European Commission

GUIDE FOR APPLICANTS

Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE)
Call identifier: H2020-MSCA-RISE-2016
Closing Date: 28 April 2016 at 17:00:00
(Brussels local time)

Date of publication: 8 December 2015

Version Number: 2016.1

Note: *National Contact Points NCPs have been set up across Europe by the national governments to provide information and personalised support to Horizon 2020 applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on Horizon 2020 funding opportunities, as well as to support potential applicants in the preparation, submission and follow-up of their grant applications. For details on the NCP in your country, please consult the website at:*
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Research
Executive
Agency

The Marie Skłodowska-Curie Actions in Horizon 2020

The Marie Skłodowska-Curie Actions (MSCA) aim to support the career development and training of researchers – with a focus on innovation skills – in all scientific disciplines through international and intersectoral mobility.

The MSCA are expected to finance around 65,000 researchers between 2014 and 2020, including 25,000 doctoral candidates. The Actions will address several objectives of the Europe 2020 strategy, including the Innovation Union flagship initiative. The latter states that the EU will need at least one million new research jobs if it is to reach the target of spending 3% of EU GDP on research and development by 2020.

By funding excellent research and offering attractive working conditions, the MSCA offer high quality professional opportunities open to researchers of any age, nationality or discipline.

The 2016 Marie Skłodowska-Curie Actions are:

- **Innovative Training Networks (ITN)**
Innovative doctoral-level training providing a range of skills in order to maximise employability;
- **Individual Fellowships (IF)**
Support for experienced researchers undertaking mobility between countries, and also to the non-academic sector;
- **Research and Innovation Staff Exchange (RISE)**
International and intersectoral collaboration through the exchange of research and innovation staff;
- **Co-funding of regional, national and international programmes (COFUND)**
Co-financing high-quality fellowship or doctoral programmes with transnational mobility.

The Coordination and Support Action **European Researchers' Night (NIGHT)** funded under the MSCA is a Europe-wide public event to enhance researchers' public recognition and to stimulate interest in research careers, especially among young people.

Guides for Applicants for any other MSCA, or indeed any Horizon 2020 programme, can be found by following the links on the Participant Portal at:
http://ec.europa.eu/research/participants/portal

The MSCA website can be found at:
http://ec.europa.eu/msca

This Guide is based on the rules and conditions contained in the legal documents relating to Horizon 2020 (in particular the Horizon 2020 Framework Programme and Specific Programme, the Rules for Participation, and the Work Programme), all of which can be consulted via the Participant Portal.

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Definitions used throughout this Guide

Staff members must be (early-stage or experienced) researchers or administrative, managerial or technical staff supporting the research and innovation activities under the action. They must be actively engaged in or linked to research and/or innovation activities for at least six months (full-time equivalent) at the sending institution, before the first period of secondment.

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

Experienced Researchers (ER) shall, at the time of the secondment by the host organisation, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

Full-Time Equivalent Research Experience is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded) – even if a doctorate was never started or envisaged.

Academic Sector means public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2 of the Horizon 2020 rules for participation.

Non-Academic Sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation.

Beneficiaries are organisations that take complete responsibility for executing the proposed project and are signatories to the Grant Agreement. They contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting and/or seconding staff members. The legal entity is established in a European Union Member State or Associated Country (MS/AC).

Partner organisations *(as applicable in RISE)* contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting and/or seconding staff members but do not sign the grant agreement. The legal entity must be established in a Non-Associated Third Country. Partner organisations identified in the proposal must include a letter of commitment (with the proposal) to ensure their real and active participation in the network. (The contribution of any partner organisations for which no such evidence of commitment is submitted will be disregarded at the evaluation stage).

Member States (MS) are member states of the European Union.

Associated Countries (AC) are third countries that are associated to Horizon 2020.

Non-Associated Third Countries (TC) are countries which are neither EU Member States (MS) nor associated to Horizon 2020 (AC). Some TC are included in the list of countries eligible for funding, provided in the General Annex A to the Work Programme.

Coordinator is the beneficiary that is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the Research Executive Agency (REA).

Secondment period means the period(s) spent by the *staff member* in a host institution (including travel periods) for carrying out the project in line with the provisions of the Grant Agreement.

Person-Month is the unit used to quantify and cost the secondments.

MSCA Programme: Part 3 of the Horizon 2020 **Work Programme 2016-2017** (*Marie Skłodowska-Curie Actions),* European Commission Decision C (2015)6776 of 13 October 2015. Applicants should also refer to the General Introduction and General Annexes.

European Charter and Code for Researchers: Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005)576 of 11 March 2005 (see Other Useful Reference Documents).

NB: Links to documents referred to in this guide are provided on pages 17-18.

Marie Skłodowska-Curie "Research and Innovation Staff Exchange"

1. Purpose

The specific objectives of the Research and Innovation Staff Exchange (RISE) are defined as follows:

- *The RISE scheme will promote international and inter-sector collaboration through research and innovation staff exchanges, and sharing of knowledge and ideas from research to market (and vice-versa);*

- *The scheme fosters a shared culture of research and innovation that welcomes and rewards creativity and entrepreneurship and helps to turn creative ideas into innovative products, services or processes (2016-2017 Work Programme - see* Other Useful Reference Documents*).*

Organisations which are actively involved in research/innovation are invited to propose joint research/ innovation projects:

- *Support is provided for the development of partnerships in the form of joint research and innovation activities between the participants (2016-2017 Work Programme).*

A RISE proposal should be based on a set of clear **research and innovation objectives**. The research project must be implemented through secondments of research and innovation staff ("exchanges") with a built-in return mechanism, maximising the impact of the action for **knowledge sharing and long-term collaboration**.

RISE projects are expected to strengthen existing– and build new – networks of international and/or intersectoral cooperation, as well as to significantly improve interaction between organisations in the academic and non-academic sectors in the MS, AC and TC.

An example of a RISE project[1]

RISE offers appropriate funding for secondments of staff members, including funding for research, innovation, training and networking activities.

Based on previous experience, a typical project would last 48 months and involve, on average, 4-7 organisations from the academic and/or non-academic sector (in particular SMEs) from MS/AC and TC. All would contribute directly to the implementation of the joint research and innovation project by seconding and/or hosting eligible staff members. Depending on the size of the partnership and the nature of the research and innovation project that is jointly implemented, between 200 and 400 person months for secondments (with a maximum of 540 person months) could be envisaged in order to allow for a significant and sustainable impact of the RISE project. Appropriate supervision and support is provided to staff members during their period of secondment by the host organisation.

The sustainability of the research and innovation project will be reinforced through joint activities to which the project participants as a whole or part would participate. Within the framework of a RISE project, the consortium is therefore expected to implement the research/innovation activities by means of functional secondments. Moreover, the staff members of the consortium should take part in training courses, workshops, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing career perspectives.

Regular meetings (at least once per year) will be the backbone of the planning and implementation of the project. The compulsory mid-term review meeting after the first year will allow for the provision of direct mutual feedback between the consortium and the Research Executive Agency (REA) Project Officer.

Proposals should consider these elements and provide a convincing concept and work plan going beyond the simple scheduling of staff secondments.

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[1] This is **only** intended to provide the applicants with a general profile of a RISE project to facilitate the understanding of the information provided in this guide. This example should not be considered as a binding reference for the preparation of the proposal or as a standard ensuring successful evaluation and award.

2. Partnership

2.1 Eligible Countries and Organisations (see [Definitions](#))

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

- EU Member States (MS);
- Associated Countries (AC);
- Non-Associated Third Countries (TC).

TC are neither EU Member States nor third countries associated to Horizon 2020.

In addition, two different types of organisations are eligible and distinguished according to the following two sectors:

- Academic sector;
- Non-academic sector.

Organisations are considered to belong to the academic sector if they have been assigned to one of the following three categories mentioned below:

- Public or private higher education establishments awarding academic degrees;
- Public or private non-profit research organisations whose primary mission is to pursue research;
- International European Interest Organisations[2].

All other organisations are by default belonging to the non-academic sector.

The status of an organisation is ultimately determined by the legal validation of the entity (PIC number).

Before applying, each organisation (beneficiary and partner) has to register a Participant Identification Code (PIC) only once, through the Participant Portal. . Each applicant should check carefully if a PIC number already exists for their organisation so as to avoid duplications[3]. If an applicant organisation already possesses a validated PIC, applicants must use this PIC to apply.

The details of all validated organisations are stored in a Unique Registration Facility (URF). For the confirmation and, if necessary, revision of the data stored in the URF, the REA asks each organisation to nominate a Legal Entity Appointed Representative (LEAR). LEARs can view their organisations' legal and financial data online and ask for corrections and changes though the Participant Portal.

Before applying, each applicant shall verify the status of its organisation in light of the definitions provided in the *Guide on beneficiary registration, validation and financial viability check* available on the Participant Portal (see [Other Useful Reference](#)

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[2] '*International European Interest Organisation'* is defined in the Rules for Participation as: "an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe". Examples of IEIO include CERN and EMBL. All members of EIROForum are considered European interest organisations.

International organisations are classified as "non-academic organisations". The Work programme will be amended accordingly.

[3] Note that if duplicated PICs are created by the applicant, they will be replaced by the validated PICs at the grant preparation level, which might lead to the ineligibility of some of the secondments listed in the proposal.

[Documents](#)) since the eligibility of intersectoral secondments is linked to the academic or non-academic status of the participating organisations.

Should the status of an organisation change during the PIC validation process, the European/Intersectoral secondments linked to this organisation will be rejected and the budget of the proposal reduced accordingly.

2.2 Eligibility of the partnership (see [Definitions](#))

According to the rules for participation, organisations based in any country worldwide are eligible to participate in the MSCA-RISE.

A RISE partnership shall be composed by **at least three independent participants established in three different countries**, with at least two of these countries being MS and/or AC.

Above these minimum requirements, additional organisations established in MS/AC and/or in other TC can participate.

RISE Partnerships can be proposed with an international or European (MS/AC) dimension, or a combination of both. Note, however, that the European dimension allows only intersectoral secondments (see point 3.3 below), whereas the international dimension permits exchanges within the same sector.

Examples of each type of partnership are illustrated below:

- *International dimension*: secondments from MS/AC to TC and vice versa, regardless of the sector to which the organisations belong.

  Example: An eligible RISE partnership is composed of an organisation located in Slovakia, one organisation in Greece and a third one in Argentina.

- *European/Intersectoral dimension*: secondments between MS/AC organisations provided that they belong to different sectors (academic/non-academic) and are located in different MS/AC.

  Example: An eligible RISE partnership is composed of an academic organisation located in Romania, an academic organisation in Slovenia and an enterprise (non–academic) in the Czech Republic.

- **International and European/Intersectoral dimension**: both dimensions present within a RISE proposal.

  Example: An eligible RISE partnership is composed of an academic organisation located in Lithuania, a non-academic organisation in Finland, a non-academic organisation in Sweden, an organisation in South Africa and an organisation in Azerbaijan.

MSCA distinguish also two types of participants based on the countries where they are established/legally registered:

- *Beneficiaries (= legal entities established in MS/AC)*

  Beneficiaries are organisations that are signatories to the Grant Agreement. The legal entity **must be established in a MS/AC**. They contribute directly to the implementation of the research, transfer of knowledge and training activities by supervising, sending/hosting and training staff members. They provide secondment opportunities and ensure transfer of knowledge. Beneficiaries take complete responsibility for executing the proposed project and for respecting the other requirements of the Grant Agreement.

Beneficiaries are required to conclude a Consortium agreement[4], in principle prior to the signature of the grant agreement.

- **Partner Organisations (=legal entities established in TC)**

  Similarly to the role of beneficiaries, partner organisations contribute directly to the implementation of the research project by supervising, sending/hosting and training staff members. They provide secondment opportunities as well as ensure transfer of knowledge. Partner organisations **must be located in a TC** and are not signatories to the Grant Agreement. They therefore do not directly claim costs from the REA. Financial issues between partner organisations and beneficiaries are agreed within the partnership, preferably by means of a Partnership Agreement[5].

  Each TC partner organisation must include an up-to-date letter of commitment in Part B of the proposal to demonstrate their real and active participation in the proposed network. During the evaluation the experts will be instructed to disregard the contribution of any partner organisations for which no such evidence of commitment is submitted. **A TC partner is not a beneficiary in the project.**

International European Interest Organisations (**IEIO**): An "International European Interest Organisation" is 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. As IEIO are not linked to any country, for the purpose of the programme they are considered as institutions established in a MS or AC other than those represented by the beneficiaries in the network. IEIO or the Commission's Joint Research Centre (JRC) will be counted as an academic organisation located in the EU (and counted as a different country location). All members of EIROForum are considered European interest organisations.

Example: An IEIO *based in France* (academic) *is eligible to participate in a RISE project together with two other organisations located in Poland and France, of which at least one is non-academic. Although it is physically located in France, the IEIO will* **not** *count as a French beneficiary and thus the minimum requirement for the participation of 3 organisations established in 3 different MS/AC is fulfilled.*

2.3 Size of the project

There is no maximum fixed size for the number of participants in RISE. However, there is an upper limit of a **maximum of 540 person-months of EU funded secondments per project**. There is no minimum number of secondments but the project should have a substantial impact, as highlighted in the evaluation criteria.

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[4]   Consortium agreements must be compliant with the obligations laid down in the Grant Agreement.
[5]   Partnership agreements must be compliant with the obligations laid down in the Grant Agreement.

3. RISE in practice

3.1 A joint research and innovation project

All MSCA have **a bottom-up approach**, i.e. proposals in all domains of research and technological development are eligible for funding, except for areas of research covered by the EURATOM Treaty.

Participants propose a **joint research/innovation project** as the common basis for their collaboration. This project should be designed to **exploit the complementary expertise of the participants and to create synergies between them**. In addition to advancing research and/or innovation knowledge in a particular area, RISE projects are also expected to create additional benefits for the participants in terms of **cross-sectoral transfer of knowledge and to enhance skills and expertise of the staff seconded**. Each secondment is expected to provide benefit to both the seconded staff member - who would acquire and/or transfer new knowledge – and to the host organisation, which would establish new networks, reinforce cooperation, be exposed to innovative and internationalisation drives.

The partnership is expected to support the successful implementation of the project by planning secondments, organising and taking part in training, workshops, seminars, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing the careers of the staff members involved.

The content, quality and added value of these activities should be detailed and justified in the proposal.

3.2 Eligible staff member (see [Definitions](#))

Eligible staffs seconded under RISE are:

- Early-stage researchers (ESR);
- Experienced researchers (ER);
- Administrative (ADM)[6], managerial (MNG) and technical staff (TECH) supporting the research and innovation activities of the project.

It is the responsibility of each beneficiary or partner organisation to ensure that those people seconded are considered as staff of the sending institution, based on applicable national law or internal practices. In more general terms the sending organisation shall have the legal means in terms of control, supervision and instructions to ensure the secondee's compliance with the obligations of the grant agreement (e.g. full-time work for the activities of the project, IPRs and confidentiality obligations, visibility of EU funds, etc.).

Furthermore, the seconded staff must have been actively engaged in – or linked to – research and/or innovation activities at the sending institution for at least six months (full-time equivalent, and continuously) immediately prior to the first period of secondment.

The seconded staff member shall be devoted full-time to the project during the secondment period. The beneficiary and the staff member cannot be bound by other contractual arrangements which prevent the fulfilment of this obligation.

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[6] An administrative staff member is one who is actively involved in the R&D activities of the organisation and does not have a purely administrative role.

After the secondment period, the exchanged staff members should be reintegrated into the sending organisation.

> *Example: A social science department of a Polish university (academic institution) wants to second an experienced researcher (working as full-time at the social science department for eight months) to a non-academic French partner (a census company) within a RISE project for six months to learn a state-of-the-art technique. At the end of the secondment, the Polish university reintegrates the experienced researcher in the department, thus maximising the impact of the action for knowledge sharing and long-term collaboration.*

> *Example: A technical staff member joined the R&D department of an Estonian SME (non-academic) 10 months prior to their secondment within a RISE project. S/He is actively involved in the research activities by performing and ensuring accurate calibration of digital equipment. An academic Finnish partner in the same RISE project would greatly benefit from her/his expertise in learning how to operate the equipment and therefore two months' secondment to the Finnish partner is considered beneficial.*

In MSCA there is no possibility to add third parties to the grant agreement. Therefore, in case of joint research units, associations, federations or other types of groupings, it is the sending organisation with which the seconded staff members has a direct link that shall participate in the project, and not the other affiliate.

If a person is a staff member of two or more organisations which are participants in a RISE project, this person can only be seconded from one of these organisations during the duration of the project. Moreover, s/he can only be seconded to organisations with which s/he is not affiliated.

> *Example: An experienced researcher is both professor at the university and CEO of her/his own SME and both organisations are participating in a RISE project. This experienced researcher can be seconded only from one of the two organisations to a third organisation that s/he is not affiliated with.*

3.3 Eligibility of the secondments

Within a RISE project, the total duration of secondments per individual staff member is a maximum of 12 months and a minimum of 1 month. However, a secondment may be split into several stays (by the same staff member, from the same sending organisation and to the same host organisation), as long as the sum of the duration of all splits is at least 1 month (30 days) and not longer than 12 months. All the secondments must take place within the duration of the project.

> Example:

> *One researcher is seconded from beneficiary A in France to partner C in Argentina for 17 days. This secondment will be eligible for funding only if the same researcher is seconded for at least 13 supplementary days from beneficiary A in France to the same partner C in Argentina. A secondment of 45 days of the same researcher from beneficiary A in France to partner D in Morocco will itself be eligible for funding but cannot be added to the secondment (initial 17 days) in Argentina to reach the minimum duration of one month.*

The same staff member can be seconded to different organisations within the maximum duration of 12 months.

Example:

One researcher is seconded from beneficiary A in France to partner C in Argentina for 3 months, to partner D in Morocco for 7 months, and to beneficiary B in Romania for 6 months. In this case 4 months of secondments will not be eligible for funding since they went beyond the maximum limit of 12 months.

There are no conditions on the balance of secondments between participating organisations. However, all secondments should be relevant for the implementation of the research and innovation project and the involvement of all participants will be assessed under the excellence criterion.

All secondments are listed in Part A of the proposal[7] and further described in Part B[8]. Only the following secondments are <u>eligible for funding</u>:

- Secondments between an academic beneficiary in one MS/AC to a non-academic beneficiary in another MS/AC and vice versa (European/Intersectoral);

- Secondments from a beneficiary to a partner located in a TC (international);

- Secondments from a partner organisation located in a TC to a beneficiary (international), on the condition that the TC is eligible for funding, as specified in Annex A to the Work Programme (see Other Useful Reference Documents).

In exceptional cases an international organisation or entity established in a country *not* listed in Annex A to the Work Programme may be entitled for funding, <u>if the participation is deemed **essential** for carrying out the action</u>.

"*Essential*" means that a TC partner disposes of specific competences and expertise which no organisation has in the MS/AC and that the secondments from the TC partner to transfer the knowledge to MS/AC organisations are indispensable to achieve the objectives of the research and innovation project. The exceptional nature of the participation of a TC partner not listed in the abovementioned Annex A must be explicitly requested and justified in the Part B of the proposal. It must be endorsed by the expert evaluators and approved by the REA.

Examples of ineligible secondments (not exhaustive)

- Secondments between institutions located within the same country:
    Example: A staff member from an organisation located in Paris seconded to an organisation in Marseille;

- Secondments between organisations belonging to the same sector located in different MS/AC:
    Example: A staff member of an SME located in Latvia seconded to an enterprise in Bulgaria;

- Secondments between organisations located in different TC:
    Example: A researcher located in an organisation in Brazil seconded to a university located in the United States;

- Secondments to a MS/AC from organisations located in a TC not eligible for funding according to the Annex A to the Work Programme (unless an exception is

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[7] See Annex 3 of this Guide.
[8] Additional listings of secondments should not be added in Part B. Secondments listings in Part B will be disregarded at all stages.

granted as explained above). However, these secondments (independently of the possible exception) must be justified in the proposal and included in the Gantt chart (Part A) to highlight the contribution of these TC organisations to the implementation of the RISE project.

- Secondments between organisations which are not independent from each other:
    Example: A staff member of an SME located in Italy seconded to an affiliated SME in China;

- Secondments of staff members who do not have the relevant profile for carrying out the activities outlined in Part B of the proposal:
    Example: A staff member with an administrative profile seconded to carry out research activities;

- Secondments not linked to the implementation of the action:
    Example: A staff member of a university located in Spain seconded to a university in Japan to continue working in existing collaborations beyond specific project scope;

- Secondments which are not executed full-time:
    Example: A staff member of an SME located in Poland seconded to a university in Turkey to work 50% on the project and 50% on other activities linked to other on-going collaborations;

- Secondments of staff that benefit from another MSCA grant during the period of exchange:
    Example: A staff member seconded in RISE while recruited and working in an on-going IF or ITN project;

- Secondments reimbursed by other EU funds (i.e. double funding of same cost items).

3.4 Communication and Dissemination

In addition to publications and patents, communication of the project should aim 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 project 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.

Open Science under Horizon 2020

Open Science refers to the Horizon 2020 objective of increasing openness at all stages of the research life cycle and thus ensuring that science serves innovation and growth. Open Science guarantees open access to publicly-funded research results and promotes a range of facilities for knowledge sharing. It provides researchers with tools and workflows for transparency, networking, collaboration, dissemination and transfer of new knowledge. Moreover, Open Science is an inclusive process aimed at promoting diversity in science across the European Union and opening it to the general public, in order to better address the H2020 societal challenges and ensure that science becomes more responsive both to socio-economic demands and to those of European citizens."

Horizon 2020 also includes a pilot on Open Research Data. The main goal of the pilot is to facilitate research data registration, discovery, access and re-use, in particular in the context of Horizon 2020-funded projects. There is no obligation on RISE projects to participate in the pilot. However, should the beneficiaries choose to do so, a data management plan (DMP) will be required in the proposal (under "Implementation").

The information related to Open Research Data provided in the proposal is not part of the evaluation.

Further information on the DMP and the pilot can be found in the documents section of the Participant Portal. During the submission process, applicants will be asked to specify whether they wish to participate in the Open Research Data pilot.

3.5 Public Engagement

In the MSCA, the primary goal of public engagement activities is to **create awareness among the general public of the research work performed under these actions 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. **The frequency and nature of such activities should be outlined in the proposal**. Concrete plans for the above must be included.

3.6 Financial Aspects

The financial contribution to a Marie Skłodowska-Curie RISE project is calculated on the basis of unit costs. **A unit cost is a fixed amount per person-month of secondment. The EU contribution is calculated by multiplying the unit costs by the number of completed person-months**.

Applicants are not requested to indicate the amount of estimated EU budget contribution in their proposal since it will be automatically calculated from the information on planned person-months provided in the Part A of the proposal.

The financial support is composed of a *staff member unit cost of 2,000 EUR* per month, plus an *institutional unit cost of 2,500 EUR per person-month.*

As shown in Table 1, the institutional unit cost is split into *research, training and networking costs* of 1,800 EUR per month of secondment, and *management and indirect costs* of 700 EUR per month.

Marie Skłodowska-Curie Action	Staff member unit cost [per person-month of secondment] [EUR]	Institutional unit cost [per person-month of secondment]	
		Research, training and networking costs [EUR]	Management and indirect costs [EUR]
RISE	2,000	1,800	700

Table 1: Financial modalities for RISE

- The *Staff member unit cost* is a top-up allowance to be fully used to support travel, accommodation and subsistence costs for the staff member during the secondment. The Staff member unit cost contribution can be managed centrally to pay for the costs linked to the individual staff member on secondment (e.g. moving costs, accommodation, etc.) or paid directly to the staff member or a combination of the two approaches. On request, the beneficiary must be able to show that the full amount (2,000EUR) was used for the direct benefit of the seconded staff member.

  The salary of the seconded staff or any other type of remuneration is not covered by the EU contribution. Therefore, the beneficiaries and partner organisations are expected to continue paying the staff member's salary (or any other type of remuneration) during their stay abroad.

- The *Research, training and networking costs* cover the costs of research and innovation related activities of the project such as purchasing of consumables, laboratory costs, participation to conferences, workshops, coordination and review meetings and networking activities.

- *Management and indirect costs* cover all general costs connected with the organisation and implementation of the secondments (administrative and financial management, logistics, ethics, human resources, legal advice, documentation, etc.).

Institutional unit costs reimbursed through eligible secondments can be reserved and used to pay an additional top up allowance to the staff members, to cover general networking/training/management events, or to be reshuffled among different secondments according to the internal arrangements of the partnership (e.g. Consortium/Partnership agreement) to achieve the objectives of the project.

The beneficiaries, as grant recipients, are responsible for the management of the project. Each beneficiary will report to the REA the number of person-months that its own staffs have been seconded to other organisations, plus the secondments from TC partners to its own organisation.

The EU contribution is paid to the project coordinator who will distribute it to the beneficiaries according to the grant agreement and to the modalities agreed within the partnership.

Complete details regarding contractual obligations that bind all beneficiaries can be found in the MSCA Work Programme and in the model Grant Agreement, both of which are available on the Participant Portal.

Annex 1 – Timetable and Specific Information for this Call

The **Marie Skłodowska-Curie Actions Work Programme** provides the legal information for submitting a proposal to this call. It describes the different actions and how they will be implemented. The Work Programme is available on the Participant Portal call page together with the "call fiche" where the conditions for the call are mentioned. Please consult these documents.

Indicative timetable for this call

Publication of call	*08 December 2015*
Deadline for submission of proposals	***28 April 2016*** ***at 17:00:00, Brussels local time***
Evaluation of proposals	*June 2016*
Information on the outcome of the evaluation	*August 2016*
Indicative date for the signing of grant agreements	*November 2016*

Indicative budget 2016: **EUR 80.00 million**

Further information and help

The Participant Portal call page contains links to other documents and information that are useful during the preparation and submission of a RISE proposal.

Call Information

- *Participant Portal call page*
  http://ec.europa.eu/research/participants/portal/desktop/en/home.html
- *MSCA Work Programme 2016-2017*
  http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-msca_en.pdf
- *Guide to the submission and evaluation process*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

General Sources of Help

- *Marie Skłodowska-Curie website:* http://ec.europa.eu/msca
- *EURAXESS:* http://ec.europa.eu/euraxess/
- *The European Commission's Horizon 2020 Enquiry service*
  http://ec.europa.eu/research/enquiries
- *National Contact Points*
  http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html
- *FAQs*

Annex 1

http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html

- *How to register your organisation*
  https://ec.europa.eu/research/participants/portal/desktop/en/organisations/index.html

- *Net4Mobility:* http://www.net4mobility.eu/

Specialised and Technical Assistance

- *Submission Service Help Desk*: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu
  http://ec.europa.eu/research/participants/api/contact/index.html

- *Intellectual Property Right help desk:* https://www.iprhelpdesk.eu

Other Useful Reference Documents

- *Horizon 2020 Work Programme 2016-2017: General Introduction*
  http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-intro_en.pdf

- *Horizon 2020 Work Programme: General Annex A*
  http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf

- *List of countries and applicable rules for funding*
  http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-a-countries-rules_en.pdf

- *Reference Documents*
  http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

- *Horizon 2020: Rules for Participation*
  http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

- *Horizon 2020: How to Complete Your Ethics Self-Assessment*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

- *Horizon 2020: Guidelines on Data Management in Horizon 2020*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

- *Guide on beneficiary registration, validation and financial viability check*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf

- *European Charter and Code for Researchers*
  http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter

- *List of associated countries*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

- *Proposal evaluation forms*
  http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/2016-2017/h2020-call-ef-msca-rise-2016-17_en.pdf

Annex 2 – Evaluation Criteria and Procedures

1. General

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

REA staff ensures that the process is fair and in line with the principles contained in the European Commission's rules[9].

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

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

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

Conflicts of interest: under the terms of the expert contract, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible REA staff member should one become apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest.

Confidentiality: the expert contract also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

2. Before the evaluation

Once received in the Participant Portal's electronic submission system, proposals are registered and their status can be checked. Admissibility and eligibility criteria for each proposal are checked by REA staff before the evaluation begins[10]. Proposals which do not fulfil these criteria will not be included in the evaluation.

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

- It is received by the REA **before the deadline** given in the call fiche;

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[9] Horizon 2020 Guidelines for submission of proposals, and the related evaluation, selection and award procedures http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

[10] Refer to General Annex B to the Work Programme.

- It involves at least the **minimum number and types of participants** as mentioned in the MSCA Work Programme;

- It is **complete** (i.e. the requested administrative forms in Part A and the proposal description in Part B are both present);

- The content of the proposal **relates to the funding scheme**, including any special conditions set out in the relevant parts of the MSCA Work Programme.

A maximum length of **30 pages** is applicable to sections 1 - 3 of Part B of the proposal. Applicants must keep these sections of the proposal within this limit. Experts will be instructed to disregard any excess pages.

3. Award criteria

Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts participating in this evaluation[11].

The proposal will be evaluated against the RISE evaluation criteria and weighting, both of which are outlined in the Work Programme.

RISE - Marie Skłodowska-Curie Research and Innovation Staff Exchange		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty and appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects	**Enhancing the potential and future career perspectives of the staff members**	**Coherence and effectiveness of the work plan,** including appropriateness of the allocation of tasks and resources
Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives.	**Developing new and lasting research collaborations, achieving transfer of knowledge** between participating organisations and contribution to improving research and innovation potential at the European and global levels	**Appropriateness of the management structures and procedures**, including quality management and risk management
Quality of the proposed interaction between the participating organisations	Quality of the proposed measures to exploit and **disseminate** the project results	**Appropriateness of the institutional environment** (hosting arrangements, infrastructure)
	Quality of the proposed measures to **communicate** the project activities to different target audiences	**Competences, experience and complementarity** of the participating organisations **and their commitment to the project**
50%	**30%**	**20%**
Weighting		
1	**2**	**3**
Priority in case of *ex aequo*		

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[11] An example of the evaluation forms used by the experts will be made available on the Participant Portal

An overall threshold of 70% will be applied to the total weighted score.

Evaluation scores will be awarded for each of the three criteria (and not for each single element of the criteria). However, these elements are considered by the experts in the assessment of the criteria.

Each criterion will be scored out of 5. The scoring table is the following:

0 -	*The proposal fails* to address the criterion or cannot be assessed due to missing or incomplete information
1 -	*Poor.* The criterion is inadequately addressed or there are serious inherent weaknesses.
2 -	*Fair.* The proposal broadly addresses the criterion but there are significant weaknesses.
3 -	*Good.* The proposal addresses the criterion well but with a number of shortcomings.
4 -	*Very good.* The proposal addresses the criterion very well but with a small number of shortcomings.
5 -	*Excellent.* The proposal successfully addresses all relevant aspects of the criterion in question; any shortcomings are minor.

An example of the evaluation forms used by the experts will be made available on the Participant Portal.

4. Selection criteria[12]

Operational capacity

The expert evaluators will also be asked to assess whether each participant in the proposed consortium has the operational capacity required to participate in the project according to their planned role and responsibilities, as outlined in the proposal.

At all stages of the evaluation or grant agreement preparation process the REA reserves the right to reject the participation of a participant lacking the appropriate operational capacity to implement the research and innovation activities declared in the proposal. In this case, the secondments involving this participant will be rejected and the total budget of the proposal reduced accordingly.

In case of doubts about the operational capacity of a participant the REA also reserves the right to request additional information during the grant agreement preparation process.

If the participant is not rejected but its operational capacity still remains in doubt, the REA reserves the right to follow up closely the implementation of the action by the participant concerned and to request corrective measures to the participant and/or the consortium, as required.

It is therefore essential to:

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[12] Refer to General Annex H to the Work Programme.

- Plan the research and innovation activities in the proposal in light of the real operational capacity of the organisations involved, both in terms of premises and number of staff. Example: a SME with 5-10 staff members could be very beneficial for the action and provide exceptional expertise but is unlikely to be able to implement more than a small number of person-months. Therefore an adequate number of secondments from/to this SME shall be planned without artificially boosting the planning.

- Provide in the part B (including table B4) any relevant information which will allow the evaluators and the REA to assess the operational capacity of an organisation.

Financial capacity

Beneficiaries will be subject to a financial viability check according to the rules established in Article 15 of the *Rules of Participation*[13] and the *Guide on beneficiary registration, validation and financial viability check.*[14]

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[13] http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf
[14] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf

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

Proposals for this call must be submitted electronically, using the Electronic Submission Services of the European Commission accessible from the call page on the Participant Portal.

In Part A the applicant will be asked for administrative details and information on the secondments that will be used in the evaluation and further processing of the proposal. Part A constitutes an integral part of the proposal. Details of the work the applicant intends to carry out will be described in Part B (see Annex 5 of this guide).

The Electronic Submission Service provides guidance on how to complete the Part A, which includes the following sections:

- Section 1: General information about the proposal (including the abstract)
- Section 2: Data on participating organisations
- Section 3: Budget and Gantt chart (request for funding in terms of person-months)
- Section 4: Ethics table
- Section 5: Call specific questions

1. The Concept of Panels

All eligible proposals will be evaluated under eight major areas of research (panels): Chemistry (CHE); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), Physics (PHY) and Social Sciences and Humanities (SOC).

In the Electronic Submission Service, the applicant carefully chooses the panel to which the proposal will be associated (using the field 'Scientific Panel' on the A1 proposal submission form). For multidisciplinary proposals, applicants must still select one panel. Additional descriptors are used to define the other disciplines that may be covered by multidisciplinary proposals. These will be helpful to identify the appropriate expertise.

To help applicants select the most relevant panel for their proposal a document providing a breakdown of each research area into a number of descriptors will be provided on the call page on the Participant Portal.

There is no predefined budget allocation among the panels: the call budget will be distributed on the basis of eligible proposals received in each panel.

Applicants should carefully choose the panel and descriptors since this will guide the REA in the selection of experts for proposal evaluation.

2. Additional information on A3 Form – Budget and Gantt chart

For each participant (beneficiaries and partners), the system will display an empty table of secondments. The Coordinator is requested to complete the table by indicating the outgoing secondments planned by each participant, noting the period and the destination.

Secondments which are not eligible for funding should not be mentioned, except those secondments to MS/AC from organisations located in TC not listed in the Annex A to

the Work Programme. This will allow an assessment of these TC organisations' contribution to the implementation of the RISE project.

The information requested must be encoded in the *Table §A.1* (Gantt chart). Only the secondments listed in Table §A.1 will be considered during the evaluation. Any secondments listed in part B of the proposal will be disregarded.

Once the secondments plan of all participants is encoded, a summary table indicating the number of secondments allocated to each participant, the global number of secondments and the total budget requested for the project (*Table §A.2*) will be shown.

Experts will not comment on the budget but will score its appropriateness under the "*Quality and efficiency of the implementation*" criterion.

Annex 3

Table §A.1. GANTT CHART
(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Staff member ID	Staff member profile	Organisation short name	TC or MS/AC	Country	Academic (Y/N)	Seconded to (Organisation short name)	TC or MS/AC	Seconded To (Country)	Academic (Y/N)	Work package	Starting month	Duration in months
1	ER											
2	ESR											
3	TECH											
1	ER											
4	ESR											
5	MNG											
6	ER											
7	ER											
8	ADM											
9	TECH											

Possible staff member profiles (see Definitions)**:**
ER = Experienced researcher
ESR = Early stage researcher
MNG = Managerial staff
TECH= Technical staff
ADM = Administrative staff

The same staff member is identified by the *same staff member ID,* an integer number[1]

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[1] The same staff member ID cannot be associated to different profiles, such as ER1 and ESR1.

Annex 3

Table §A.2. BUDGET SUMMARY VIEW (per participant)
(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Participant number	Organisation short name	Country	Academic (Y/N)	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution [EUR]
						Researcher costs [EUR]	Research, training and networking costs [EUR]	Management and indirect costs [EUR]	Total [EUR]	
1										
2										
3										
...										
Total										

Table §A.3. BUDGET SUMMARY VIEW (per beneficiary)
(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Beneficiary number	Organisation short name	Country	Academic (Y/N)	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution [EUR]
						Researcher costs [EUR]	Research, training and networking costs [EUR]	Management and indirect costs [EUR]	Total [EUR]	
1										
2										
3										
...										
Total										

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

1. General information

Part B of the proposal contains the details of the proposed research and innovation staff exchange project along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the following sections, using both descriptive text and the tables provided. Please note that the explanatory notes below serve to explain the evaluation criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme.

Applicants must structure their proposal according to the headings indicated in the Part B proposal template.

Please note that this call will be a single-stage proposal submission and evaluation procedure. **An RTF (rich text format) version** of the submission template can be downloaded from the Electronic Submission Service. Applicants must ensure that their proposals conform to this layout and to the instructions given in this Guide for Applicants.

NEW: For the 2016 call, applicants must submit Part B of their proposal as two separate documents:

Document 1: must comprise the Start Page and then Part B sections 1-3. **The maximum total length for this document is 31 pages**. The Start Page must consist of **1 whole page**. Of the **maximum 30 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 and applicants must keep the proposal within the limits. **Experts will be strictly instructed to disregard any excess pages above the 31 page limit**.

Document 2: must consist of Part B sections 4-7. 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 participant (beneficiary and partner organisations)).

Note that applicants will not be able to submit their proposals in the submission system unless both documents 1 and 2 are provided.

The **minimum font size** allowed for the main text 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). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5,000 and 6,000 possible characters per page (including spaces).

For the tables, the font size chosen must be clearly legible by the expert evaluators. The minimum font size is therefore 8 points. All footnotes will count towards the page limit.

Literature references should be listed in the dedicated section 4.

Part B of the proposal carries as a header to each page the proposal acronym and the scheme. All pages should also 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".

2. Letters of commitment

Each partner organisation established in a Third Country must include in the proposal **an up-to-date letter of commitment, signed by its legal representative,** to demonstrate their real and active participation in the proposed network. These letters should be included in Section 7 of the part B, which does not count towards the page limit. There is no official template for the letters of commitment.

The experts will be instructed to disregard the contribution of any partner organisations for which no such evidence of commitment is submitted.

Please ensure that the proposal is complete. For Part B of the proposal exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts) must be used. Other file formats will not be accepted by the Electronic Submission Services of the Commission. Letters of commitment must be included in the PDF file of the proposal.

There will be no possibility to submit the missing letter of commitment at a later stage. **Therefore it is essential for the applicants to collect these letters of commitment in due time and well before the call deadline.**

If the proposal is still retained for funding after the evaluation, the budget linked to the secondments of the TC organisation lacking the letter of commitment will be rejected and the total budget of the proposal will be reduced accordingly.

3. Gender issues[16]

The MSCA pay particular attention to gender equality. In line with the European Charter and Code for Researcher (see <u>Other Useful Reference Documents</u>[17]), all Marie Skłodowska-Curie proposals are encouraged to take appropriate measures to facilitate mobility and counteract gender-related barriers to it. Equal opportunities are to be ensured, both at the level of **supported seconded staff** and that of **decision-making/supervision**.

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.

4. Scientific Misconduct and Research Integrity

Please note that the issues of scientific misconduct and research integrity are taken seriously. In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal. Coordinators will also be required to make a "declaration on honour" in Part A of the proposal.

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[16] See European Commission (2014), *Gender Equality in Horizon 2020*. Available online at: <u>http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/gender/h2020-hi-guide-gender_en.pdf</u>
[17] Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005) 576 of 11 March 2005. Available online at: <u>http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%207321%202005%20INIT</u>

Annex 4

It is also expected that procedures for promoting research integrity and managing scientific misconduct will be addressed in the proposal. For example, applicants are encouraged to describe clear procedures for dealing with cases of misconduct (e.g. data fabrication, falsification, plagiarism, misuse of funds, double-funding, etc.) should they arise during project implementation.

Principles of research integrity – as set out, for instance, in the European Code of Conduct for Research Integrity – will apply throughout all Marie Skłodowska-Curie actions.[18]

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[18] www.esf.org

Annex 5 – Part B Template

START PAGE

Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2016

PART B

"PROPOSAL ACRONYM"

Table of Contents

In drafting PART B of the proposal, applicants <u>must follow</u> the structure outlined below.

DOCUMENT 1 *(MAX 31 PAGES)*
START PAGE (*1 page*)

START PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

1. **EXCELLENCE (*starting page 2*)**
2. **IMPACT**
3. **QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

DOCUMENT 2 *(NO OVERALL PAGE LIMIT APPLIED)*
4. **REFERENCES**
5. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
6. **ETHICS ASPECTS**
7. **LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS**
   END PAGE (*1 page*)

Please note that:

- Applicants must ensure that document 1 does not exceed the total page limit of <u>31 pages</u> (1 start page + 30 pages for section 1-3).

- *No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references*

1. Excellence

Please note that the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoting open recruitment and attractive working conditions are recommended to be endorsed and applied by all the funded participants in the MSCA.

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

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation project to the scope of the call and in relation to the "state of art".*
- *Methodological approach highlighting the types of research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, if applicable.*
- *Gender aspects (both at the level of secondments and that of decision-making within the project).*

Table B1: Work Package (WP) List[19]

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination…)	Number of person-months involved	Start Month	End month

1.2 Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives

Please develop your proposal according to the following line:

- *Approach and methodology used for knowledge sharing (secondments, workshops/trainings/conferences, etc.).*

1.3 Quality of the proposed interaction between the participating organisations

Please develop your proposal according to the following lines:

- *Contribution of each participant in the activities planned, including the participants' interactions in terms of content and expertise provided to reach the project's objectives.*
- *Justification of the main networking activities.*

---

[19] A work package is defined as a major subdivision of the proposed project.

2.   Impact

2.1   Enhancing the potential and future career perspectives of the staff members

Please develop your proposal according to the following line:

- *The project contribution to realising the potential of individuals and to providing new skills and career perspectives.*

2.2   Developing new and lasting research collaborations, achieving transfer of knowledge between participating organisations and contribution to improving research and innovation potential at the European and global levels

Please develop your proposal according to the following lines:

- *Development of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Self-sustainability of the partnership after the end of the project.*
- *Contribution of the project to the improvement of the research and innovation potential within Europe and/or worldwide.*

2.3   Quality of the proposed measures to exploit and disseminate the project results

Please develop your proposal according to the following lines:

- *Dissemination strategy - targeted at scientists, potential users and to the wider research and innovation community - to achieve the potential impact of the project.*
- *Expected impact of the proposed measures.*
- *Intellectual property rights aspects (if applicable) and exploitation of results.*

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

Please develop your proposal according to the following lines:

- *Communication strategy, outreach plan and the activities envisaged to engage the public.*
- *Expected impact of the proposed measures.*

The following sections of the European Charter for Researchers refer specifically to outreach and dissemination:

Public engagement

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

Dissemination, exploitation of results

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.

3. Quality and efficiency of the implementation

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

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan* and the activities proposed to reach the project objectives.
- *Credibility and feasibility of the project* through the activities proposed.
- *Gender aspects* in the planning of the activities.

Table B2: Work Package Description

Work Package Number		Start Month – End Month					
Work Package Title	(e.g. Research, Training, transfer of knowledge Management, Communication, Dissemination, etc.)						
Lead Beneficiary							
Participant Short Name							
Person-months per Participant:							
Objectives							
Description of Work and Role of Specific Beneficiaries / Partner Organisations (possibly broken down into tasks), indicating lead participant and role of other participants							
Description of Deliverables (brief description and month of delivery)							

The participant short name and person-months allocated to each participant should be coherent with the Part A of the proposal.

Table B3.a: Deliverables List

A **deliverable** is a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content and the associated secondments. It should be kept in mind that the secondments encoded in part A are already key deliverables in all RISE projects but they do not need to be encoded in this deliverables list. The additional deliverables below should

be divided into scientific deliverables and management, training exploitation and dissemination deliverables.

Scientific deliverables have technical/scientific content specific to the project. Avoid duplication of reports and keep in mind that the grant will impose a yearly reporting to the consortium. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.

Scientific Deliverables						
Deliverable Number[20]	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type[21]	Dissemination Level[22]	Due Date[23]
Management, Training, and Dissemination Deliverables						
Deliverable Number	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type	Dissemination Level	Due Date

Table B3.b: Milestones List
Milestones are control points in the project 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 project where, for example, the consortium must decide which of several technologies to adopt for further development.

Number	Title	Related Work Package(s)	Lead Beneficiary	Due Date	Means of Verification[24]

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[20] 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.
[21] Please indicate the nature of the deliverable using one of the following codes:
R = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination
[22] Please indicate the dissemination level using one of the following codes:
PU = Public: fully open, e.g. web; **CO = Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services;
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.
[23] Measured in months from the project start date (month 1).
[24] Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running; software released and validated by a user group; field survey complete and data quality validated.

3.2 Appropriateness of the management structures and procedures, including quality management and risk management

Please develop your proposal according to the following lines:

- *Project organisation and management structure, including the financial management strategy, as well as the progress monitoring mechanisms put in place.*
- *Risks that might endanger reaching the project's objectives and the contingency plans to be put in place should risk occur.*

Risk No	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. delay in planned secondments	WP1	

3.3 Appropriateness of the institutional environment (hosting arrangements, infrastructure)

Please develop your proposal according to the following lines:

- *Availability of the expertise and human resources, to carry out the proposed research project.*
- *Description of the necessary infrastructures and any major items of technical equipment (if required) relevant to the proposed project.*

3.4 Competences, experience and complementarity of the participating organisations and their commitment to the project

Please develop your proposal according to the following lines:

> *Adequacy of the partnership to carry out the project explaining how participants' synergies and complementarities will be exploited.*

> *NB: The individual members of the consortium are described in Section 6. There is no need to repeat that information in this section.*

STOP PAGE COUNT – MAX 30 PAGES

4. References

4. References

5. Participating organisations

Note that:
- *Any inter-relationship between different participating institutions or individuals (e.g. shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, family-ties, etc.) must be declared and justified in this part of the proposal;*
- *The information must be based on current data, not projections;*
- *The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase.*

Table B4: Data for <u>non-academic</u> beneficiaries

Name	Location of research premises (city/country)	Type of R&I activities	No. of full - time employees	No. of employees in R&I	Web site	Annual turnover (approx., in Euro)

- The information in the above table must be based on current data, not projections;
- The capacity of institutions participating in successful proposals will be subject to verification during the grant preparation phase.

All organisations (whether beneficiaries or partner organisation) must complete the appropriate table below. Complete one table of maximum <u>one page per beneficiary</u> and <u>half a page per partner organisation</u>. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5: Organisations (beneficiaries and partners) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the project.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
Independent research premises?	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 beneficiaries and/or partner organisations in the consortium?
Previous Involvement in Research and innovation projects	Describe relevant research/ innovation projects in which the organisation took part
Current involvement in Research and Innovation projects	Describe relevant research/ innovation projects in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

Partner (Organisations in TC) Legal Name	
General Description	
Role and Profile of key people	As above
Key Research Facilities, Infrastructure and Equipment	As above
Do you have independent research premises?	As above
Previous Involvement in Research and innovation projects	As above
Current involvement in Research and Innovation projects	As above
Relevant publications and/or research/innovation products	Max 3

6.   Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union[25]. 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.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review. The Ethics Review is the core of the H2020 Ethics Appraisal scheme, which concerns all proposals and projects, and also includes the Ethics Checks and Ethics Audit that can be initiated during the project implementation.

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B section 6. For more details on how to correctly address the ethics issues of your proposal, please refer to the Ethics Self-Assessment Guidelines under Horizon 2020[26].

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law;
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities.

> *If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*
>
> *If these documents are specifically requested for the project, they must include an explicit reference to the project title and each beneficiary concerned must confirm that the respective document(s) covers the tasks described for the project.*

2) Explain in detail how you intend to address the issues mentioned in the ethics issues table, in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);

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[25] Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm

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

- Research **methodology** (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, etc);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

Make sure to follow the guidance provided in the ethics self-assessment guidelines when addressing the different issues of your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will check this section in detail.

7. Letters of Commitment of Third Country partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC partner organisations (see Annex 4, point 2 of this Guide).

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2016

PART B

"PROPOSAL ACRONYM"