

**TEMPLATE OF PART B 2 OF THE PROPOSAL - – PLEASE DELETE ALL INSTRUCTIONS!**

**Part B-2:**

*Part B-2 must contain sections 4-7 as described below. **No overall page limit** will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and one page per partner organisation).*

- Section 4: CV of the experienced researcher 5 pages MAX.
- Section 5: Capacities of the participating organisations 1 page /  
participating organisation.
- Section 6: Ethical aspects
- Section 7: Letter of commitment of the partner organisation (for GF only)

*Note that applicants will not be able to submit their proposal in the submission system unless **both documents 1 and 2** are provided **in pdf format** (Adobe version 3 or higher, with embedded fonts).*

### **Part B-2 Section 4 - CV of the Experienced Researcher**

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria by the expert evaluators. Please make sure that the information between part A and B is fully consistent.

Applicants without a doctorate should clearly justify any period of Full-Time Equivalent Research Experience in the CV part B (section 4). It is essential that the CV clearly explains how the Research Experience is calculated, following this template.

This section should be limited to maximum 5 pages and should include **the standard academic and research record**. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

The *experienced researcher* must provide a list of achievements reflecting their track record, if applicable:

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

**Applicants without a doctorate awarded before the call deadline must complete the table below<sup>1</sup>:**

<b>Academic Qualifications counting towards the Total Full time postgraduate research experience</b>				
University Degree giving access to PhD <sup>2</sup> :	Institution name and country	Date of award (a)		
		DD/MM/YYYY		
Other university degree(s)/master(s), if any, obtained after the award of the University Degree giving access to PhD:	Institution name and country	From	To	
		DD/MM/YYYY	DD/MM/YYYY	
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months	
		xx %	(b) <sup>3</sup> = xx% * duration of Master	
Doctorate:	Institution name and country	From	To (Date of expected Award)	
		DD/MM/YYYY	DD/MM/YYYY	
	Full time research experience <sup>4</sup>		Duration of research activities expressed in months	
			(c)	
<b>Other research activities counting towards the Total Full time postgraduate research experience</b>				
Position:	Institution name and country	From	To	
		DD/MM/YYYY	DD/MM/YYYY	
	Full time research experience		Duration of research activities expressed in months	
			(d)	
<b>Total Full time postgraduate research experience: Number of months</b>			<b>= (b)+(c)+(d)</b>	

**Please make sure this data is consistent with the data inserted in part A of the proposal.**

<sup>1</sup> More entries can be added if needed.

<sup>2</sup> See definition of Full-Time Equivalent Research Experience in this Guide for Applicants

<sup>3</sup> Please count only time spent in months on research activities.

<sup>4</sup> Please count only time spent until the IF 2017 call deadline (14/09/2017) or the end of the PhD, whichever comes first

**Part B-2 Section 5 - Capacity of the Participating Organisations**

Beneficiaries and partner organisations must complete the table below.

Complete one table (min font size: 8) of maximum **one page per beneficiary and one page per partner organisation**. The expert evaluators will be instructed to disregard content above this limit.

<b>Beneficiary X</b>	
<b>General Description</b>	
<b>Role and Profile of key persons (supervisor)</b>	<i>(names, title, qualifications of the main supervisor)</i>
<b>Key Research Facilities, Infrastructure and Equipment</b>	<i>Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action.</i>
<b>Independent research premises?</b>	<i>Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities? If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link..</i>
<b>Previous Involvement in Research and Training Programmes</b>	<i>Detail any (maximum 5) relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated</i>
<b>Current involvement in Research and Training Programmes</b>	<i>Detail the EU and/or national research and training actions in which the beneficiary is currently participating</i>
<b>Relevant Publications and/or research/innovation products</b>	<i>(Max 5) Only list items (co-)produced by the supervisor</i>

<b>Partner Organisation Y</b>	
<b>General description</b>	
<b>Key Persons and Expertise (supervisor)</b>	
<b>Key Research facilities, infrastructure and equipment</b>	
<b>Previous and Current Involvement in Research and Training Programmes</b>	
<b>Relevant Publications and/or research/innovation product</b>	<i>(Max 3)</i>

## **Part B-2 Section 6 - Ethical Issues**

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively that they are aware of and will comply with European and national legislation and fundamental ethical principles, including those reflected in the [Charter of Fundamental Rights of the European Union](#) and the [European Convention on Human Rights and its Supplementary Protocols](#).

Please be aware that it is the applicants' responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

### **The Ethics Review Procedure in Horizon 2020**

All proposals above threshold and considered for funding will be subject to an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an “**Ethics Issues Table (EIT)**” in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to complete also a more in depth **Ethics Self-Assessment in Part B**.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

For more details, please refer to the H2020 [“How to complete your Ethics Self-Assessment”](#) guide

### **Ethics Self-Assessment (Part B)**

The Ethics Self-Assessment must:

- 1) Describe how the proposal meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.**

For more information on how to deal with Third Countries (in the context of ethics appraisal, Third Country refers to non-EU country; Associated Countries are "ethics" TC) please see Article 34 of the [Annotated Model Grant Agreement](#), as well as the following [link](#). Please ensure and confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

Please list the documents provided with their expiry date.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, you will be required to confirm that you have obtained the following documents (if applicable):

- (a) any ethics committee opinion required under national law and

(b) any notification or authorisation for activities raising ethical issues required under national and/or European law

needed for implementing the action tasks in question.

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will obtain the missing approval/any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorizations/ opinions.

*The documents must be kept on file and be submitted upon request by the beneficiary to the Agency (see Article 52). If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).*

*If you plan to request these ethics documents specifically for your proposed action, your request must contain an explicit reference to the action's title.*

**2) Explain in detail how you intend to address the ethical issues flagged, in particular with regard to:**

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.).
- appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved
- possible harm to the environment the research might cause, (as an example: environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

**Part B-2 Section 7 - Letter of Commitment (GF only)**

For the Global Fellowship proposals, a letter of Commitment **of the partner organisations** (hosting the outgoing phase in a third country) must be included in part B-2 to ensure their real and active participation. these should not be attached as a separate PDF file or as an embedded file since this makes them invisible.

GF Proposals which fail to include a letter of commitment of the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

- **heading** or **stamp** from the institution;
- up-to-date (may not be dated prior to the call publication);
- the text must demonstrate the will to actively participate in the (identified) proposed action and the precise role.

Please note that no template for these letters is provided, only general rules.