TEMPLATE OF PART B - 1 OF THE PROPOSAL – __PLEASE DELETE ALL INSTRUCTIONS!__

The Part B is the core part of the proposal; it contains the details of the proposed research and training activities along with the practical arrangements planned to implement them. The document will be used by the independent experts to undertake their assessment. Therefore, please address each of the award criteria as outlined in the following sections. Please note that the explanatory notes below serve to explain the award criteria without being exhaustive.

__Part B-1:__

*The **maximum** total length for this document is **13 pages.** It should be composed as follows (detailed description below):*

- Start Page	*…must consist of…*	*__1 whole page__*.
- Table of Contents		*__1 whole page__*.
- List of Participating Organisations		*__1 whole page__*.
- Section 1*: Excellence (starts on page 4)*		
- Section 2 *: Impact*		*__10 pages MAX__*.
- Section 3 *: Implementation*		

*Of the **maximum 10 pages** applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied, **excess pages** will be **watermarked** and experts will be strictly instructed to **disregard** them.*

Proposals must respect the following minimum standards:

- a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points
- single line spacing
- A4 page size
- margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers)
- a clearly readable font (e.g. Arial or Times New Roman)

The page formatting will be systematically checked by the REA. In case a proposal will not comply with it, applicants will be asked to reformat their proposal. This often leads to having excess pages which will be disregarded.

Footnotes are to be used exclusively for **literature references.** Their minimum font size is 8. They __will count__ towards the page limit. Any other information included in a footnote will be disregarded.

Please make sure that the Part B of your proposal carries on **each page**, as a **header**, the **proposal acronym** and the **fellowship type** to which you are applying (i.e. Standard EF, CAR, RI, SE, or GF). All pages should be **numbered** in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".

Applicants must submit **two separate pdf documents** in the Participant Portal as Part B of their proposal.

Part B-1 Start Page

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)
Call: H2020-MSCA-IF-2017

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[EF-ST] [EF-CAR] [EF-RI] [EF-SE] [GF]
[Delete as appropriate]

Part B-1 Table of contents

There are no specific instructions about the table of contents. It can cover both part B1 and B2.

This section must consist of 1 whole page.

Part B-1 List of participating organisations

Please provide a list of all participating organisations (the beneficiaries and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[1]) indicating the legal entity name, the department carrying out the work and the supervisor.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation foreseen (academic/non-academic) must be stated.

Participating organisations	**Legal Entity Short Name**	**Academic (tick)**	**Non-academic (tick)**	**Country**	**Dept./ Division / Laboratory**	**Supervisor**	**Role of Partner Organisation[2]**
Beneficiary							
- NAME							
Entity with a capital or legal link							
- NAME							
Partner Organisation							
- NAME							

For non-academic beneficiaries, please provide additional data as indicated in the table below.

Name	**Location of research premises (city / country)**	**Type of R&D activities**	**No. of full - time employees**	**No. of employees in R&D**	**Web site**	**Annual turnover (approx. in Euro)**	**Enterprise status (Yes/No)**	**SME status[3] (Yes/No)**

Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**.

The information in the table for non-academic beneficiaries **must be based on current data, not projections**.

This section must consist of 1 whole page.

[1] All partner organisations should be listed here, including secondments
[2] For example hosting secondments, for GF hosting the outgoing phase, etc.
[3] As defined in Commission Recommendation 2003/361/EC.

START PAGE COUNT – MAX 10 PAGES

1. Excellence[4]

1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)

You should develop your proposal according to the following lines:

- Introduction, state-of-the-art, specific objectives and overview of the action.
- Research methodology and approach: highlight the type of research / innovation activities proposed.
- Originality and innovative aspects of the research programme: explain the contribution that the action is expected to make to advancements within the action field. Describe any novel concepts, approaches or methods that will be implemented.
- The gender dimension in the research content (if relevant).

In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.

- The interdisciplinary aspects of the action (if relevant).
- Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *experienced researcher* and new collaboration opportunities for the host organisation(s).

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

Describe the training that will be offered.

Outline how a two way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain how the *experienced researcher* will gain new knowledge during the fellowship at the hosting organisation(s).
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

For Global Fellowships explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe (the beneficiary) during the incoming phase.

Typical **training activities** in Individual Fellowships may include:

- Primarily, *training-through-research* by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)

[4] Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferrable skills (entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Taking part in the research and financial management of the action
- Organisation of scientific/training/dissemination events
- Communication, outreach activities and horizontal skills
- Training dedicated to gender issues

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

- Qualifications and experience of the supervisor(s)

  Provide information regarding the supervisor(s): the level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training especially at advanced level (PhD, postdoctoral) researchers. Information provided should include participation in projects, publications, patents and any other relevant results.

- Hosting arrangements[5]

  The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain maximal knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

  For GF both phases should be described - for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re)integration of the researcher.

1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

Applicants should **demonstrate** how their professional experience and the proposed research will contribute to their development as independent/mature researchers, **<u>during</u>** the fellowship.

Please keep in mind that the fellowships will be awarded to the most talented researchers as shown by the proposed research and their track record (Curriculum Vitae, section 4), in relation to their level of experience.

A complete **Career Development Plan should not be included in the proposal**, but it is part of implementing the action in line with the European Charter for Researchers. It should aim at reaching a realistic and well-defined objective in terms of career

[5] The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion.

advancement (by attaining a leading independent position for example) or resuming a research career after a break. The plan should be devised with the final outcome to develop and significantly widen the competences of the experienced researcher, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills.

Part B-1 Section 2 – Impact

2. Impact

2.1 Enhancing the potential and future career prospects of the researcher

Explain the expected impact of the planned research and training on the future career prospects of the experienced researcher **after** the fellowship.

Describe the added value of the fellowship on the future career opportunities of the researcher.

Which new competences and skills will be acquired? How should these make the researcher more successful?

2.2 Quality of the proposed measures to exploit and disseminate the action results

Background – Dissemination and exploitation of results

Dissemination and Exploitation strategy is about the results of the action and it is targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve and expand the potential impact of the action. The proposal should describe the foreseen dissemination and exploitation activities and their expected impact.

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Please refer also to the "Dissemination & exploitation" section of the H2020 Online Manual.

Describe how the new knowledge generated by the action will be disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Describe, when relevant, how intellectual property rights will be dealt with.

A concrete planning for section 2.2 must be included in the Gantt Chart (see point 3.1).

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

Background - Communication

Communication of the action aims to demonstrate the ways in which the research, training and mobility contribute to a European "Innovation Union" and account for public spending. It should provide tangible proof that the funded action adds value by:

• showing how European and international collaboration has achieved more than would have otherwise been possible, notably in achieving scientific excellence, contributing to competitiveness and, where relevant, solving societal challenges;

• showing how the outcomes are relevant to our everyday lives, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market or making our lives more comfortable in other ways;

• promoting results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.

In the MSCA, public engagement is an important part of communication. The primary goal of public engagement activities is to create awareness among the general public of the research work performed under these projects and its implications for citizens and society. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

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

For more details, see the guide on *Communicating EU research and innovation guidance for project participants* as well as the "communication" section of the H2020 Online Manual.

The frequency and nature of communication activities should be outlined in the proposal. Concrete plans for the above must be included as a deliverable.

A concrete planning for section 2.3 must be included in the Gantt Chart (see point 3.1).

Part B-1 Section 3 - Implementation

3. Quality and Efficiency of the Implementation

3.1 Coherence and effectiveness of the work plan

The proposal should be designed in such a way to achieve the desired impact. A Gantt Chart should be included in the text listing the following:

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables, if applicable;[6]
- List of major milestones, if applicable;[7]
- Secondments, if applicable.

The schedule should be in terms of number of months elapsed from the start of the action.

6 A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicants wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here.
Deliverable numbers ordered according to 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.

7 Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.

Example Gantt Chart

Reflecting work package, secondments, short stays, training, dissemination and exploitation, communication activities

																									Global Fellowship only											
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Work package																																				
Deliverable																																				
Milestone																																				
Secondment																																				
Short stay (if already planned)																																				
Training																																				
Dissemination and exploitation																																				
Communication																																				
Other (to be specified)																																				

Delete rows and columns that do not apply, or add additional rows and columns if needed.

3.2. Appropriateness of the allocation of tasks and resources

Describe how the work planning and the resources mobilised will ensure that the research and training objectives will be reached.

Explain why the amount of person-months is appropriate in relation to the activities proposed.

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

Describe the:

- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur
- Involvement of entity with a capital or legal link to the beneficiary (in particular, name of the entity, type of link with the beneficiary and tasks to be carried out), if applicable

3.4 Appropriateness of the institutional environment (infrastructure)

The active contribution of the beneficiary to the research and training activities should be described. For Global Fellowships the role of partner organisations in Third Countries for the outgoing phase should also appear.

- Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).
- Describe the infrastructure, logistics, facilities offered in as far they are necessary for the good implementation of the action.

STOP PAGE COUNT – MAX 10 PAGES