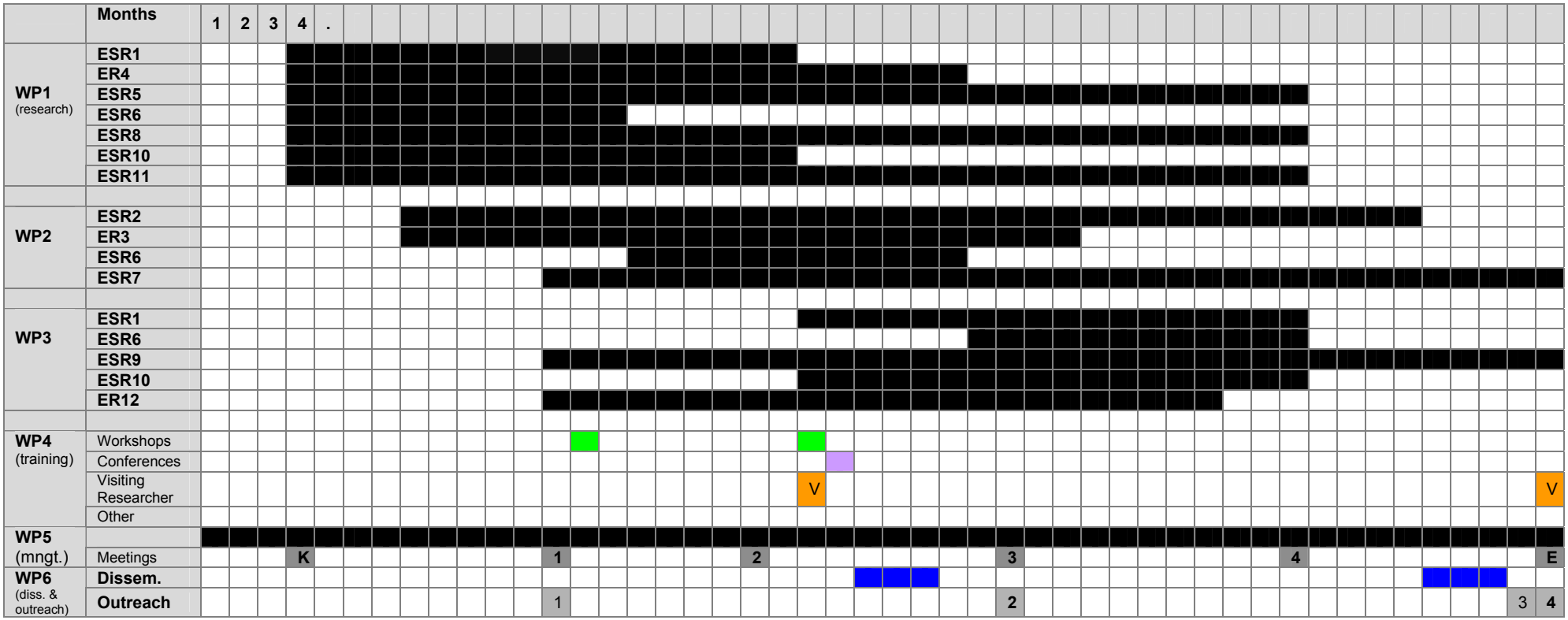
For instructions on completing the tables, please see section B4 above.

(1 table per partner – maximum half a page per table)

Full Partner X	
General Description	
Supervisors and Expertise	(Including names, qualifications and supervision experience)
Key Facilities and Infrastructure	
Previous Training Programmes and Research	
Publications	(Max 3)

Associated Partner Y	
General description	
Key Persons and Expertise	
Key facilities and infrastructure	
Previous Training Programmes and Research	
Publications	

B.8 GANTT CHART (example)
Organized per Work Package and reflecting ESRs and ERs, Recruitments, Visiting Researchers, Management and Dissemination / Outreach Activities



K = Kick-off meeting

E = End of project

ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Initial Training Networks (ITN)
Call: FP7-PEOPLE-2012-ITN

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[Multi-Partner ITN] [IDP] [EID]
[delete as appropriate]