GUIDE FOR APPLICANTS

Marie Curie Actions

People

Call identifier FP7-PEOPLE-2011-IAPP

Industry-Academia Partnerships and Pathways

Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
http://cordis.europa.eu/
http://ec.europa.eu/research/participants/portal/ (select tab "FP7 calls")

July 2010

About this Guide

This is version number 4 of the FP7 Guide for Applicants for calls using single-stage submission procedures.

The main part of this Guide (sections 1 and 3 to 5) is common to all such calls. Information specific to this call is found in section 2 and the annexes.

This version contains a number of clarifications and amendments, the most important of which are:

- Additional guidance on page limits (annex 4)
- Revised guidance on ethics (annex 4)

Please note: This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS and Participant Portal web-sites. The Guide does not in itself have legal value, and thus does not supersede those documents.

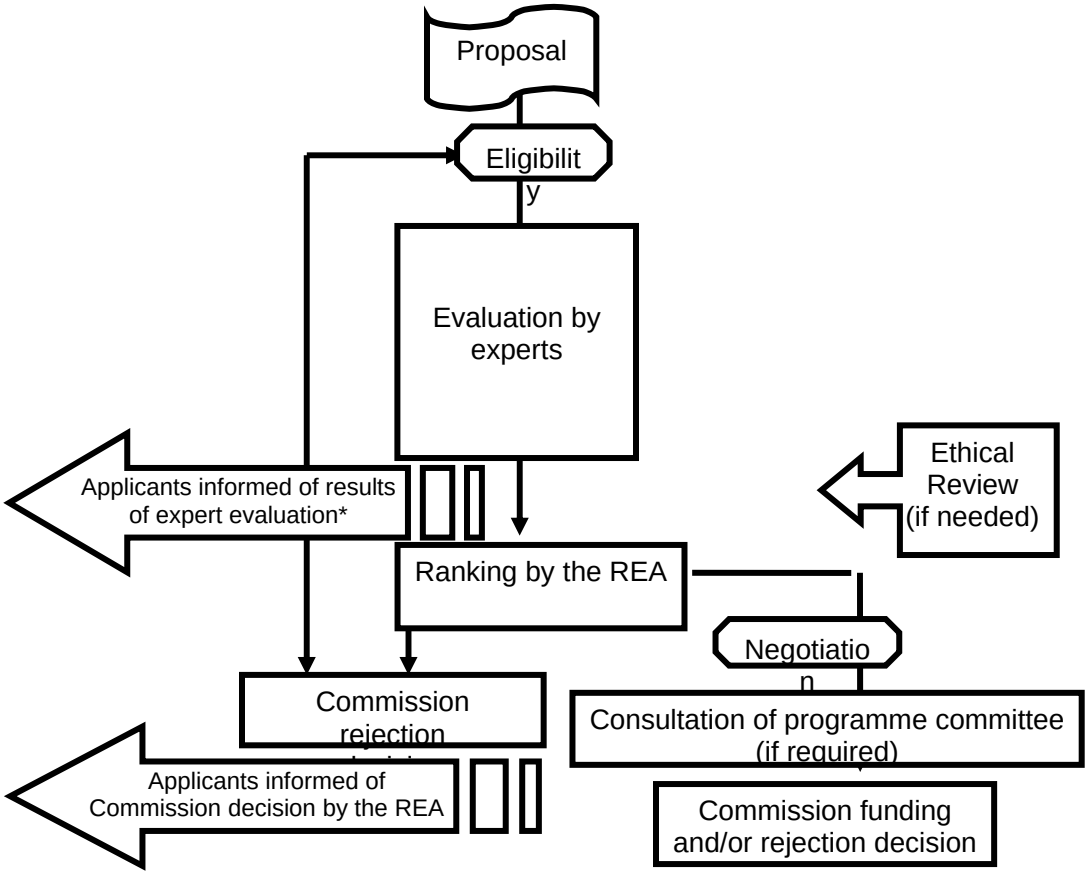
Contents

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission and its Research Executive Agency. Proposals describe planned research activities, information on who will carry them out, and how much they will cost. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The Research Executive Agency evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

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

The sequence of steps is summarised in this flow chart:



This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal. It is important that you have the correct document! Not only are there different Guides for different calls, there may also be different Guides for other funding schemes within the same call.

You must also refer to the **"People" 2011 Work Programme.** This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the Community contribution and the evaluation criteria. Work programmes are revised each year, so make sure you refer to the 2011 version for preparing your proposal.

> *Please check that this is the right guide for you by consulting the work programme, the **call fiche** (both posted on CORDIS), and the description of the funding scheme in the next section.*

This Guide and the work programme are essential reading. However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which are available on the Commission's CORDIS web site (see Annex 1 to this guide) and on the Participant Portal: http://ec.europa.eu/research/participants/portal.

2. About the Marie Curie Industry-Academia Partnerships and Pathways (IAPP)

2.1 General

Topic of a 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 EC Treaty are eligible for funding (except areas of research covered by the EURATOM Treaty).
Industry-Academia Partnerships and Pathways (IAPP) proposals support human resources interactions within cooperation programmes between at least two organisations, one from the non-commercial sector (academia) and one from the commercial sector (industry) and from at least two different Member States or associated countries. All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme. (See Annex 4/B.7 of this Guide).

Concept of Panels

For practical organisational reasons, proposals will be classified 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). 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 in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule the budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.
To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this document.

2.2 Industry-Academia Partnerships and Pathways

Purpose

The IAPP action seeks to enhance industry-academia cooperation in terms of research training, career development and knowledge sharing, in particular with SMEs, and including traditional manufacturing industries. It is based on longer term cooperation programmes with a high potential for increasing mutual understanding of the different cultural settings and skill requirements of both the industrial and academic sectors.

Participation

Participants under this action are one or more research organisations (e.g. universities/research centres) and one or more commercial enterprises, in particular SMEs, that propose a project based on a joint cooperation programme. Within this action, the commercial partners must be companies gaining the majority of their revenue through competitive means with exposure to commercial markets, and will include incubators, start-ups and spin-offs, venture capital companies, etc. There must be at least one participant from each of the two sectors and from at least two different

Member States or associated countries. Above this minimum, the participation of *Other third countries* is possible under the conditions provided by the FP7 Rules for Participation. The participants recruit and/or host eligible researchers and contribute directly to the implementation of longer-term cooperation programmes established between them in line with the objectives of this action.

Size and composition of networks

A project under this scheme is realised by a strategic partnership of **at least one participant from academia/the non-commercial sector and at least one participant from the commercial sector** coming from **at least 2 different Member States and/or associated countries.**
There is no predefined maximum number of participants. However under similar schemes in the past the most common number of participants was 2-3. Largest projects ranged from 4 to 6 participants. Past experience has shown that this is a manageable size.

Duration

The usual duration of funding for IAPP is 48 months from the start date of the grant agreement.

2.3 IAPP eligibility criteria

Eligible organisations

Two factors are important for determining whether a consortium fulfils the minimum conditions for taking part in the Marie Curie IAPP action: 1) the types of organisations involved (requirement for both **non-commercial and commercial sector**), and 2) the countries in which the organisations are located (at least 2 Member States or Associated Countries).

Types of organisations

The scheme aims at encouraging the cross-sectoral transfer of knowledge between non-commercial and commercial organisations active in research with the possibility to have more than one partner in both sectors.
Commercial sector partners must be 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.
They may range in size from the smallest micro-companies with a research capability to very large multinational enterprises.
Examples of non-commercial and commercial sector organisations are given below. Note that the list is non-exhaustive:

Non-commercial

- National organisations (e.g. universities, public non-commercial research centres etc.);
- 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;
- Other international organisations (e.g. WHO, UNESCO, etc.: funding subject to certain conditions – see below).

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

Commercial

- Commercial enterprises (those of small and medium size/SMEs, spin offs, start ups are particularly encouraged);
- National organisations (if operating on a commercial basis).

An IAPP project can be **coordinated by a partner from either of the two sectors** (commercial or non-commercial).

A commercial sector partner willing to be the coordinator of the project is invited to check its financial viability at: ftp://ftp.cordis.europa.eu/pub/fp7/docs/financial-viability-checktool-v3.xls.
For information on the rules on the legal and financial viability of beneficiaries, you may check the "Rules to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities": ftp://ftp.cordis.europa.eu/pub/fp7/docs/rules-verif_en.pdf

Eligible country groups and their role in IAPP partnerships

For the purposes of the Marie Curie Industry-Academia Partnerships and Pathways scheme three categories of countries can be distinguished:

- EU Member States (MS)
- Associated Countries (AC)
- Other Third Countries (OTC) - countries which are neither EU Member States nor third countries associated to FP7 (Associated Countries).

OTC can be divided in two sub-categories:

- *International Cooperation Partner Countries (ICPC)*
- *High-income Countries* – countries not included in the ICPC list and not associated to FP7

For full lists of MS, AC and OTC please see pages 23-24 of this guide.

2.4 Typical set-up of an IAPP

Rules for funding of IAPP partners

- ***EU Member States, Associated Countries and International European Interest Organisations***

The basic rule of at least two different MS or AC must be fulfilled in all consortia. Organisations active in research located in EU Member States (MS) or Associated Countries (AC) which have signed up for participation in FP7, as well as in International European Interest Organisations (IEIO) are eligible for funding according to this definition of minimum numbers of participants.
It should be noted that when determining whether the minimum conditions for participation in an IAPP 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 in an IAPP together with a commercial company established in 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 at least 1 non-commercial and 1 commercial organisation established in 2 different MS/AC is fulfilled.*

The possible set-up of an IAPP is summarized in the table below.

Country of participant(s)
Minimum: 2 different countries: MS/AC Additional participants: from anywhere in the world (MS, AC, OTC*) *However, High-income OTC participants can only be funded if funding is provided for in a special agreement between the country and the EU, or in very exceptional cases if funding is essential for the project
Type of participant(s)
Minimum: 1 from each sector: 1 Commercial + 1 Non-commercial

- ***Other Third Countries (OTC)***

Other than the Member States or Associated Countries, there is the possibility for institutional participation also from other countries. Legal entities established in Other Third Countries (OTC) are eligible to participate over and above the minimum number of Member States and Associated Countries in an IAPP, i.e. their participation must be in addition to the basic rule of at least two different MS or AC.

> Example: *In preparing an IAPP application, a UK company (MS) wants to team up with a South African University (ICPC). For eligibility a second Member State or Associated Country partner must be found first to make an eligible consortium and only afterwards can the ICPC partner be added. A consortium of the UK company (MS), an Icelandic university (AC) plus the South African university (OTC-ICPC) would be eligible. Being established in an ICPC the South African partner would be fully funded according to the Marie Curie rules.*

International Cooperation Partner Countries (ICPC)

Legal entities established in an FP7 International Cooperation Partner Country (**ICPC**) are eligible for funding above the minimum number of Member States and Associated Countries in IAPP.

High-Income OTC

An EU financial contribution may be granted to international organisations (other than IEIOs) and to legal entities established in a high-income 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. **High-income OTCs** such as the USA, Canada, Australia, Japan, Singapore etc. **and international organisations would be expected to fund their own**

participation since they are not normally considered for EU funding.
The budget in the IAPP action is calculated on the basis of *incoming* researchers, i.e. the researchers recruited and/or *received* in secondment by each host organisation. Thus only researchers hosted in *funded* partners contribute towards the IAPP budget total. Since High-income OTC organisations are normally not funded, the incoming researchers hosted in these organisations would not have an associated EU budget. In practice this means that High-income OTC institutions could second researchers to partners in Members States and Associated Countries and these researchers would be paid (according to the Marie Curie rules) from the budget allocated to the MS/AC hosting organisations. However, researchers being hosted at High-income OTC partners would have to be paid for with OTC funding (according to the Marie Curie rules), as would their associated research costs.

> Example: *An IAPP consortium is composed of an Italian engineering company (MS), a Spanish university (MS) and an American SME (*High-income *OTC) without funding. The project aims to exchange staff between Spain and the US, and between Spain and Italy. The proposal is eligible in terms of numbers of participants and representation of the two sectors. In terms of funding all researchers hosted in Italy and Spain would be fully funded, regardless of their origin. However, the US company would have to fund the Spanish university staff it hosts. Thus, while no direct funding is provided to the US company it will benefit from the scientific interaction and transfer-of-knowledge and could be invited to take part in partnership events, paid for from the EC budget of the hosting partner(s).*

- ***Multinational companies***

For multinational companies with research premises within and outside Europe the location of the research institute (legal entity) which would take part in the project would determine the eligibility and funding possibilities. For example the Belgian subsidiary of an American multinational company could apply within a consortium and be funded on the same terms as any other MS/AC/ICPC participant. If the same multinational applies with one of its research sites based in the USA, this participation must be over and above the minimum number of MS/AC participants.
Since the USA is a High-income OTC, funding would not normally be awarded.

Composition of IAPP partnership

> *Example 1:*
> *An IAPP composed of a mid-sized commercial sector company engaged in pharmaceutical research from Bulgaria (MS) and a university institute from Israel (AC) is eligible. Similarly an IAPP composed of 2 Associated Countries, such as an SME in Norway with a non-commercial sector institute in Turkey would be eligible.*
>
> *Example 2:*
> *An IAPP composed of three non-commercial sector research centres (2 universities and a Max Planck Institute) established in Italy (MS), Norway (AC), and Germany (MS), together with 2 companies in France (MS) and Turkey (AC) is eligible*

Eligible researchers

The eligibility criteria for researchers in an IAPP vary according to the type of appointment (secondment or recruitment).
Overall they relate to:

- Qualifications and level of experience of the researcher
- Mobility requirements

Newly recruited researchers can be of any nationality. They must comply with the mobility requirement (described on the page 12) at the time of recruitment by the host organisation.

Seconded staff members must have been active in the seconding institute for at least 12 months prior to the secondment.

There are two main categories of researchers: **early-stage researchers (ESRs) and experienced researchers (ERs):**

Definition: ***Early-stage researchers*** *must be, at the time of recruitment or secondment, 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..*

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

The clock starts ticking once a researcher, having obtained a diploma that gives access to doctoral studies in the country in which the diploma was obtained or in the host country, starts working in research. In the event that a researcher has taken a break from their research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts again once they resume their research career. By definition an early stage researcher does not have a PhD.

The actual level of experience for a researcher is **determined at the time of secondment to a partner in the project or his/her recruitment.**

Example A: *Early-stage researcher*
A researcher has been working full time in research for 3 years since obtaining a degree that gives access to doctoral studies and does not have a doctoral degree. (S)he is considered an early-stage researcher.

Example B: *Early-stage researcher*
A medical doctor graduated 6 years ago. The researcher does not have a PhD and has been working in research since graduation only for a full-time equivalent of 2 years. (S)he is also considered an early-stage researcher.

Example C: *Experienced researcher*
Three years after obtaining an undergraduate degree, a researcher obtained his PhD in 2005. The researcher has not been working in research ever since and has a total full time research experience of only 3 years but because of his PhD he is considered an experienced researcher.

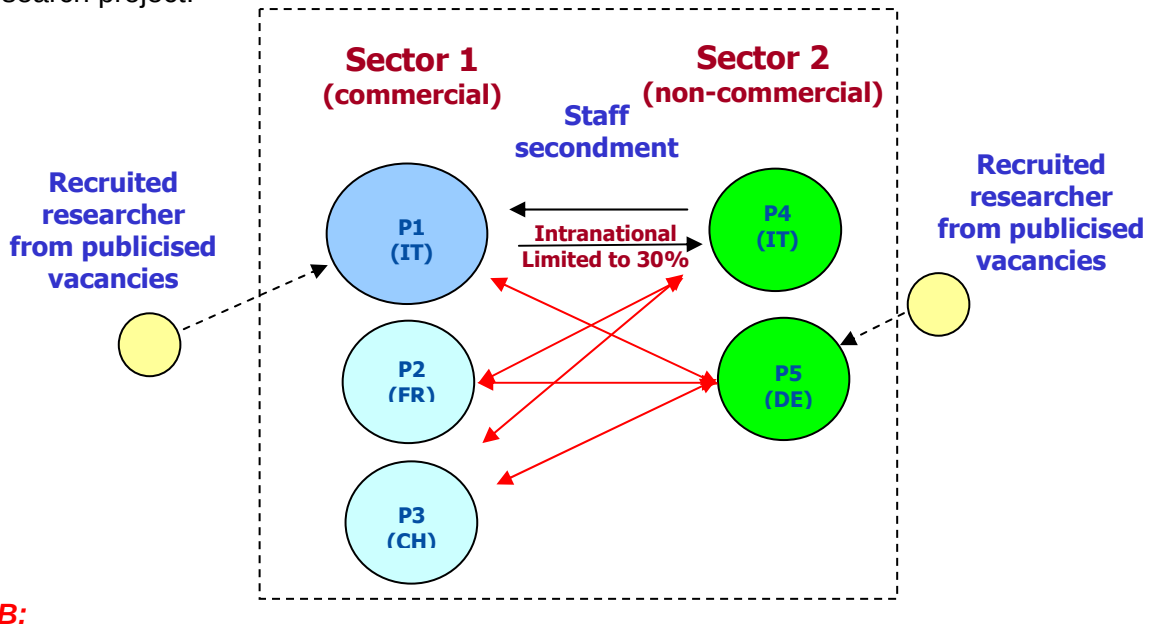
Example D *Experienced researcher*
A medical doctor graduated 6 years ago and has been working full time since graduation in research. The researcher does not have a PhD but is considered an experienced researcher by virtue of his/her 4+ years of full time research experience.

The level of salary of each researcher will be determined according to the table in section 2.6 of this document. Please note that for experienced researchers there are two brackets depending on the full-time research experience (<10 years; >10 years).

2.5 Typical Activities of an IAPP

The participants propose a joint research project as the common basis for their collaboration. All participants will sign the grant agreement with the REA and one of the participants will act as the coordinator.
The joint research project should be designed to exploit complementary expertise of the participants and to create synergies between them. In addition to advancing research knowledge in a particular area, IAPP projects are also expected to create additional benefits for the participants in terms of transfer of knowledge. These research and transfer of knowledge goals are mutually overlapping and complementary. In each consortium, staff **secondment is compulsory while new recruitment is optional** and must be justified.

In theory, each secondment would be expected to benefit either the secondee, who would acquire new knowledge and bring it back to the sending organisation, or the host organisation, which would acquire new knowledge from the secondee. In practice the two types of benefit overlap to a considerable extent and it is most likely that both secondee and the two organisations involved would benefit mutually from the interaction. The aims of recruitment would be to bring new knowledge into the host organisation in order to benefit both local staff development and the IAPP research project.



NB:
All staff exchanges must be between the non-commercial and commercial sector. Secondments within the same sector are not eligible for funding under IAPP scheme.

Secondment

Qualifications and level of research experience

Exchange of research staff can be for **early-stage researchers or experienced researchers** (see definition in the previous section).
To be eligible for secondment, **staff members of a participant must have been active (work, studies, etc.) continuously for at least one year** (full-time equivalent) at the sending institution – immediately prior to secondment. The idea behind this rule is that to be an effective vector of cooperation between the participating organisations active in research, the seconded researcher must know the sending institution sufficiently well to understand the "bigger picture" i.e. the reasons why the sending institution wants to collaborate with the other sector.

Example:
A Spanish university social sciences department wants to send a second-year

postgraduate researcher to their industry partner (a census company) to learn a state of the art technique. The postgraduate researcher is eligible because she has been working at the university contractor for more than a year at the time of the secondment (i.e. her first day at work in the hosting organisation). The type of contractual relationship she normally has (fellowship, studentship, employment contract) with the university is not important, only the fact that the University was her place of work for at least 12 months prior to secondment. At the end of the secondment, the Spanish university will have to reintegrate her for at least one year and pay her salary from a budget other than the IAPP grant.

Note in addition that in duly justified cases **exchange of staff can also include technical and research managerial staff.** Such staff will be paid according to their level of professional experience and are eligible if they are involved in research activities.

Example: *A technical staff member of an industrial participant of an IAPP joined the company 15 months previously and is actively involved in the technical aspects of the applied research project (running and ensuring accurate calibration of specialist equipment). She is not a researcher per se but the academic partner would greatly benefit from her experience in learning how to run the technical equipment and therefore 2 short secondments to the academic partner are foreseen in the proposal. She can be seconded to the academic partner within the IAPP project and would be assimilated as an early stage researcher, or one of the two levels of experienced researcher, depending on her level of professional experience.*

Recruitment

Qualifications and level of research experience

Newly recruited staff from outside the partnership must be **experienced researchers**.

Example:
The Portuguese university department in an IAPP partnership has 2 vacancies for newly recruited staff. They want to hire an Italian postdoc' and a Norwegian postgraduate. The Italian is eligible because she has 12 years of research experience but the Norwegian has only 3 years of full time research experience and no PhD and so is not eligible to be newly recruited in an IAPP.

Mobility requirements

Trans-national mobility

To ensure the European character of an IAPP project, researchers to be newly recruited are required to undertake trans-national mobility when taking up their appointment. At the time of the relevant deadline for submission of proposals, or recruitment by the host organisation, depending on the action, 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.

This also applies to nationals of countries outside the EU and Associated Countries, who can be freely recruited within IAPP projects as long as the transnational mobility rule is respected.

Example: A Japanese postdoctoral researcher currently working in Japan applies for a vacant position with the Hungarian industrial partner of an IAPP.

The researcher has not lived in the host country (Hungary) for more than 12 of the last 36 months – therefore she is eligible to be recruited.

Example: A Ukrainian postdoctoral researcher has been carrying out research in Poland for the last 2 years. She would be eligible to be appointed to an IAPP partner as long as it is not located in Poland.

Recruitment by IEIOs (International European Interest Organisations) or other International Organisations

As far as international European interest organisations or international organisations are concerned, the transnational 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 the reference deadline for submission of proposals or recruitment by the host organisation in the same appointing organisation:

Example: An IAPP consortium consists of the European Molecular Biology Laboratory (EMBL) collaborating with a small biotechnology company in Austria. A German postdoctoral researcher who has lived and studied in Germany (outside EMBL) for the past 4 years is eligible to be recruited in the team of the EMBL partner because EMBL is an International European Interest Organisation.

Conditions of appointment

Host organisations will be expected to provide reasonable assistance to the researchers in all administrative procedures required by the relevant authorities both for recruitments and secondments, such as visas and work permits.

Equal opportunities – the host organisations must demonstrate their commitment to ensuring that recruitment is based on merit and that there is no overt or covert discrimination based on race, sex, sexual orientation, religion or belief, disability or age in the selection procedures.

Split Stays

Secondments may be split into several stays not exceeding 24 months in total and not going beyond the project duration. The periods can be spread throughout the duration of the project but in all cases they must add up to the minimum of 2 months required for secondments under this action.

The splits must be justified (e.g. for family reasons of the researcher) or be considered beneficial for the transfer of knowledge activities. The possibility must be clearly addressed in the proposal and integrated in the work plan.

New recruitments should typically be full-time and a minimum of 12 months long. Only in exceptional circumstances would split stays or part time working be considered.

Part-time work

In principle, researchers must work full-time on the project. Exceptionally, part-time work and the corresponding extension of the secondment duration can be accepted (e.g. for family reasons) if this does not interfere with the execution of the project, and it remains within the limit of the EC contribution and the overall grant agreement length.

2.6 Financial regime

The financial support for Marie Curie Industry-Academia Partnerships and Pathways project is calculated on the basis of eligible activities and takes the form of grants covering up to 100% of the budget.

The information given in the part A of the proposal (form A4) serves as a basis for the REA to estimate the budget of your project. Thus data should be carefully filled in and consistent with the information given in the part B of the proposal.

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 are associated to:

- Eligible expenses for the activities carried out by the researchers or seconded staff members.
- Eligible expenses for the activities carried out by the host organisations.

Expenses for the activities carried out by the researchers

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 on the next page.

This amount is then adjusted, applying a correction factor for the cost of living according to the country in which the researcher will be appointed. **The correction factors are indicated in Table 3.2 in Annex 3 to the work programme.** For each eligible researcher, the host organisation can opt between seconding/recruiting him/her under an employment contract with full social security coverage (including all compulsory deductions under national legislation in the context of the project), or a fixed-amount fellowship with minimum social security.

As a general rule researchers should be appointed under an employment contract except in adequately documented cases (such as for short stays or where the researcher continues to **receive their usual salary from the home organisation during secondment**) or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the researcher must be seconded under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

Newly recruited experienced researchers must be appointed under employment contracts only.

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

In all cases, the hosts must ensure that the researcher is covered under the social security scheme which is applied to employees in the country of the beneficiary host organisation, or under a social security scheme providing an adequate protection in terms of level and scope;

provided that the social security scheme covers the researcher at any place of the implementation of the knowledge sharing and inter sector mobility activities.

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

Type	Researcher Categories	A. Employment contract (€/year)	B. Fixed-amount fellowship (€/year)
Secondment	**Early stage researchers**	**38 000**	**19 000**
	Experienced researchers (< 10 years experience)	**58 500**	**29 250**
	Experienced researchers (>10 years experience)	**87 500**	**43 750**
Recruitment	**Experienced researchers (< 10 years experience)**	**58 500**	**29 250**
	Experienced researchers (>10 years experience)	**87 500**	**43 750**

These amounts include the provisions for all compulsory deductions under national applicable legislation and represent an increase of roughly 3.7% over the 2010 levels, reflecting the average inflation in the EU during the intervening period as published by EUROSTAT.

> ***Important notice: 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 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 as long as these funds come from the host's own resources and not through third-party funding for the same project.*

The various rates resulting from Tables 3.1 to 3.3 of the work programme are for researchers devoting themselves to their project on a full-time basis (pro-rata for parts of years). 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, the rates will apply proportionally without the possibility that the total amounts will exceed those that apply for full-time equivalent periods. The same principle will also apply in case of split of a project into several distinct 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. As with the living allowance, a correction factor for the cost of living of the country of execution of the project is

applied (see Table 3.2 in Annex 3 to the Work Programme).

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

- **€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

Flat rate of € **1800** per researcher-month managed by the host organisations to contribute to expenses related to the participation of researchers in training activities; expenses related to research costs; execution of the training/partnership project and contribution to the expenses related to the coordination between participants.

Category 4: Management activities

This is 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 *maximum of **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 6: Small equipment (for SMEs only)

Participating SMEs can charge small equipment expenses to the project up to a *maximum of **10%** of the total contribution to the SME participant,* provided that they are

- duly justified for the project in the proposal stage
- based on real costs
- with prior agreement during negotiation.

The maximum amount of the grant will be fixed in the grant agreement during the negotiation, provided that the need for the equipment purchase was indicated in the original proposal.

How do I estimate the EU contribution?

Applicants are not required to calculate the amount of the estimated EC contribution. This will be automatically calculated from the information contained in the A4 form of the proposal (it is very important to fill this table with correct information on researcher-months per category that should be the same as that reported in Part B of the proposal), using the rates, allowances and coefficients given in Annex 3 of the work programme. If the proposal is selected for funding, the EU contribution will be estimated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

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 help understand the way the contributions are calculated.

EXAMPLE

Participant 1: *A university laboratory of solid state physics and magnetism in Szczecin, Poland runs an IAPP project with* ***Participant 2:*** *an SME in Israel.*
Within the framework of this partnership the following activities are planned:

Secondments:

- ***A.*** *4 staff members of the Polish laboratory (single, experienced researchers with <10 years of research experience) plan to visit the Israeli SME for 3 months each to transfer their knowledge. This should be recorded in the A4 form of the proposal as 12 secondment months for the* ***hosting*** *participant (Participant 2 - Israel).*
- ***B.*** *4 staff members of the Israeli SME (married, experienced researchers with >10 years research experience) plan to visit the Polish laboratory for 2 months each in order to acquire knowledge and transfer it back to Israel**.** This should be recorded in the A4 form as 8 secondment months for the* ***hosting*** *participant (Participant 1 - Poland).*
- ***C.*** *Also, the Polish laboratory will send 2 postgraduates (single, early-stage researchers) for a summer placement to the Israeli SME for 2 months each. This should be recorded in the A4 form as 4 secondment months for the* ***hosting*** *participant (Participant 2- Israel).*
- ***D.*** *A project engineer of the Israeli SME will be seconded to the Polish laboratory to be trained how to build and operate an experimental setup, and to transfer that knowledge back to the company. She is married and qualifies to be paid as an experienced researcher with <10 years of research experience. Over the course of the project, she will spend 12 months in Poland, which should be recorded in the A4 form as secondment months for the* ***hosting*** *participant (Participant 1 – Poland).*

Recruitments:

- ***E.*** *Additionally both the Polish University and the Israeli SME plan to hire a postdoc (experienced researchers (<10 years), 1 single and 1 married) for 1 year each. This should be recorded in the A4 form as 12 recruitment months per* ***hosting*** *participant (Participant 1 – Poland and Participant 2 - Israel).*

Small equipment:

The Israeli SME proposes to buy a flow cryostat with a temperature controller unit, i.e. a relatively small piece of durable equipment that is however necessary and part of the experimental setup that will be extensively used to carry out the work proposed in the project.

The requested number of researchers and researcher months would be summarized as follows in the application form A4:

	Secondments						***Newly recruited researchers***			
	Early-Stage Researchers (0-4 years)		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***	
	Researcher-months	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*
1 (PL)	*0*	*0*	*12*	*1*	*8*	*4*	*12*	*1*	*0*	*0*
2 (IL)	*4*	*2*	*12*	*4*	*0*	*0*	*12*	*1*	*0*	*0*
Total	*4*	*2*	*24*	*5*	*8*	*4*	*24*	*2*	*0*	*0*

Budget estimation

For the calculation of the maximum EU contribution, a distinction is made between the *direct costs* (these are the costs listed in section 2.6 in the cost categories 1 to 4, and for the SME in category 6) and the *indirect costs* (the contribution to the overheads - category 5).

Expenses for the benefit of the Researchers

Category 1 Living allowances:

In this example we assume that employment contracts will be used both for the recruitments and the secondments except for the 2 postgraduates to be sent to the SME for a 2 month summer placement who will receive fixed-amount fellowships to cover additional expenses, as these short visits do not interrupt their normal funding.

The monthly salary-level for each of the researchers is determined according to the table given in section 2.5.1 as follows:

Researchers A, D and E: 4 experienced researchers (<10 years) going from Participant 1 (Poland) to Participant 2 (Israel) for 3 months each, 1 technical staff member qualified to be paid as an experienced researcher going from Participant 2 (Israel) to Participant 1 (Poland) and 2 post-docs recruited by the participants for 1 year each:

- Monthly salary (Employment contract): 58500€/12

Researchers B: 4 experienced researchers (>10 years) going from Participant 2 (Israel) to Participant 1 (Poland) for 2 months each:

- Monthly salary (Employment contract): 87500€/12

Researchers C: 2 early-stage postgraduates from Participant 1 (Poland) to Participant 2 (Israel) for a 2 months summer placement:

- Monthly salary (Fixed-amount fellowship): 19000€/12

Category 2 Mobility allowances:

Researchers A and C are single and have no children (entitled to 700€/month)

Researchers B and D have family obligations (entitled to 1000€/month).

Researchers E: Of the 2 post-docs to be recruited one is single and without children (entitled to 700€/month) and one has family obligations (entitled to 1000€/month).

Calculation of budget categories 1 & 2:

Participant 1 (Poland):

Researchers	Living allowance (1)	Mobility allowance (2)	Total 1+2 * correction coefficient[1]
SECONDMENTS	Researchers B: 4*2*(87500€/12) = **58 333.33 €** Researcher D: 1*12*(58500€/12) = **58 500€**	Researchers B: 4*2*1000€ = **8 000 €** Researcher D: 12*1000€ = 1**2 000€**	(58333.33+58500+8000+12000)*0.722 = **98 793.6€**
RECRUITMENTS	Researcher E: 1*12*(58500€/12) = **58 500€**	Researcher E: 12*700€ = **8 400€**	(58500+8400)*0.722 = **48 301.8€**
Subtotal			**147 095.4€**

Correction coefficient for Poland: 0.722 (see Table 3.2 in Annex 3 of the People Work programme)

Participant 2 (Israel):

Researchers	Living allowance (1)	Mobility allowance (2)	Total 1+2 * correction coefficient[1]
SECONDMENTS	Researchers A: 4*3*(58500€/12) = **58 500€** Researchers C: 2*2*(38000€/12) = **12 666.66€**	Researchers A: 4*3*700€ = **8 400€** Researchers C: 2*2*700€ = **2 800€**	(58500+12666.66+8400+2800)*1.07 = **88 132.3€**
RECRUITMENTS	Researcher E: 1*12*(58500€/12) = **58 500€**	Researcher E: 12*1000€ = **12 000€**	(58500+12000)*1.07 = **75 435€**
Subtotal			**163 567.3€**

Correction coefficient for Israel: 1.07 (see Table 3.2 in Annex 3 of the People Work programme)

Expenses for the benefit of the Host institutions

Category 3 Contribution to training expenses of eligible researchers and research/transfer of knowledge expenses:

The contribution to research/transfer of knowledge expenses is based on a fixed amount of 1800€/month per researcher month. For participants 1 and 2 in this example the contribution to these expenses will amount to:

Host	**3. Contribution to research/ transfer of knowledge expenses**	**TOTAL**
Participant 1 (Poland)	32*1800€	**57 600€**
Participant 2 (Israel)	28*1800€	**50 400€**
TOTAL		**108 000€**

In summary the estimated budget for the two participants for categories 1 to 3 would be:

Host	**Categories 1 to 3**
Participant 1 (Poland)	147 095.4€ + 57 600€ = **204 695.4€**
Participant 2 (Israel)	163 567.3€ + 50 400€ = **213 967.3€**
SUB TOTAL	**418 662.7 €**

To arrive at the total indicative EC contribution the management cost (max 10% of the EU contribution), the contribution to small equipment for SMEs (max 10% of EU contribution to the SME), and the overheads (10% of the direct costs) must be added to the amounts of this table.

Category 4 Management activities:

The total EU contribution for each partner is the basis for the calculation of the 10% management costs. In the initial budget estimation this maximum contribution can be calculated as 12.35% of the costs listed in categories 1 to 3 for Participant 1, and 12.35% of the costs listed in categories 1 to 3 *plus category 6* costs for Participant 2, as the latter asks for maximum funding of durable equipment at 10% of its total EU contribution.

Host	**4. Management**
Participant 1 (Poland)	(147 095.4€ + 57 600€)* 12.35% = **25 279.88€**
Participant 2 (Israel)	(163 567.3€ + 50 400€) ***** 12.35% = **26 424.96€**
SUB TOTAL	**51 704.84€**

Category 6 Small equipment for SMEs:

The contribution under this heading corresponds to a maximum of 10% of the budget allocated to the SME partner. This maximum contribution can be calculated as 12.83% of the costs listed in categories 1 to 3.

Host	5. Contribution to small equipment expenses	TOTAL
Participant 2 (Israel)	(163 567.3€ + 50 400€)*12.83%€	**27 452€**

Category 5 Contribution to the overheads

The contribution to overheads can be determined as 10% of the direct costs - can be calculated as

11.23% of the costs listed in categories 1+2+3+6:

	6. Overheads
Participant 1 (Poland)	204 695.4€ * 11.23% = **22 987.3€**
Participant 2 (Israel)	(213 967.3€ + 27 452€) * 11.23% = **27 111.4€**

The overall estimated EU contribution is summarised below:

Cost categories	**PARTICIPANT 1 (PL)** TOTAL (€)	**PARTICIPANT 2 (IL)** TOTAL (€)
1+2. Living and Mobility allowance	**147 095.4€**	**163 567.3€**
3. Contribution to the research / transfer of knowledge programme expenses	**57 600€**	**50 400€**
4. Management activities	**25 279.88€**	**26 424.96€**
5. Overheads	**22 987.3€**	**27 111.4€**
6. SME equipment	**0€**	**27 452€**
ESTIMATED CONTRIBUTION TO THE PARTNER	**252 962.58€**	**294 955.66€**

The total estimated EC contribution to this project thus adds up to **547 918.24€.**

3. How to apply

3.1 Turning your idea into an effective proposal

The coordinator

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

Focusing your planned work

> The work you set out in your proposal must correspond to Industry-Academia Partnerships and Pathways (IAPP) described in the Work Programme 2011.

Refer to part 2 to this Guide, and the work programme, to check all the **eligibility criteria** and any other additional conditions that apply.

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

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page - annex 1 to this Guide).

Please note that the Research Executive Agency will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Other sources of help

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

- The Commission's general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (EPSS).
- A further help desk providing assistance on intellectual property matters.
- Any other guidance documents or background information relating specifically to this call.
- Other services, including partner search facilities, provided via the CORDIS web site.

Who can participate?

There are certain minimum conditions that have to be met relating to participation from the EU and Associated countries. These conditions vary between funding scheme and may vary from call to call. See the call fiche for the conditions applicable to this call.

EU Member States

The EU Member States are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Associated Countries (AC)

The Associated Countries are:

Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey and Faroe Islands.

Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.

Other Third Countries (OTC)

The OTC are countries which 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)

The ICPC are a series of low-income, lower-middle income and upper-middle-income countries. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.
The list of ICPC is given in Annex 1 to the Work Programme and is reproduced for convenience on the next page.
Up-to-date information on the status of individual countries relative to the 7th Framework Programme for RTD is available at:
http://cordis.europa.eu/fp7/who_en.html#countries

High-income Third Countries

The High-income Third Countries are third countries not included in the ICPC list and not associated to FP7.

List of International Cooperation Partner Countries (ICPC)[1]

		Uganda	L	Lao People's	L	Morocco[2,3]	LM
		Zambia	L	Democratic Rep.		Palestinian-	LM
		Zimbabwe	L	Malaysia	UM	administered	
				Maldives	LM	areas[3]	
		- **CARIBBEAN**		Mongolia	L	Syrian Arab Rep.[3]	LM
		Barbados	UM	Nepal	L	Tunisia[2,3]	LM
		Belize	UM	Oman	UM		
ACP *		Cuba	LM	Pakistan	L	**WESTERN**	
		Dominica	UM	Philippines	LM	**BALKAN**	
- **AFRICAN**		Dominican Rep.	LM	Sri Lanka	LM	**COUNTRIES**	
Angola	LM	Grenada	UM	Thailand	LM	(WBC)	
Benin	L	Guyana	LM	Vietnam	L		
Botswana	UM	Haiti	L	Yemen	L		
Burkina-Faso	L	Jamaica	LM			Kosovo[4]	LM
Burundi	L	Saint Kitts and	UM	**EASTERN**			
Cameroon	LM	Nevis		**EUROPE**			
Cape Verde	LM	Saint Lucia	UM	**AND CENTRAL**		----------	
Central African	L	Saint Vincent	UM	**ASIA (EECA)**			
Republic		and Grenadines		Armenia[3]	LM	*In the 'Specific international cooperation actions', Africa can also be considered as a region on its own, while the Caribbean countries can also participate with Latin American and the Pacific countries with Asia.	
Chad	L	Suriname	LM	Azerbaijan[3]	LM		
Comoros	L	Trinidad and	UM	Belarus[3]	LM		
Congo (Republic)	LM	Tobago		Georgia[3]	LM		
Congo Dem. Rep.	L			Kazakhstan	LM		
		- **PACIFIC**		Kyrgyz Republic	L		
Côte d'Ivoire	L	Cook Islands	UM	Moldova[3]	LM		
Djibouti	LM	Timor Leste	L	Russia[2]**	UM		
Equatorial Guinea	UM	Fiji	LM	Tajikistan	L		
Eritrea	L	Kiribati	LM	Turkmenistan	LM		
Ethiopia	L	Marshall Islands	LM	Ukraine[2,3]	LM		
Gabon	UM	Micronesia,	LM	Uzbekistan	L	**For participation in the 'Specific international cooperation actions' each of Brazil, China, India and Russia may be considered individually as a region on its own. Thus, the required two or more partners can be located in these countries. However, in this case, at least two different partners from different provinces, oblasts, republics or states within Brazil, China, India or Russia are necessary.	
Gambia	L	Federal					
Ghana	L	States of		**LATIN AMERICA**			
Guinea	L	Nauru	UM	Argentina[2]	UM		
Guinea-Bissau	L	Niue	UM	Bolivia	LM		
Kenya	L	Palau	UM	Brazil[2]**	LM		
Lesotho	LM	Papua New	L	Chile[2]	UM		
Liberia	L	Guinea		Colombia	LM		
Madagascar	L	Samoa	LM	Costa Rica	UM		
Malawi	L	Solomon Islands	L	Ecuador	LM		
Mali	L	Tonga	LM	El Salvador	LM		
Mauritania	L	Tuvalu	LM	Guatemala	LM		
Mauritius	UM	Vanuatu	LM	Honduras	LM		
Mozambique	L			Mexico[2]	UM		
Namibia	LM	**ASIA**		Nicaragua	LM		
Niger	L	Afghanistan	L	Panama	UM		
Nigeria	L	Bangladesh	L	Paraguay	LM		
Rwanda	L	Bhutan	L	Peru	LM		
Sao Tome and Principe	L	Burma/Myanmar	L	Uruguay	UM	Income Groups: L – Low-Income LM – Lower-Middle Income UM – Upper-Middle Income	
		Cambodia	L	Venezuela	UM		
Senegal	L	China[2]**	LM				
Seychelles	UM	Democratic	L	**MEDITERRANEAN**			
Sierra Leone	L	People's Republic		**PARTNER**			
Somalia	L	of Korea		**COUNTRIES (MPC)**			
South Africa[2]	UM	India[2]**	L	Algeria[3]	LM		
Sudan	L	Indonesia	LM	Egypt[2,3]	LM		
Swaziland	LM	Iran	LM	Jordan3	LM		
Tanzania	L	Iraq	LM	Lebanon[3]	UM		
Togo	L			Libya[3]	UM		

1Legal entities established in countries against which the European Community under Articles 60 and 301 of the EC-Treaty has issued actions to interrupt or to reduce, in part or completely, economic relations, may only receive a financial contribution if it complies with these actions.

[2] Signed an agreement with the EC covering Science & Technology.

[3] These countries are also part of the European Neighbourhood Policy (ENP).

[4] As defined by UNSC resolution 1244 of 10 June 1999.

The following may receive EU funding in an FP7 project:

- Any legal entity established in a Member State or an Associated country (including the European Commission's Joint Research Centre), or created under Community law (e.g. a European Economic Interest Grouping),

- Any International European Interest Organisation (see glossary).

- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). The list of ICPC given above can be found on the CORDIS web site and is given in Annex 1 to the work programme.

- Any other legal entity, under the conditions indicated below:

In the case of a participating international organisation, other than an international European interest organisation, or a legal entity established in a non-EU country other than an associated country or ICPC, a Community financial contribution may be granted provided that at least one of the following conditions is satisfied:

(a) Provision is made to that effect in the specific programmes or in the relevant work programme,

(b) It is essential for carrying out the indirect action,

(c) Such funding is provided for in a bilateral scientific and technological agreement or any other arrangement between the Community and the country in which the legal entity is established.

> *Before the signature of a grant agreement, the Research Executive Agency has to verify the existence and legal status of all participants. This verification is made only once for each organisation at the time of its first participation in FP7. The details of all validated organisations are stored in an internal Commission database, accessible to restricted users through the Participant Portal. These organisations are allocated a unique code, the so-called* ***Participant Identification Code (PIC)****. In any further participation in other proposals, the organisations already validated use the PIC for their identification with the Commission and /or the REA.*

For the confirmation and maintenance of the data, the Research Executive Agency asks each organisation to nominate one privileged contact person, the so-called Legal Entity Appointed Representative (LEAR). The LEAR is usually a person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and financial data online and ask for corrections and changes to the data of their legal entity via the Web interface of the Unique Registration Facility.

Ethical principles

Research activities in FP7 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. For this reason, the Research Executive Agency carries out an ethical review of proposals when appropriate. The following fields of research shall not be financed under this Framework Programme:

- research activity aiming at human cloning for reproductive purposes;

- research activity intended to modify the genetic heritage of human beings which could make such changes heritable[2];
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

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

Risk-Sharing Finance Facility (RSFF)

This innovative debt-based facility, designed by the European Commission and the European Investment Bank creates an additional capacity of up to € 10 billion for financing higher risk research, technological development, demonstration and innovation activities. The EIB will implement RSFF in close collaboration with all major EU national and regional banks within Member States and Associated Countries to FP7, which are providing support to the development of European companies. Financing through the RSFF can be sought either in addition to, or instead of FP7 grants.

For additional information on RSFF see:

http://www.eib.org/products/loans/special/rsff/index

http://ec.europa.eu/invest-in-research/funding/funding02_en.htm

Presenting your proposal

A proposal has two parts:

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

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

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

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

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

> *A maximum length is specified for several sections of Part B (see annex 4 to this Guide). You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages.*

Proposal language

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

3.2 Proposal submission

About the EPSS

Proposals must be submitted electronically, using the **Electronic Proposal Submission Service (EPSS**). Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated[3].

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

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

Full instructions are found in the "EPSS preparation and submission guide", available from the EPSS entry page
The most important points are explained below.

Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal to a particular call
- set up (and modify) your consortium by adding/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

Use of the system by the other participants

Other participants can:

- complete their own sections A2 (participant details)

[3] In exceptional cases, when a proposal coordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the consortium to do so, an applicant may request permission from the REA to submit on paper. A request should be sent via the FP7 enquiry service (see annex 1), indicating in the subject line "Paper submission request". (You can telephone the enquiry service if web access is not possible: 00 800 6 7 8 9 10 11 from Europe; or 32 2 299 96 96 from anywhere in the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the REA no later than one month before the call deadline. The REA will reply within five working days of receipt. Only if a derogation is granted may a proposal on paper be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal.

Participant Identification Codes (PICs)

The Participant Identification Code is a unique 9 digit number that helps the Research Executive Agency identify a participant. It is used in all grant-related interactions between the participant and the Commission and/or the REA.

If your organisation has already participated in a 7th Framework Programme proposal, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal: https://ec.europa.eu/research/participants/portal

> *If your organisation already has a PIC, it is likely that it has also appointed a Legal Entity Appointed Representative (LEAR) (see section 31.). The names of LEARs are not available online, you have to enquire with the administration of your organisation.*

All participants already possessing a PIC should use it to identify themselves in the Electronic Proposal Submission System. After entering the PIC, parts of the A forms will be filled in automatically.

If a PIC is not yet available for your organisation, you can still submit your proposal by entering the organisation details manually. However, it is strongly recommended that before submitting a proposal via the Electronic Proposal Submission System (EPSS), you self-register your organisation in the Unique Registration Facility and receive a temporary PIC, which can then be used in the EPSS. The use of PICs – even temporary ones – will lead to more efficient processing of your proposal.

If you use the PIC of your organisation in the EPSS and the data on your organisation displayed in the EPSS seem to contain mistakes, please ask your LEAR to change the data through the Unique Registration Facility (URF). This parallel process has no influence on the preparation and submission of your proposal. The proposal can be submitted even without the correction of such errors.

Self-registration in the Unique Registration Facility for receiving a temporary PIC is quick and simple, see https://ec.europa.eu/research/participants/portal (use the button "Register").

Further details on the appointment of LEARs and the use of PICs can be found in the FAQs of the Participant Portal: https://ec.europa.eu/research/participants/portal and on Cordis: http://cordis.europa.eu/fp7/pp_en.html.

If your organisation has not yet appointed a LEAR, the necessary documents and instructions can be found here: http://cordis.europa.eu/fp7/pp-lear_en.html.

Submitting the proposal

Only the coordinator is authorised to submit the proposal.

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

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

Please note that "SUBMIT NOW" starts the final steps for submission; it does not in itself

cause the proposal to be submitted.

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

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

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

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

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

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Annexes such as letters of intent/support should be included in the PDF file, and not annexed in a separate PDF file or as an embedded file, which are not visible).

Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 10Mbyte to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.

> *You are advised to clean your document before converting to PDF (e.g. accept any track changes). Check that your conversion software successfully converts all pages and the original document (e.g. there is no problem with page limits).*
>
> *Please note that the REA prints out proposals on plain A4 paper. The printable zone on the print engine is bounded by 1.5 cm right, left, top bottom. No scaling is applied to make the page "fit" the window. Printing is done at 300 dots per inch.*

About the deadline

Proposals must be submitted on or before the deadline specified in the Call fiche. It is your responsibility to ensure the timely submission of your proposal.

The EPSS will be closed for this call at the call deadline. After this moment, access to the EPSS for this call will be impossible.

Do not wait until the last moment before submitting your proposal!

Call deadlines are absolutely firm and are strictly enforced.

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

> *Leaving your first submission attempt to the last few minutes of the call will give*

you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.

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

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

The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. ***You are advised not to delegate the job of submitting your proposal!***

In the unlikely event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by e-mail to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS and on the web site of the EPSS.

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

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

Correcting or revising your proposal

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

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

Ancillary material

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

Withdrawing a proposal

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

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

If you wish to withdraw a proposal after the deadline, please contact the EPSS help desk.

Registration of legal entities in the Early Warning System (EWS) and Central Exclusion Database (CED)

To protect the EU's financial interests, the Commission uses an internal information tool, the Early Warning System (EWS) to flag identified risks related to beneficiaries of centrally managed contracts and grants. Through systematic registration of financial and other risks the EWS enables the Commission services to take the necessary precautionary measures to ensure a sound financial management[4].

EWS registrations are not publicly disclosed. However, registrations will be transferred to the Central Exclusion Database (CED) if they relate to entities that have been excluded from EU funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offense detrimental to EU financial interests. The data in CED are available to **all public authorities implementing EU funds**, i.e. European institutions, national agencies or authorities in Member States, and, subject to conditions for personal data protection, to third countries and international organisations.

The work programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts[5].

More information on the EWS and CED, can be found here:

http://ec.europa.eu/budget/sound_fin_mgt/ews_en.htm

[4] The EWS covers situations such as significantly overdue recovery orders, judicial proceedings pending for serious administrative errors/fraud, findings of serious administrative errors/fraud, legal situations which exclude the beneficiary from funding.

[5] The basis of registrations in EWS and CED is laid out in:
- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125),
and
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12).

4. Check list

Of importance for the consortium in general, but in particular for the coordinator:

4.1 Preparing your proposal

- **Are you applying for the right funding scheme?** Check that your proposed work falls within the scope of this call, and that you have applied for one of the eligible funding schemes (see the work programme). If there is a choice, have you opted for the one that best suits your needs? Check the Part A and Part B formats shown in annexes 3 and 4 to this Guide[6]

- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also section 2 of this Guide. In particular, make sure that you satisfy the minimum requirements for the makeup of your consortium. Have any additional eligibility criteria been set for this call? Check that you comply with any budgetary limits that may have been fixed on the requested EU contribution. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.

- **Is your proposal complete?** Proposals must comprise a Part A, containing the administrative information including participant and project researcher/months details on standard forms; and a Part B containing the scientific and technical description of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.

- **Does your proposed work raise ethics issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with sensitive issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.

- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 to this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.

- **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in annex 2 to this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.

- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (see address in annex 1 to this Guide). Remember the Enquiry service listed in annex 1.

[6] If you have in error registered for the wrong call or funding scheme, discard that registration (usernames and passwords) and register again before the call deadline. If, after the close of the call, you discover that you have submitted your proposal to the wrong call, notify the EPSS Helpdesk.

4.2 Final checks before submission

1. **Do you have the agreement** of all the members of the consortium to submit this proposal on their behalf?
2. **Check once more the eligibility criteria mentioned in the call! This includes any researcher/months limits.** Remember – the information given in part A is considered definitive. The researcher/months data given in the proposal A4 form must be consistent with the information given in part B.
3. **Is your Part B in portable document format (PDF),** including no material in other formats?
4. **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
5. **Have you printed out your Part B**, to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file.
6. **Double check that you respect the font size (11 point) and the page limitations for the different chapters!**
7. **Is your Part B file within the size limit of 10 Mbytes?**
8. **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.
9. **Have you made yourself familiar with the EPSS in good time?**
10. **Have you allowed time to submit a first version of your proposal well in advance of the deadline** (at least several days before), and then to continue to improve it with regular resubmissions?
11. **Have you completed the submission process for your latest version?**

4.3 Following submission

- Information submitted to the EPSS remains encrypted until the deadline and can only be viewed by the applicant.
- It is recommended that you check that all your material has been successfully been uploaded **and** submitted.
- You can revise and resubmit your proposal up to call deadline.

5. What happens next

Shortly after the call deadline, the Research Executive Agency will send an **acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 form for participant no. 1. Please note that the brief electronic message given by the EPSS system after each submission is not the official acknowledgement of receipt.

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

> *If you have not received an acknowledgement of receipt within 12 working days after the call deadline (or cut-off date, in the case of a continuously open call), you should contact the FP7 Enquiry Service (see annex 1 to this Guide). However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for the first few days following the close of call for any mail originating from FP7Aor@ess-fp7.org.*

The Research Executive Agency will check that your **proposal** meets the **eligibility criteria** that apply to this call and funding scheme (see the work programme and section 2 of this Guide).

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

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

> *If you have not received the "initial information letter" by the date referred to in annex I to this Guide, please contact the Research Executive Agency via the FP7 enquiry service.*

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

The Commission also informs the relevant **programme committee**, consisting of delegates representing the governments of the Member States and Associated countries.

Based on the results of the evaluation by experts, the Research Executive Agency draws up the final list of proposals for possible funding, taking account of the available budget.

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

Negotiations between the applicants and the Research Executive Agency aim to conclude a grant agreement which provides for EU funding of the proposed work. They cover both the scientific/technological, and the administrative and financial aspects of the project. The officials conducting these negotiations on behalf of the Research Executive Agency will be working within a

predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal, as well as any recommendations arising from an ethical review of your proposal if one was carried out. Where relevant, security aspects shall also be considered.

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

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

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed. For these participants, the procedure of registration and validation is triggered by a self-registration in the web interface of the URF available at https://ec.europa.eu/research/participants/portal. This self-registration will lead to a request by the REA to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR).

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the REA related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. After the validation of the entity has been finalised, the contact person/authorized representative named in the URF receives the PIC number. Once the LEAR is validated, he/she becomes the main contact point for REA, manages the modifications of the entity-related information in the URF and distributes the PIC number within his/her organisation.

Further details can be found in section 3.2., on the Participant Portal https://ec.europa.eu/research/participants/portal and on Cordis http://cordis.europa.eu/fp7/pp_en.html .

Applicants are reminded that the Commission's Research services have adopted a new and reinforced audit strategy aimed at detecting and correcting errors in cost claims submitted in projects on the basis of professional auditing standards. As a result the number of audits and participants audited will increase significantly and the Commission's services will assure appropriate mutual exchange of information within its relevant internal departments in order to fully coordinate any corrective actions to be taken in a consistent way. More information can be found here: http://cordis.europa.eu/audit-certification/home_en.html

Glossary

The following explanations are provided for clarity and easy-reference. They have no legal authority, and do not replace any official definitions set out in the Council decisions.

A

Acknowledgement of receipt :

Applicants are informed by email shortly after the deadline that a proposal has been successfully submitted (but not that it is necessarily eligible). Contact the *help desk* urgently if you do not receive such an acknowledgement.

Applicant

The term used generally in this guide for a person or entity applying to a call for proposals. The term 'participant' is used in the more limited sense of a member of a proposal or project consortium (see below).

Associated countries

Non-EU countries which are party to an international agreement with the Community, under the terms or on the basis of which it makes a financial contribution to all or part of the Seventh Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU. The list of associated countries is given in the body of this guide.

C

Call fiche

The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the CORDIS web page devoted to a particular call.

Call for proposals (or "call")

An announcement, usually in the Official Journal, inviting proposals for research activities in a certain theme. Full information on the call can be found on the CORDIS web-site.

Consensus meeting

The stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.

Consortium

Most *funding schemes* require proposals from a number of participants (usually at least three) who agree to work together in a consortium.

Coordinator

The coordinator leads and represents the applicants. He or she acts as the point of contact with the Commission.

CORDIS service

A web service providing access to all the documentation related to FP7, and access to the *electronic proposal submission service*.

D

Deadline

For a particular *call*, the moment after which proposals cannot be submitted to the Commission, and when the *Electronic Proposal Submission Service* closes for that call. Deadlines are strictly enforced.

Deliverable

A deliverable represents a verifiable output of the project. Normally, each workpackage will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

Direct costs

Direct costs are all eligible costs which can be attributed directly to the project and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules.

E

Early Warning System (EWS)

An internal information tool of the Commission to flag identified financial risks related to beneficiaries.

Electronic Proposal Submission Service (EPSS)

A web-based service which must be used to submit proposals to the Commission. Access is given through the *CORDIS* web-site, or via a specific site.

Electronic Proposal Submission Service (EPSS) Helpdesk

A telephone / email service to assist applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System: tel: +32 2 233 3760 email support@epss-fp7.org

Eligibility Review Committee

An internal committee which examines in detail cases of proposals whose eligibility for inclusion in an evaluation is in question

Eligibility criteria

The minimum conditions which a proposal must fulfil if it is to be retained for evaluation. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the *deadline, minimum participation, completeness and scope.* However, additional

eligibility criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Ethical issues table

Research activities supported by the Framework Programme should respect fundamental ethical principles. The main issues which might arise in a project are summarised in tabular form in a checklist included in the proposal

Evaluation criteria

The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 4 to this Guide.

Evaluation Summary Report (ESR)

The assessment of a particular proposal following the evaluation by independent experts is provided in an Evaluation Summary Report. It normally contains both comments and scores for each criterion.

F

FP7 enquiry service

A general information service on all aspects of FP7. Contact details are given in annex 1 to this Guide.

Funding scheme

The mechanisms for the EU funding of research projects. The funding schemes have different objectives, and are implemented through grant agreements.

G

Grant Agreement (GA)

The legal instrument that provides for REA funding of successful proposals.

I

Indirect costs

Indirect costs, (sometimes called overheads), are all those eligible costs which cannot be identified by the participant as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.

Individual evaluation

The stage in the evaluation process when experts assess the merits of a particular proposal before discussion with their peers.

Initial information letter

A letter sent by the REA to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary Report).

International Cooperation Partner Countries (ICPC)
A list of low-income, lower-middle income and upper-middle-income countries, given in annex 1 to the work programme. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.

International European Interest Organisation

International organisations, the majority of whose members are European Union Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

J

Joint Research Centre (JRC)

The Commission's own research institutes.

L

LEAR (Legal Entity Authorised Representative)

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the Commission (see below), and distributes this number within his/her organisation.

Lump sum

Lump sums do not require the submission of financial justifications (statements), as they are "fixed".

M

Milestones

Control points where decisions are needed with regard to the next stage of the project.

N

National Contact Points (NCP)

Official representatives nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).

Negotiation

The process of establishing a grant agreement between the REA and an applicant whose proposal

has been favourably evaluated, and when funds are available.

Non-profit

A legal entity is qualified as "*non-profit*" when considered as such by national or international law.

P

Part A

The part of a proposal dealing with administrative data. This part is completed using the web-based EPSS.

Part B

The part of a proposal explaining the work to be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the EPSS as a PDF file.

Part B template

A document in PDF format supplied by the EPSS, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B. The template format is given in Annex 4 to this Guide.

Participants

The members of a consortium in a proposal or project. These are legal entities, and have rights and obligations with regard to the EU.

Participant Identification Code (PIC)

Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Participant Portal's services (see below), and to identify themselves in all transactions related to FP7 proposals and grants. An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/portal.

Participant Portal

The single entry point for interaction with the research services of the European Commission. It hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the electronic proposal submission service.

Programme committee

A group of official national representatives who assist the Commission in implementing the Framework Programme.

Proposal

A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested.

Public body

Public body means any legal entity established as such by national law, and international organisations.

R

Redress procedure

The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. It is possible that the committee will recommend a re-evaluation of all or part of the proposal.

Research organisation

A legal entity established as a *non-profit* organisation which carries out research or technological development as one of its main objectives.

Reserve list

Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively. In such conditions, proposals on a reserve list may only be financed if funds become available following the negotiation of projects on the main list.

Risk-Sharing Finance Facility (RSFF)

A new mechanism to foster private sector investment in research, by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects.

RTD

Research and Technological Development.

S

SME

'SMEs' are micro, small and medium-sized enterprises. SMEs are defined in Recommendation 2003/361/EC of 6 May 2003.

T

Thresholds

For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.

W

Weightings

The scores for certain evaluation criteria may be multiplied by a weighting factor before the total score is calculated. Generally, weightings are set to one; but there may be exceptions and applicants should check the details in annex 2 to this Guide.

Work Package

A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project.

Work Programme

A formal document of the Commission for the implementation of a specific programme, that sets out the research objectives and topics to be addressed. It also contains information that is set out further in this Guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.

Annex 1:

Timetable and specific information for this call

The **work programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS and Participant Portal call pages. 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	*20-07-2010*
Deadline for submission of proposals	*7 December 2010 at 17.00.00, Brussels local time*
Evaluation of proposals	*Mid March-2011*
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	*End April-2011*
Invitation letter to successful coordinators to launch grant agreement negotiations with REA services	*Mid June-2011*
Letter to unsuccessful applicants	From *August-2011*
Signature of first grant agreements	From *September-2011*

Information on 2011 indicative budget – € 80 million

Further information and help

The CORDIS 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

CORDIS call page and work programme	http://cordis.europa.eu/fp7/dc/index.cfm
Participant Portal	http://ec.europa.eu/research/participants/portal/ (select tab "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
Ethics help desk	http://cordis.europa.eu/fp7/get-support_en.html

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, evaluation, selection, award
- 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 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[7].

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 the evaluation process from the point of view of its working and execution. The role of the observer is to give independent advice to the REA on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or the experts' opinions on the proposals.

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 Research Executive Agency staff member if one becomes apparent during the course of the evaluation. The Research Executive Agency will take whatever action is necessary to remove any conflict.

Confidentiality: the appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the Commission to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/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:

1. It is received by the REA before the deadline given in the call fiche

2. It involves at least the minimum number of participants given in the call fiche

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

3. It is complete (i.e. both the requested administrative forms and the proposal description are present). To satisfy this condition, part B of the proposal must be readable, accessible and printable.

4. 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

> *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 in which the maximum page number 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 and users;
- 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 allocates 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 (including the integration of the international cooperation dimension).

Each proposal will be assessed independently by at least three experts, chosen by the Research Executive Agency from the pool of experts taking part in this evaluation. One of these experts will be designated to be the proposal "rapporteur", who will take up additional responsibilities at the end of this phase and in the following phases of the evaluation session.

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

3.1 IAPP Funding Scheme 'Support for Training and Career Development of Researchers': Marie Curie Industry-Academia Partnerships and Pathways			
Criteria			
S&T Quality (award) Threshold 3, Weighting:25%	**Transfer of knowledge (award)** Threshold 3, Weighting:20%	**Implementation (selection)** Threshold 3, Weighting:25%	**Impact (award)** Weighting:30%
Priority in case of ex aequo			
1	**3**	**2**	**4**
S&T objectives of the research programme, including in terms of intersectoral issues.	Quality of the transfer of knowledge programme. Consistency with the research programme.	Capacities (expertise / human resources/ facilities / infrastructures) to achieve the research and exchange of know-how and experience. Fit between capacity of host and size of support requested.	Provision to develop new intersectoral and lasting collaboration
Scientific quality of the joint collaborative research programme.	Importance of the transfer of knowledge in terms of intersectoral issues.	Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge.	Strategy for the dissemination, exploitation of results and facilitation of sharing of knowledge and culture between the participants and external researchers (including international conferences, workshops, training events). *
Appropriateness of research methodology and approach.	Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.	Appropriateness of management plans (recruitment strategy, IPR strategy, demarcation of responsibilities, rules for decision making, etc); also working conditions, transparency of recruitment process and career development. *	Extent to which SMEs contribute to the project, if relevant.
Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.		How essential is non-ICPC third country funding, if any, to the objectives of the research training programme.	In case of SMEs participation: Adequacy of the available infrastructures for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership.
			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'.

Evaluation scores will be awarded for each of the 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 CORDIS and on the Participant Portal.

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

Evaluation Criteria	Threshold	Weighting (%)
S&T Quality	**3**	**25**
Transfer of Knowledge	**3**	**20**
Implementation	**3**	**25**
Impact	**N/A**	**30**

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

4. Individual evaluation

This part of the evaluation will be carried out on the premises of the experts concerned ("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 raises research ethics issues. (See Annex 4/B.7 to this Guide).

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

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, a REA staff member will be informed immediately, and the views of the other experts will be sought.

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

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 a Research Executive Agency official, and/or the chairs/vice-chairs. The role of the rapporteur is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The rapporteur is responsible for drafting the consensus report.

The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope 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 Research Executive Agency may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal
Each proposal shall be evaluated against the 2011 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 ethics issues touched on by the proposal, the relevant box on the consensus report (CR) should be ticked and an Ethics Issues Report (EIR) should be completed stating the nature and type of ethics

issues involved. 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 and 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 Research Executive Agency official or the chairs/vice-chair persons. The moderator is responsible for ensuring that the consensus report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The Research Executive Agency 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 Research Executive Agency 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 Research Executive Agency officials. Several panels can be established to cover the main scientific areas of the subject of the proposals. The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

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

The panel is moderated by the Research Executive Agency representative or by the chair person appointed by the Research Executive Agency. The Research Executive Agency 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 ethics review of above-threshold proposals may be organised by the Research Executive Agency.

7. Priority order for proposals with the same score

When the total scores are equal, priority will be based on scores for individual evaluation criteria. The priority order of the criteria is detailed in the table above under point 3 *Evaluation of proposals*.

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 cooperation, 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.

8. Ethics Review of project proposals

An ethics review of above-threshold proposals may be organised by the Commission. The Ethics Review is carried out by independent experts with a special expertise on ethics. Reviewing research projects on ethical grounds at the EU level is a legal requirement under FP7. The Review evaluates aspects of the design and methodology of the proposed research such as intervention on humans, use of animals, data protection issues, terms of participation of children and vulnerable populations groups.

The Panel drafts an Ethics Review Report that summarises its opinion on the ethical soundness of the project proposal under consideration. The requirements put forward by the Panel are taken into account in any subsequent negotiations on the grant agreement, and may lead to obligatory provisions in the conduct of the research.

Annex 3:

Instructions for completing "Part A" of the proposal

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

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

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

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

- **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.

- **All beneficiaries** (including the coordinator) fill in one A2 form each.

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 a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the Commission in the organisation of the evaluation of proposals. 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 call page. A call identifier looks like this: *FP7-PEOPLE-2010-IAPP*
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 & 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 Sciences & Humanities

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 Participant Portal. 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/portal. Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/portal) 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 for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law and international organisations.
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges …).
International organisation	"international organisation" means an intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European Commission	The European Commission's research laboratories
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings. Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

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

Section A4 – Requested Fellows (IAPP):	
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.* **Note: Researchers with less than 4 years of research experience but already in the possession of a doctoral degree fall into the category of Experienced Researchers (< 10 years)** Early-stage researchers are only eligible for secondment within the IAPP scheme. Their participation in the project may range from 2 months to 2 years.
Experienced Researchers (<10 years)	*Experienced Researchers (4-10 years)* means researchers who have, at the time of recruitment/selection for secondment (i) a doctoral degree, or (ii) a full-time equivalent research experience of 4-10 years since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged). Experienced Researchers (4-10 years) are eligible for secondment or new recruitment in the IAPP scheme Their participation in the project may range from 1 year to 2 years for recruitment while from 2 months to 2 years for secondment.
Experienced Researchers (>10 years)	*Experienced Researchers (>10 years)* means researchers who have, at the time of recruitment/selection for secondment more than 10 years' full-time equivalent research experience since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged). Experienced Researchers (>10 years) are eligible for secondment or new recruitment in the IAPP scheme. Their participation in the project may range from 1 year to 2 years for recruitment while from 2 months to 2 years for secondment.
Note	*In both cases full-time equivalent research experience* is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided
Fellow/Person months	Provide total number of fellow months and the corresponding total number of researchers for each secondment/recruitment category and for each beneficiary.

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Industry-Academia Partnerships and Pathways (IAPP)

A1

Proposal Nr		*Proposal Acronym*		*Participant Nr*	

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

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

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

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Industry-Academia Partnerships and Pathways (IAPP)

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
Industry-Academia Partnerships and Pathways (IAPP)

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
Industry-Academia Partnerships and Pathways (IAPP)

A4

Proposal Number		*Proposal Acronym*	

	Secondments						***Newly recruited researchers***			
	Early-Stage Researchers (0-4 years)		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***	
Participant No	***Fellow Months***	***Number of researchers***	***Fellow Months***	***Number of researchers***	***Fellow Months***	***Number of researchers***	***Fellow Months***	***Number of researchers***	***Fellow Months***	***Number of researchers***
1										
Total										

Annex 4:

Instructions for drafting "Part B" of the proposal

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

This annex provides guidelines for drafting Part B of the 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 and their impact. 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 "Explanatory notes" in the following serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme.

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

Please note that this call will be a single-stage proposal submission and evaluation procedure. The template for the submission can be downloaded from the EPSS.

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

- **S&T Quality - 10 pages,**
- **Transfer of Knowledge - 6 pages,**
- **Implementation - 10 pages,**
- **Impact - 4 pages**

You must keep your proposal within these limits.
Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.

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 leads to clearly readable text (eg. 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;

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

- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format “Part B - Page X of Y” is used;

The Part B must be submitted as a pdf file. Other file formats than PDF will not be accepted by the system.
Any potential annex should be included directly in the Part B and immediately visible. Annexes should not be embedded as intra-PDF files and therefore not directly visible.

Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Call: FP7-PEOPLE-2011-IAPP

PART B

“PROPOSAL ACRONYM”

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.

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

PART B

Practical Information:

*PART B p**roposal page limits:** A **maximum length** is specified for B.2 – B.5 sections of Part B:*

- ***S&T Quality - 10 pages,***
- ***Transfer of Knowledge - 6 pages,***
- ***Implementation - 10 pages,***
- ***Impact - 4 pages***

You must keep your proposal within these limits.
Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.

The Part B must be submitted as a PDF file. File formats other than PDF will not be accepted by the system. Any potential annex should be included directly in the Part B and immediately visible. Annexes should not be submitted as extra files or as files embedded in the PDF files, as these are not visible."

*Proposals are evaluated against **four criteria**, these being "**S&T Quality**" (25%), "**Transfer of knowledge**" (20%), **"Implementation"** (25%) and **"Impact"** (30%). The weight of each of the criteria is shown in the brackets.*

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

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

B.1 LIST OF PARTICIPANTS

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

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

All Participants	For Commercial sector participants, please tick ✓	If SME, please tick ✓	Country	Legal Entity Name	Department/ Division/ Laboratory	Scientist-in-charge
-						
-						
-						
-						

Data for SME participant(s):

SME name	Number of full-time employees	Type of R&D activities	Number of employees in R&D	Company web site
-				
-				
-				

START PAGE COUNT

B.2 S&T QUALITY (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 3.1).

- S&T objectives of the research programme, including in terms of intersectoral issues.
- Scientific quality of the joint collaborative research programme.
- Appropriateness of research methodology and approach.
- Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.

Explanatory note:

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

Provide a detailed description of the research objectives and of the research project/programme to be implemented by the partnership, highlighting planned research collaborations.

The scientific part of the proposal should allow experts to assess the quality of the proposed research, including interdisciplinarity (if applicable) and intersectoral aspects.

Explain the key elements of the research methodology that will be followed, taking into consideration ethical and other relevant issues, where appropriate.
Describe the current state of the art and the objectives of the research project/programme. Explain how the synergies/complementarities between the partners will be exploited to advance research in the chosen field. Show how each partner's respective expertise and competence make them particularly suited for their allocated tasks.

B. 3 TRANSFER OF KNOWLEDGE (maximum 6 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work programme Annex 2, table 3.1).

- Quality of the transfer of knowledge programme. Consistency with the research programme.
- Importance of the transfer of knowledge in terms of intersectoral issues.

- Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.

Explanatory note:

Outline the need for knowledge transfer for the host organisations through the secondment of their own staff and the recruitment of researchers from outside the partnership. Demonstrate how the knowledge transfer will significantly increase the research quality and overall RTD capability and competitiveness of the partners.

Detail the distinct special measures that will be taken to transfer knowledge between the host institutions. The measures should emphasise the scientific and technical transfer and also any broader training (e.g. communication, ethics, language training, and managerial skills) designed to benefit the personnel of the participating institutions. Provide details of the in-built return mechanisms that will ensure efficient transfer of knowledge back into the organisation of origin of the seconded staff.

Describe the relative roles of secondments and any envisaged recruitment. Indicate in person-months the overall total of researchers to be seconded and the total of *de novo* recruitment.

The following table should be used (please note that data given in this table must be identical with the data given in the table A4):

	Secondments						***Newly recruited researchers***			
	Early-Stage Researchers (0-4 years)		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***		***Experienced Researchers (<10 years)***		***Experienced Researchers (>10 years)***	
	Researcher-months	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*	*Researcher-months*	*Researchers*
Total										

Indicate the foreseen length of each secondment/recruitment (for example using a Gantt chart). Pay attention to all eligibility rules for secondment and recruitment (described in section 2 of the Guide for Applicants).

Explain the chosen mixture of researchers in terms of their experience: early stage; experienced (break down into 4-10 years, and more than 10 years); and technical/managerial staff.

B.4 IMPLEMENTATION (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 3.1).

- Capacities (expertise / human resources/ facilities / infrastructures) to achieve the research and exchange of know-how and experience. Fit between capacity of host and size of support requested
- Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge.
- Appropriateness of management plans (recruitment strategy, IPR strategy, demarcation of responsibilities, rules for decision making, etc); also working conditions, transparency of recruitment process and career development *
- How essential is non-ICPC Other Third Country participation, if any, to the objectives of the research training programme.

* 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'.

Explanatory note:

Describe the infrastructure that each partner organisation will provide in order to host seconded and recruited fellows.

For each partner organisation, present the human resource availability and experience. For the staff who will work on the project, indicate their foreseen involvement in terms of percentage of full time work. Demonstrate that the partnership has the appropriate mix of researchers with necessary skills and experience to carry out the project.
List of Participants:

Partner 1: Lead scientist, webpage, 3 recent scientific publications
Partner 2: Lead scientist, webpage, 3 recent scientific publications
etc.

For further description of Capacities of Host use part B7.

Relate the infrastructure and human resource capacity of each organisation to the proposed work plan and schedule of secondments and recruitments.

Describe in practical terms, how the participant teams complement one another and how possible synergies will be exploited to benefit the transfer of knowledge programme. Highlight the involvement of participants from different sectors (commercial, non-commercial) and provide details on the nature of the collaborations.

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

Describe, using charts if appropriate, the organisation and management structure and the techniques to be used to coordinate the activities. Detail demarcation of responsibilities, rules for decision making process, communication strategy, the methods for monitoring and reporting progress, and other managerial techniques. Comment on the gender balance of the management structure.

Describe the IPR strategy of the consortium, providing details as necessary of issues such as ownership, transfer, protection, use & dissemination. (Further information on IPR issues can be found at http://www.ipr-helpdesk.org).

Describe the competitive, international recruitment strategy explaining how vacancies for experienced researchers will be published by the host organisation. If any difficulties are anticipated in recruiting experienced researchers, please outline the measures foreseen to

overcome these difficulties. Include information on promotion of equal opportunities and foreseen conditions of employment.

The coordinator should demonstrate the necessary scientific and organisational competence to manage the proposed scale of the project. In this context, relevant project management experience within the partnership should be described (such as previous and current involvement in projects under the Marie Curie Actions or other internationally-funded projects for example).

If one or more of the partners is based in an OTC, special care must be taken in the proposal to explain why the involvement of this team is essential for the consortium since only in exceptional cases will these organisations receive Community funding.

Templates for Section B4:

Table B4.1a Work package list

Work package No[1]	Work package title	Type of activity[2] (e.g: research, training, transfer of knowledge, dissemination, etc.)	Lead beneficiary No[3]	Lead beneficiary short name	Person-months[4] (only ESR, ER)	Start month[5]	End month
		TOTAL					

1 Work package number: WP 1 – WP n.
2 Please indicate one activity per work package:

3 Number of the participant leading the work in this work package.
4 The total number of person-months allocated to each work package.
5 Measured in months from the project start date (month 1).

Table B4.1b Deliverables List

Del. no. [1]	Deliverable Title	WP no.	Person months (ESR/ER)	Nature[2]	Dissemination level [3]	Delivery date[4]

Table B4.1c List of milestones

Milestones are control 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, 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.

Milestone number	Milestone name	Work package(s) involved	Lead beneficiary	Expected date [5]	Comments[6]

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 3.1).

- Provision to develop new intersectorial and lasting collaboration
- Strategy for the dissemination, exploitation of results and facilitation of sharing of knowledge and culture between the participants and external researchers (including international conferences, workshops, training events) *.
- Extent to which SMEs contribute to the project, if relevant.
- In case of SME participation: adequacy of the available infrastructures for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership.
- 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).

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

[6] 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.

Explanatory note:

This section should allow experts to assess the immediate and longer term benefits of the proposed collaboration. It should outline how the project/programme will foster existing and/or create new collaborations.

Outline the practical steps the partnership would take to ensure effective dissemination of the results of the collaboration, both during the project duration and after completion of the grant agreement. When applicable, describe the industrial or commercial routes envisaged for the exploitation of the results by the commercial sector participants.

If funding is sought for participation of external researchers in transfer of knowledge and dissemination events, justify why this is beneficial for the project.

Outline the role of any SME participants, taking care to demonstrate that they possess sufficient resources necessary for their proposed participation in the project. In case extra equipment is requested, due justification should be provided. Clearly identify the costs for equipment that will be charged to the budget by participating SMEs (if applicable).

In order to promote communication between the scientific community and the general public and increase awareness of science, various outreach activities should be outlined in this section. For the planned outreach activities (such as articles in non-specialised press, public talks, workshops for teachers/students, science fairs, etc), their expected impact should be explained in the proposal.

STOP PAGE COUNT – MAX 30 PAGES

B.6 ETHICS ISSUES

Describe any ethics issues that may arise in the project. In particular, you should explain the benefit and burden of their experiments and the effects it may have on the research subject. All countries where research will be undertaken should be identified. You should be aware of the legal framework that is applicable and the possible specific conditions that are relevant in each country (EU and non-EU countries alike).

The following special issues should be taken into account:

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

Clinical Trials: Approvals from national competent authorities are required

Data protection issues: Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identify of the data is protected. Data protection issues require authorization from the national data protection authorities.

Use of animals: Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments. The use of animals requires permits and/or authorizations from the national competent authorities.

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

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans.

- **the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells**.

- the applicants should take into account the legislation, regulations, ethics rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent.
- the applicants should ensure that all hESC lines to be used in the project were derived from embryos.

    - of which the donor(')s(') express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;

    - that result from medically-assisted *in vitro* fertilisation designed to induce pregnancy, and were no longer to be used for that purpose;

    - of which the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;

    - of which the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered for donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate.

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

(No maximum length for Section B.6: Depends on the number of such issues involved)

Note:
Only in exceptional cases will additional information be sought for clarification, which means that any ethics review will be performed solely on the basis of the information available in the proposal. Projects raising specific ethics issues such as research intervention on human beings[1]; research

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

on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethics review.

To ensure compliance with ethical principles, the Commission Services will undertake ethics audit(s) of selected projects at its discretion.
A dedicated website that aims to provide clear, helpful information on ethics issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html.
The site includes guidance documents on privacy and data protection, developing countries , informed consent procedures etc.

ETHICS ISSUES TABLE

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

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

	Research on Humans	YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve 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[1]	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		

[1] The type of animals involved in the research that fall under the scope of the Commission's Ethical Scrutiny procedures are defined in the Council Directive 86/609/EEC of 24 November 1986 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental and other scientific purposes Official Journal L 358 , 18/12/1986 p. 0001 - 0028

	Research Involving ICPCountries[1]	YES	Page
	Is the proposed research (or parts of it) going to take place in the one or more of the ICP countries?		
	Is any material used in the research (e.g. personal data, animal and /or human tissues samples, genetic material, live animal, 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 Seventh EU Framework Programme do not qualify as ICP Countries and therefore do not appear in this list

B.7 TABLE - CAPACITIES OF THE HOST

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

Participant X.	
General description	
Role	
Key competences and facilities	
Key persons	
Previous training programmes and research	

ENDPAGE

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MARIE CURIE ACTIONS

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PART B

“PROPOSAL ACRONYM”