H2020 Programme

Proposal template

Administrative forms (Part A)
Project proposal (Part B)

Marie Skłodowska-Curie Actions – Innovative Training Networks (ITN)

Version 2.0
15 September 2016

History of changes

Version	Date	Change	Page
1.0	15.10.2015	▪ Initial version	
2.0	15.09.2016	**Part A** ▪ At least 3 descriptors should be selected ▪ Better instructions for free keywords ▪ Question on page 3 have been shortened. ▪ Rephrasing of the paragraph on personal data protection ▪ One question added in the ethics section about "exclusive focus on civil applications" ▪ Suppression of the "call specific questions" section ▪ Blocking warnings have been added in the forms regarding the maximum number of person-months requested. ▪ A warning on the 40.0% rule has been added **Part B** ▪ Call year ▪ Removal of overview Table of Contents for section 1-3, 4-5 (now only in the Guide for Applicants) ▪ Addition of Table of Contents in the proposal structure (section 1-3 starts on page 5) ▪ "Project" replaced by "action" ▪ 1.3 Quality of supervision: addition of "(including mandatory joint supervision for EID and EJD) ▪ "Participants" replaced by "Participating organisations" ▪ 2.4 Quality of the proposed measures to communicate the activities to different target audiences: addition of two references on Communicating EU research and innovation guidance for project participants and the "communication" section of the H2020 Online Manual. ▪ 5. Participating organisations: addition of instruction in the table for beneficiaries under "General Description": "*Short description of the activities relevant to the action*" ▪ 5. Participating organisations: "Independent Research premises" replaced by "Status of Research Premises" ▪ 7. Letters of Commitment: clarification added ▪ Other minor corrections	

Horizon 2020

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

How to fill in the forms?

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Proposal ID	*Acronym*

1 - General information

Topic	
Call Identifier	
Type of Action	
Deadline Id	

Acronym	

Proposal title	*The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months	*Insert the estimated duration of the project in full months - typically 48 months for ITN projects.*
Panel	

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to support REA services in identifying the best qualified evaluators for your proposal.

Descriptor 1		Add

Free keywords	*You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. Each single one separated by a semi colon or a comma. There is a limit of 200 characters.*

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .
- *Do not include any confidential information.*
- *Use plain typed text, avoiding formulae and other special characters.*

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters	2000

Proposal ID	*Acronym*

Has this proposal (or a very similar one) been submitted to a call?　　　○ Yes　○ No

Proposal ID	*Acronym*

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) The information contained in this proposal is correct and complete.	☐
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	☐

4) The coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- as sole participant in the proposal is exempt from the financial capacity check.	○

5) The coordinator hereby declares that each applicant has confirmed:

- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	☐
- they have the financial and operational capacity to carry out the proposed action.	☐
The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection
The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the privacy statement. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the Privacy statement for the EDES Database).

| *Proposal ID* | | *Acronym* | |

List of participants

#	Participant Legal Name	Country
1		

Information on partner organisations

Partner Organisation number	PIC Search PIC	Organisation legal name	Country	Academic Sector	Role of associated		
					Provide training	Host secondmends	
1							

European Commission -
Research & Innovation - Participant Portal
Proposal Submission Forms
Research Executive Agency

Go to

Proposal ID	Acronym	Short name

2 - Administrative data of participating organisations

Coordinator

PIC	**Legal name**

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body …………………………………………… no

Non-profit …………………………………………… no

International organisation …………………………… no

International organisation of European interest …… no

Secondary or Higher education establishment ……. no

Research organisation ……………………………… no

Legal person …………………………… no

Academic Sector ……………………… no

Enterprise Data

SME self-declared status……………………………… unknown

SME self-assessment ………………………………… unknown

SME validation sme…………………………………… unknown

Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Nace code

Proposal ID	Acronym	Short name

Department(s) carrying out the proposed work

Department 1

Department name [   ] ☐ not applicable

☐ Same as organisation address

Street [*Please enter street name and number.*]

Town [   ]

Postcode [   ]

Country [   ]

Dependencies with other proposal participants

Character of dependence	*Participant*	

Proposal ID	Acronym	Short name

Person in charge of the proposal

Title [   ]

Sex ○ Male ○ Female

First name   Last name

E-Mail

Position in org. [_Please indicate the position of the Contact Point above in the organisation._]

Department [_Please indicate the department of the Contact Point above in the organisatio_]   ☐ Same as organisation

☐ Same as organisation address

Street [   ]

Town [   ]   Post code [   ]

Country [   ]

Website [   ]

Phone [_+xxx xxxxxxxxx_]   Phone 2 [_+xxx xxxxxxxxx_]   Fax [_+xxx xxxxxxxxx_]

Proposal ID   *Acronym*   *Go to*

3 - Budget

Researcher Number	Planned start month	Duration (months)
1		
Total		

Participant Number	Organisation Short Name	Country	IOEI	No of researchers	Number of person.months	Researcher Unit Cost			Institutional Unit Cost		TOTAL
						Living allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and overheads	
1			no	1	0		0,00	0,00	0,00	0,00	0,00
Total				1	0		0,00	0,00	0,00	0,00	0,00

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ⦿ No	
Does your research involve the use of human embryos?	○ Yes ⦿ No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ⦿ No	
2. HUMANS		Page
Does your research involve human participants?	○ Yes ⦿ No	
Does your research involve physical interventions on the study participants?	○ Yes ⦿ No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	○ Yes ⦿ No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	○ Yes ⦿ No	
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ⦿ No	
5. ANIMALS		Page
Does your research involve animals?	○ Yes ⦿ No	
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	○ Yes ⦿ No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	○ Yes ⦿ No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	○ Yes ⦿ No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ⦿ No	
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	○ Yes ⦿ No	
Could the situation in the country put the individuals taking part in the research at risk?	○ Yes ⦿ No	

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ⦿ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ⦿ No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ Yes ⦿ No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	○ Yes ⦿ No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	○ Yes ⦿ No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	○ Yes ⦿ No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ⦿ No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

How to Complete your Ethics Self-Assessment

Validation result

Show Error   The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning   The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	**Description**
	The form has not yet been validated, click "Validate Form" to do so!

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2017

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[ETN]   [EID]   [EJD]
[delete as appropriate]

TABLE OF CONTENTS (*max. 1 page*)

LIST OF PARTICIPATING ORGANISATIONS (*max. 2 pages*)

Please provide a list of the consortium's members (both beneficiaries and partner organisations) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action.

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

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation[1]
Beneficiaries								
- NAME								
Partner Organisations								
- NAME								

Data for non-academic beneficiaries:

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[2] (in Euro)	Enterprise status (Yes/No)	SME status[3] (Yes/No)

- The information in the above table **must be based on current data, not projections**
- The financial and operational capacity of organisations participating in successful proposals will be subject to verification during the grant preparation phase

Declarations

Name (institution / individual)	Nature of inter-relationship

- Applicants **must** use the table above to **declare any inter-relationship between different participating institutions or individuals** (e.g. family ties, shared premises or facilities, joint or part ownership, financial interest, overlapping staff or directors, etc.)

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[1] For example, delivering specialised training courses, hosting secondments, etc.
[2] Defined as the total value of sales of goods and services during the last accounting period.
[3] As defined in Commission Recommendation 2003/361/EC

START PAGE COUNT – MAX 30 PAGES

1.   Excellence *(starting on p.5)*

1.1   *Quality, innovative aspects and credibility of the research programme* (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

- <u>Introduction, objectives and overview of the research programme.</u> For ETN, it should be explained how the individual projects of the recruited researchers will be integrated into – and contribute to – the overall research programme. EJD and EID proposals should describe the research projects in the context of a doctoral training programme
- <u>Research methodology and approach</u>
- <u>Originality and innovative aspects of the research programme</u> (in light of the current state of the art and existing programmes / networks / doctoral research trainings)

The action should be divided in **Work Packages** and described in the table below. The Work Packages should reflect the research objectives. Only brief headings and overviews of the Work Packages should be presented in Table 1.1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1.1:   Work Package[4] (WP) List

WP No.	WP Title	Lead Beneficiary No.	Start Month	End month	Activity Type[5]	Lead Beneficiary Short Name	ESR involvement[6]

1.2   *Quality and innovative aspects of the training programme* (including transferable skills, inter/multi-disciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

- <u>Overview and content structure of the training (ETN) or doctoral programme (EID/EJD),</u> including network-wide training events and

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[4] A work package is defined as a major subdivision of the proposed action.
[5] For example, research, management, dissemination, etc.
[6] Indicate which ESR(s) will participate in the Work Package in question

complementarity with those programmes offered locally at the participating organisations (please include table 1.2a and table 1.2b)
- Role of non-academic sector in the training programme

Table 1.2 a   Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	Planned Start Month 0-45	Duration (months) 3-36
1.			
2.			
3.			
…			
Total			

Table 1.2 b   Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	ECTS[7] (*if any*)	Lead Institution	Action Month (*estimated*)
1				
2				
3				
4				

1.3 *Quality of the supervision (including mandatory joint supervision for EID and EJD)*

Required sub-headings:

- Qualifications and supervision experience of supervisors
- Quality of the joint supervision arrangements (mandatory for EID and EJD).

To avoid duplication, the role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (see section 5 below).

The following section of the European Charter for Researchers refers specifically to supervision:

Supervision

Employers and/or funders should ensure that a person is clearly identified to whom Early-Stage Researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge,

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[7] ECTS: European Credit Transfer and Accumulation System.
http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

1.4 *Quality of the proposed interaction between the participating organisations*

Required sub-headings:

- Contribution of all participating organisations to the research and training programme
- Synergies between participating organisations
- Exposure of recruited researchers to different (research) environments, and the complementarity thereof

2. Impact

2.1 *Enhancing the career perspectives and employability of researchers and contribution to their skills development*

In this section, please explain the impact of the research and training on the fellows' careers.

2.2 *Contribution to structuring doctoral/early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:*

a) Meaningful contribution of the non-academic sector to the doctoral / research training (as appropriate to the implementation mode and research field)

b) Developing sustainable joint doctoral degree structures (for EJD only)

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

Required sub-headings:
- Dissemination of the research results
- Exploitation of results and intellectual property

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

Required sub-heading:
- Communication and public engagement strategy

Concrete plans for sections 2.3 and 2.4 must be included in the corresponding implementation tables.

Note that the following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:

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.

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.

You can also refer to the [Communicating EU research and innovation guidance for project participants](#) as well as to [the "communication" section of the H2020 Online Manual](#).

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 (including awarding of the doctoral degrees for EID and EJD)*

Required **sub-headings**:
- Work Packages description (please include table 3.1a);
- List of major deliverables *(*please include table 3.1b*), including the awarding of doctoral degrees, where applicable[8];
- List of major milestones (please include table 3.1c)
- Fellow's individual projects *(*please include table 3.1d*);
- Gantt Chart, including secondment plan (please use template [below](#))[9]*.*

NB - Due date: The schedule should indicate the **number of months** elapsed from the start of the action (Month 1).

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[8] This could also be after the end of the action
[9] Note that although the Gantt Chart will be assessed under section 3, the chart itself does not count towards the page limit and should be included under section 4.

Table 3.1 a   Description of Work Packages

WP Number		Start Month – End Month
WP Title	*(e.g. including Research, Training, Management, Communication and Dissemination…)*	
Lead Beneficiary		
Objectives		
Description of Work and Role of Specific Beneficiaries / Partner Organisations *(possibly broken down into tasks), indicating lead participant and role of other participating organisations*		
Description of Deliverables *(brief description and month of delivery)*		

Table 3.1 b   Deliverables List

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. These should be divided into scientific deliverables and management, training, recruitment and dissemination deliverables. Scientific deliverables have technical/scientific content <u>specific to the action</u>. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.

Scientific Deliverables						
Deliverable Number[10]	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type[11]**	**Dissemination Level[12]**	**Due Date**

Management, Training, Recruitment[13] and Dissemination Deliverables						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type**	**Dissemination Level**	**Due Date**

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[10] 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.

[11] Please indicate the nature of the deliverable using one of the following codes:
R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination and/or exploitation of results; **OTHER** = Other, including coordination

[12] 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.

[13] Including overall recruitment (e.g. advertising vacancies), Researcher Declarations on Conformity, Career development Plan, training deliverable x, etc. The individual recruitments should only be listed in Table 1.2a

Table 3.1 c   Milestones List

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 consortium must decide which of several technologies to adopt for further development.

Number	Title	Related Work Package(s)	Lead Beneficiary	Due Date [14]	Means of Verification[15]

Table 3.1 d Individual Research Projects

If applicable and relevant, linkages between the individual research projects and the work packages should be summarised here (one table /fellow).

Fellow *(e.g. ESR1)*	Host institution	PhD enrolment (Y/N)	Start date *(e.g. Month 6)*	Duration *(e.g. 36 months)*	Deliverables *(refer to numbers in table 3.1b)*
Project Title and Work Package(s) to which it is related:					
Objectives:					
Expected Results:					
Planned secondment(s): *Host, supervisor, timing, length and purpose*					

3.2   Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD)

Required sub-headings:
- Network organisation and management structure, including financial management strategy, strategy for dealing with scientific misconduct
- Joint governing structure (mandatory for EID and EJD actions)
- For EJD, joint admission, selection, supervision, monitoring and assessment procedures
- Supervisory board
- Recruitment strategy

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[14]   Measured in months from the action start date (month 1).
[15]   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 flawlessly; software released and validated by a user group; field survey complete and data quality validated.

- <u>Progress monitoring and evaluation of individual projects</u>
- <u>Risk management</u> at consortium level (including table 3.2a)
- <u>Intellectual Property Rights (IPR)</u>
- <u>Gender aspects</u> (both at the level of recruitment and that of decision-making within the action)
- <u>Data management plan</u> (*only if participating in Open Research Data pilot – see page 21 above*)

Table 3.2a Implementation Risks

Risk No.	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. Delay in recruitment	WP x	

The following sections of the European Code of Conduct for the Recruitment of Researchers refer specifically to recruitment and selection:

Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (academic and non-academic) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

3.3 *Appropriateness of the infrastructure of the participating organisations*

Explain the appropriateness of the infrastructure of each participating organisation, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the action.

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

Required sub-headings:

- Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to each beneficiary/partner organisation in the action, including in light of their experience;
- Commitment of beneficiaries and partner organisations to the programme (for partner organisations, please see also sections 5 and 7).

i) Funding of non-associated third countries (if applicable): Only entities from EU Member States, from Horizon 2020 Associated Countries or from countries listed in General Annex A to the Work Programme are automatically eligible for EU funding. If one or more of the beneficiaries requesting EU funding is based in a country that is not automatically eligible for such funding, the application shall explain in terms of the objectives of the action why such funding would be essential. Only in exceptional cases will these organisations receive EU funding.[16] The same applies for **international organisations** other than IEIO.

ii) Partner organisations: The role of partner organisations and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in section 7 (included within the PDF file, but outside the page limit).

STOP PAGE COUNT – MAX 30 PAGES (SECTIONS 1-3)
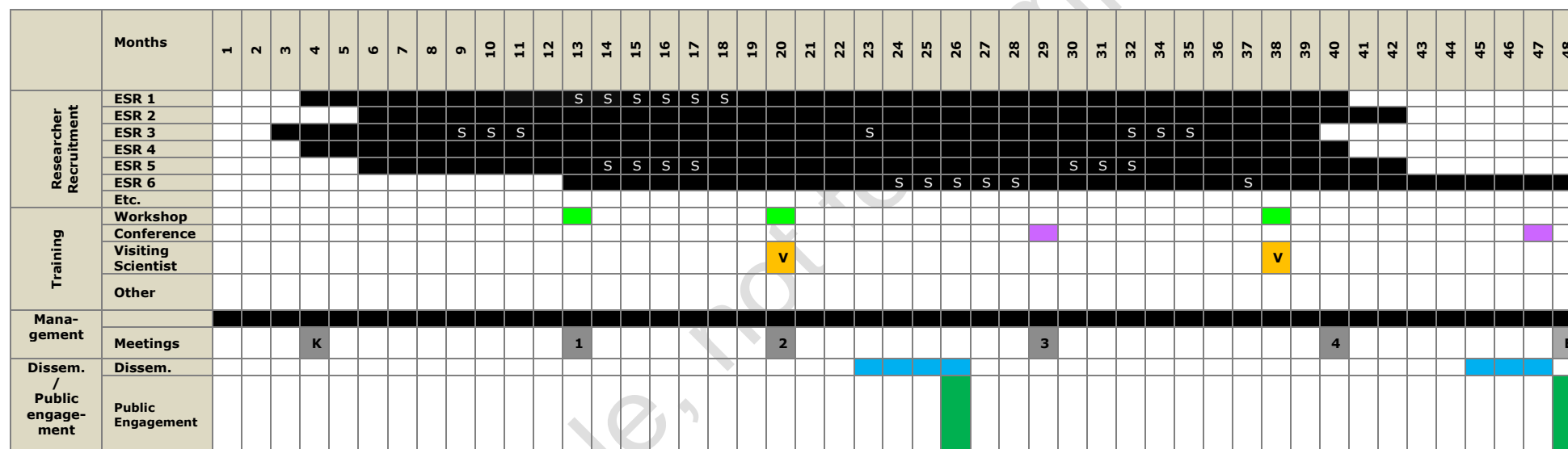
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[16] Article 10.2 of the Rules for participation and dissemination in "Horizon 2020" (Regulation (EU) No. 1290/2013 of the European Parliament and of the Council of 11 December 2013).

4. Gantt Chart

Reflecting ESR recruitments, secondments, training events, management and dissemination / public engagement activities

	Months	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	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Researcher Recruitment	ESR 1													S	S	S	S	S	S																													
	ESR 2																																															
	ESR 3										S	S	S											S								S	S	S														
	ESR 4																																															
	ESR 5													S	S	S	S													S	S	S																
	ESR 6																							S	S	S	S	S						S														
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Training	Workshop													🟩							🟩														🟩													
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Dissem. / Public engagement	Dissem.																							🟦	🟦	🟦	🟦																		🟦	🟦	🟦	
	Public Engagement																										🟩																					🟩

S = Secondment[1]
K = Kick-off meeting
E = End of action

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[1] **30% secondment rule**: Under ETN, each recruited researcher can be seconded to other beneficiaries and /or to partner organisations for a duration of up to 30% of his/her recruitment period (this limitation does not apply to EID and EJD, insofar as time spent at other participating organisations occurs in line with the proposal).

5. Participating Organisations

All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of <u>maximum one page per beneficiary</u> and <u>half a page per partner organisation</u> (minimum font size: 9).

For **beneficiaries**:

Beneficiary Legal Name:	
General Description	*Short description of the activities relevant to the action*
Role and Commitment of key persons (including supervisors)	*Including names, title and the intended extent of involvement in the action - in <u>percentage of full-time employment</u> - of the key scientific staff who will be involved in the research, training and supervision*
Key Research Facilities, Infrastructure and Equipment	*Outline the key facilities and infrastructure available and demonstrate that each team has sufficient capacity to host and/or offer a suitable environment for supervising the research and training of the recruited Early-Stage Researchers*
Status of 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 Training Programmes	*Detail any relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated*
Current Involvement in Research and Training Programmes	*Detail any relevant EU, national or international research and training actions/projects in which the beneficiary is currently participating*
Relevant Publications and/or Research / Innovation Product	*Max. 5*

For **partner organisations:**

Partner Organisation Legal Name:	
General description	
Key Persons and Expertise	
Key Research Facilities, Infrastructure and Equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications and/or Research / Innovation Product	*Max. 3*

6.   Ethics Issues

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.[2] 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 actions, and also includes the Ethics Checks and Ethics Audit that can be initiated during the action implementation.

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

If any ethics issues have been entered in the ethical issues checklist in Part A of the proposal, then an ethics self-assessment must be included in this section. For more details, please refer to the "H2020 How to complete your Ethics Self-Assessment" guide.[3]

The self-assessment in this section must:

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

Should the proposal be selected for funding, applicants may be required to provide the following documents upon REA's request, if they are already in their 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, applicants must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).*

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[2] Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also:
http://www.europarl.europa.eu/charter/default_en.htm
[3] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

If it is planned to request these documents specifically for the proposed action, the request must contain an explicit reference to its title.

2) Explain in detail in the ethics issues table how the consortium intends to address the issues, in particular as regards:

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

7.   Letters of Commitment

Please use this section to insert scanned copies of the required **Letters of Commitment from partner organisations**. These should be on headed paper and signed in order to demonstrate the credibility of the organisation's commitment to the ITN.

For EJD, Letters of Institutional Commitment must also be included from those academic beneficiaries that will award the doctoral degrees. These letters should be signed by an authorised legal representative of the organisation in question so as to offer reasonable assurance regarding the commitment to award the joint, double or multiple doctoral degree(s). There is no specific template for these letters.

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2017

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[ETN]   [EID]   [EJD]
[delete as appropriate]