Research Executive Agency

SEVENTH FRAMEWORK PROGRAMME

GUIDE FOR APPLICANTS

Marie Curie Actions
PEOPLE

International Research Staff Exchange Scheme
Call identifier FP7-PEOPLE-2010-IRSES
Closing Date: 25 March 2010 at 17:00:00 (Brussels local time)

MARIE CURIE ACTIONS

(Version November 2009)

Foreword

This is the Guide for Applicants for the call:

FP7-PEOPLE-2010-IRSES

The main changes made since the 2009 Guide concern:

- In December 2007, the Commission set up the Research Executive Agency (REA) to manage certain parts of the 7th Framework Programme[1]. On 15 June 2009 the REA took over the management of the programmes entrusted to it including the Marie-Curie actions of the PEOPLE programme. On the basis of this delegation of powers by the Commission, the Agency is carrying out all operations necessary for implementing this programme;

- An increase on the fixed Community contribution of €1900 per researcher and per month (a flat rate, which includes, for example, the researcher's subsistence and travel costs, as well as management costs, overheads and costs related to organisation of workshops and conferences). For countries located a long distance from Europe (see list of eligible countries in this Guide, section 2.5), an additional long distance allowance of €200 per month per exchanged staff member is paid to cover higher travel costs;

- An update on countries eligible to participate in IRSES and their status;

- Partners in actions resulting from this call, including those not receiving funding, must conclude a partnership agreement.

[1] Commission Decision 2008/46/EC of 17 December 2007 setting up the Research Executive Agency for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003, OJ L11, 15.01.2008.

Definitions used throughout this Guide:

Third Countries: are countries which are neither EU Member States (MS) nor countries associated to FP7 (AC); (please see the updated list on CORDIS: http://cordis.europa.eu/fp7/who_en.html#countries);

Research organisations: are defined in the rules for participation as a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives;

Beneficiaries: are *research organisations* located in a MS or AC which sign the *grant agreement* with the *Research Executive Agency*;

Participants: are *research organisations* which are located in a Third Country and which will not sign the *grant agreement*;

Partners: refer to either the *beneficiaries* or the *participants*;

Partnership agreement: means an agreement signed between the *beneficiaries* and the *partner organisations* for the purpose of the *project*. This agreement is deemed to have been signed before the signature of the *grant agreement*;

Coordinator: is the *beneficiary* who 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 *partner organisations* and the *REA*;

Early stage researcher: means a professional *researcher* in the first 4 years (full-time equivalent) of their research careers, including the period of research training, starting at the date of obtaining the degree which would formally entitle him/her to embark on a doctorate either in the country in which the degree was obtained or in the country in which the *mobility activities* are provided, irrespective of whether a doctorate is envisaged or not;

Experienced researcher: means a professional *researcher* 1) already in possession of a doctoral degree, independently of the time taken to acquire it or 2) having at least 4 years of research experience (full -time equivalent) after obtaining the degree which formally allows him/her to embark on a doctorate in the country in which the degree/diploma was obtained or in the country where the activities under the *project* are carried out;

Researcher: means an early stage or an experienced *researcher* selected and appointed by his/her *home organisation* among the staff to benefit from the staff exchange under the *project*. Technical and managerial staff are assimilated to *early stage or experienced researcher* depending on their level of professional experience and are eligible if they are involved in research related activities;

Home organisation: means the *beneficiary* or *partner organisation* of which the *researcher* is a staff member;

Host organisation: means the *beneficiary* or *partner organisation* hosting the *researcher* for the *secondment period*;

Secondment period: means the period(s) spent by a *researcher* at a *host organisation* under the *project*;

Mobility activities: means the knowledge sharing and networking activities related to the *researcher* under the *project*;

About this Guide

**This Guide explains the principles of
Marie Curie International Research Staff Exchange Scheme
to be funded under the EU's Seventh Framework Programme.**

Similar documents are available for the other
Marie Curie Actions namely:

Marie Curie Initial Training Networks (ITN)
Marie Curie Reintegration Grants (RG)
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Marie Curie Researchers Night (NIGHT)
Marie Curie Intra-European Fellowships for Career Development (IEF),
Marie Curie International Outgoing Fellowships for Career Development (IOF)
Marie Curie International Incoming Fellowships (IIF)

The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of action and may also vary from call to call. It is therefore important to ensure that you are using the right guide.

Please check that this is the right guide for you by consulting the Work Programme, the call text and the description of the Marie Curie Action in section 2.

Please note:

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS[2] web-site (http://cordis.europa.eu).

This Guide does not in itself have any legal value, and thus does not supersede those documents.

[2] Community R&D Information System

Contents

THE ESSENTIALS

What is IRSES?
The Marie Curie International Research Staff Exchange Scheme aims at strengthening research partnerships through short period staff exchanges and networking activities between European research organisations and research organisations from countries with which the Community has an S&T agreement or are in the process of negotiating one[3], and countries covered by the European Neighbourhood Policy (ENP).

Who can apply?
Research organisations (non profit public or private bodies which carry out research) can participate in this action. A partnership in this action shall be composed of at least two independent partners established in at least two different EU Member States (MS) or Associated countries (AC), and one or more research organisation(s) located either in countries with which the EU has an S&T Agreement or in countries covered by the ENP. One of the MS/AC beneficiaries will be the coordinator of the *project*.

Which research topics are supported?
All Marie Curie actions (MCA) have **a bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the EC Treaty are eligible for funding, except areas of research covered by the EURATOM Treaty (please see list at http://europa.eu/scadplus/treaties/euratom_en.htm).

How does it work?
Proposals are submitted within the specified deadlines, and are evaluated by external independent experts against a series of predetermined criteria. A staff exchange programme can apply for Community support for a period of 24-48 months. The duration of exchanges for each researcher or technical/management staff will be for a maximum of 12 months. Multiple stays or interruptions are acceptable within this maximum duration. The *grant agreement* will be concluded with the *beneficiaries* located in the EU Member States (MS) or countries associated to FP7 (AC), while the other members of the partnership are defined as *participant organisations*.

What does the funding cover?
For each member of staff from an EU Member State or Associated country seconded to a participant organisation from an eligible *Third Country*, the Community will pay a fixed Community contribution of €1900 per researcher and per month (a flat rate, which is intended to cover or contribute to the researcher's subsistence and travel costs, as well as to management costs, overheads and costs related to organisation of workshops and conferences). For countries located a long distance from Europe (see list of eligible countries in section 2.5), an additional monthly long distance allowance of €200 per exchanged staff member is paid to cover higher travel costs. A Community contribution may also be paid for researchers moving to Europe from certain *Third countries* (namely ICPC with which the EU has an S&T Agreement or in countries covered by the ENP). In all cases, the staff remains employed by their organisations and are expected to return after the mobility period.

How to apply?
This Guide contains the essential information for applicants to prepare and submit a proposal for IRSES. Applicants should also consult the relevant legal documents (listed in Annex 1 of this document) in order to understand better the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically via the Electronic Proposal Submission Service (EPSS).

[3] See Annex I to the PEOPLE Work Programme 2010 for countries eligible for the IRSES scheme. A list of countries with S&T agreements is also available at ftp://ftp.cordis.europa.eu/pub/fp7/docs/third_country_agreements_en.pdf.

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **calls** published by the *Research Executive Agency*, which solicit **proposals**. Proposals describe a planned international research staff exchange programme and provide information on its content and coordinator/partners. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The *REA* evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

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

This **Guide for Applicants** contains the essential information to guide applicants through the mechanics of preparing and submitting a proposal.

Applicants must also refer to the **"PEOPLE" Work Programme.** This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the Community contribution and the evaluation criteria. Work programmes are revised each year, so it is important to refer to the latest version[4] before preparing your proposal.

> *Please check that this is the correct guide for you by consulting the Work Programme, the **call fiche**, and the description of the Marie Curie Action in the next section.*

This Guide and the Work Programme are essential reading. However, applicants may also wish to consult other reference and background documents, in particular those relating to negotiation and the *grant agreements*, which are available on the CORDIS web site (see Annex 1 of this Guide).

[4] Please consult CORDIS at http://cordis.europa.eu/fp7/find-doc_en.html for the latest versions.

2. About the Marie Curie Action: "International Research Staff Exchange Scheme" (IRSES)

2.1 General aspects

Purpose

The Marie Curie International Staff Exchange Scheme (IRSES) is a new type of action (first implemented in 2008), that aims to strengthen research partnerships through staff exchanges and networking activities between European research organisations and research organisations from countries with which the Community has an S&T agreement or with which it is in the process of negotiating one, and countries covered by the ENP. In comparison with most other Marie Curie actions, which provide mobility possibilities to *individual researchers*, this new action will provide support to *research organisations* to establish or reinforce long-term research cooperation through a coordinated joint programme of exchange of *researchers* for short periods.

Size

There is a minimum of 3 partners but no maximum size for an exchange programme. The size of the joint programme and of the partnership will depend on the expected number of researchers**,** technical and management staff to be exchanged.

Balanced exchanges

Independently of the size of an exchange programme, it is expected that the exchanges are approximately in balance (in terms of person/months) between the various partner organisations of the *project*.

Duration

A staff exchange programme can apply for Community support for a period of 24-48 months. The maximum duration of the individual staff exchanges will be 12 months, which can be split into several exchange periods within the total duration of the programme.

Thematic Areas of IRSES Programmes

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the EU are eligible for funding, except areas of research covered by the EURATOM Treaty (please see http://europa.eu/scadplus/treaties/euratom_en.htm). Proposed IRSES projects can cover any scientific discipline.

Partners

Public or private non-profit bodies carrying out research can participate in this action. A partnership in this action shall be composed of at least two independent partners established in at least two different EU MS or AC, and one or more organisation(s) either located in countries with which the EU has an S&T Agreement, or in countries covered by the ENP. Partners located in a MS or AC have rights and obligations with regard to the Community under the terms of the Rules for Participation (link), and will be signing the *grant agreement* as *beneficiaries*. All partners, including those from *Third Countries*, are required to conclude a *partnership agreement*. The coordinator of a project must be from a Member State or Associated Country.

Grant Agreement

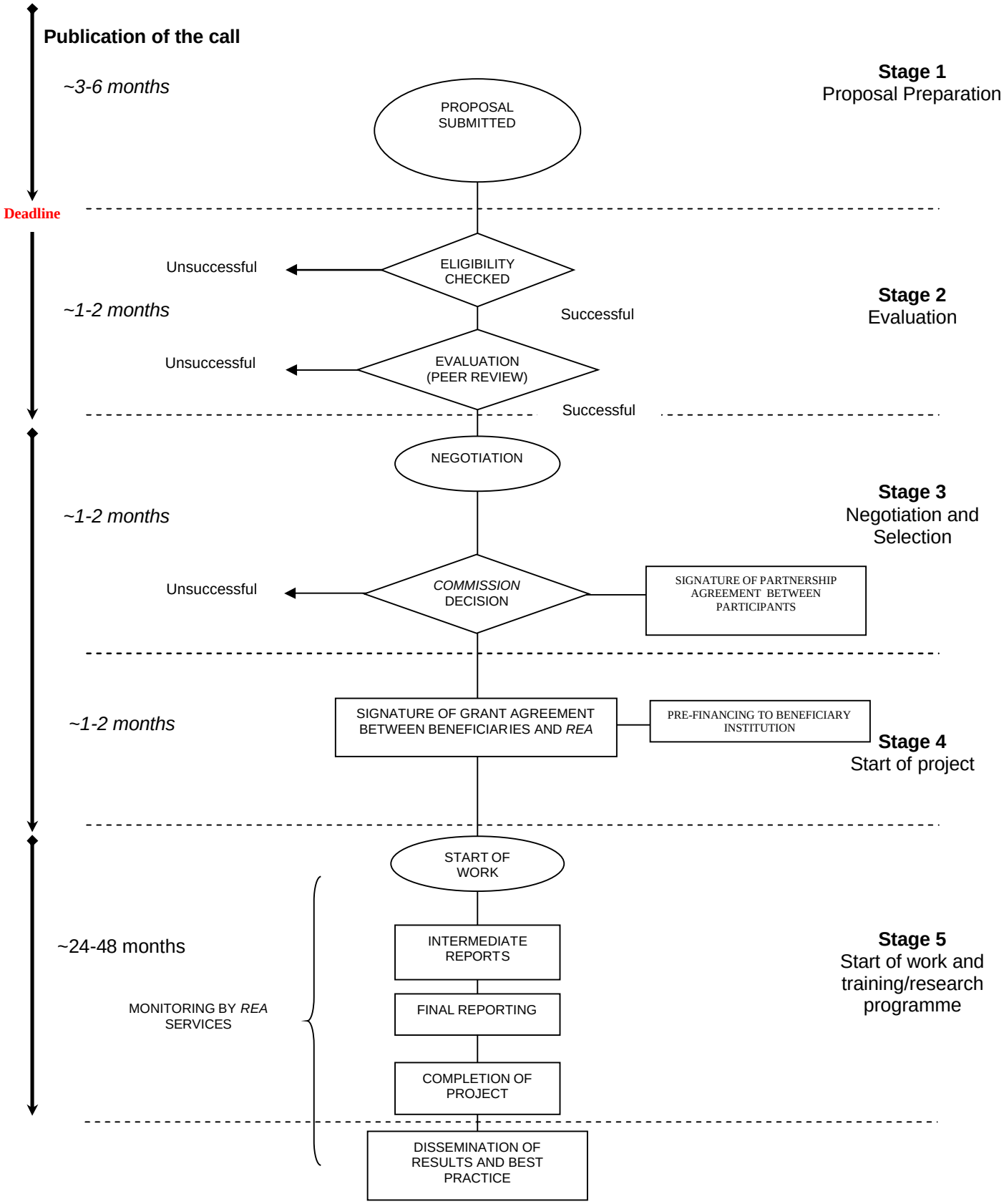
The *grant agreement* will be concluded between the *REA* and the partners located in the MS or AC (*beneficiaries*), while the other members of the partnership are defined as *partner organisations*.

Partnership Agreement[5]

The *Partnership agreement* is a mandatory agreement signed between all partners for the purpose of the *project*. This agreement must have been signed before the signature of the *grant agreement*.

[5] This agreement is signed between partners only; REA is not a party to this agreement. Please refer to the checklist and critical issues to be addressed in a Partnership agreement (ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf).

LIFE CYCLE OF FOR INTERNATIONAL RESEARCH STAFF EXCHANGE SCHEME PROJECT



2.2 Eligible partners

A partnership in this action shall be composed of at least two independent partners established in at least two different MS or AC, and one or more participants either located in countries with which the EU has **an S&T Agreement or in countries covered by the ENP**. The partner acting as *proposal coordinator* must be from a MS or AC.
Below are indicative lists of countries for the purpose of this Call. These are subject to change, and it is the responsibility of the applicant to check their exact content at the time of application:

***The EU 27 Member States**:*
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.

The Associated countries*[6]*:
Albania, Bosnia and Herzegovina, Croatia, FYROM, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.

Note that the association agreement between the EC and the Faroe Islands is expected to become provisionally applicable as of 1 January 2010. Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.

***Countries with an S&T agreement with the EC*[7]**
Argentina, Australia, Brazil, Canada, China[8]*, Chile, Egypt, India, Japan*[9]*, (Rep. of) Korea, Mexico, Morocco, New Zealand, Russia, South Africa, Tunisia, Ukraine, United States.*

***Countries covered by the ENP*[6]**
a) Eastern Europe & Central Asia (EECA)
Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine
b) Mediterranean Partnership Countries (MCP)
Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian-administrated areas, Syrian Arab Rep., Tunisia.

International Cooperation partnership Countries (ICPC).
Please see the Work programme for a list of such countries.

*Before the signature of a grant agreement, the Commission has to verify the existence and legal status of all participants. This verification is made only once for each organisation at the time of its first participation in FP7. The details of all validated organisations are stored in a **Unique Registration Facility (URF)**. These organisations are allocated a unique code, the so-called **Participant Identification Code (PIC)**. In any further participation in other proposals, the organisations already validated use the PIC for their identification with the Commission.*

For the confirmation and maintenance of the data stored in the URF, the Commission asks each organisation to nominate one privileged contact person, the so-called Legal Entity Appointed Representative (LEAR). The LEAR is usually a

[6] Please consult list at http://cordis.europa.eu/fp7/who_en.html
[7] Countries which are not Associated Countries (AC) for the purpose of FP7.
[8] Including Hong Kong and Macao, although these territories are not eligible for funding under the IRSES scheme.
[9] Currently in the process of negotiating an S&T agreement with the European Community.

person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and financial data online and ask for corrections and changes to the data of their legal entity via the Web interface of the Unique Registration Facility.

2.3 Eligible staff and eligible programmes

The applicants submit a joint multi-annual programme for the exchange of staff between the project partners. For staff from MS or AC, the mobility must take place towards the *third country* partners and from the third country partners towards MS and AC partners. Staff exchange between European partners or between third country partners is not eligible for funding.

The IRSES scheme targets early stage and experienced *researchers*, but if appropriate and justified, technical and managerial staff can also benefit from the exchange programme.

The duration of exchanges for each *researcher* or technical/managerial staff member will be for a maximum of 12 months. The applicants will describe the planned exchange programme, including the proposed durations of stays, in their proposal. In particular, very short stays (i.e. of less than one month), are exceptional and should be well justified in the application.

Examples:

An Austrian and a Hungarian university propose an exchange programme with a research institute in Brazil. The partners in this programme are **eligible**.

An Irish university proposes an exchange programme with a Chinese university. This programme is **ineligible** (at least two partners from 2 different MS/AC partners are required).

A French and a Swiss research institute propose an exchange programme with a university in Tunisia, coordinated by the Tunisian participant. This programme is **ineligible** (the coordinator has to be located in a MS/AC).

A Spanish and a Portuguese university propose an exchange programme with a research centre in Mozambique. This programme is **ineligible** (Mozambique has neither an S&T agreement with the EC nor is it covered by the ENP).

A Dutch research centre and an Estonian university propose an exchange programme with the USA. Staff from the US partner will be seconded to the Netherlands and Estonia, Dutch staff will be seconded to Estonia and the US and Estonian staff will be seconded to the Netherlands and the US. This exchange programme is **eligible**. However, **the Estonian staff going to the Netherlands and the Dutch staff going to Estonia are ineligible for a Community contribution**. Subsistence costs for the US staff seconded to the European partners must be covered by the US partner.

German and British research organisations propose an exchange programme with Brazilian and Bolivian research organisations. The minimum of 3 independent partners established in different eligible countries is observed. However, **the subsistence costs for mobility exchanges from the eligible partners to the non eligible participant (Bolivian) are ineligible.**

2.4 Typical Activities of an IRSES Project

The partners are expected to propose a multiannual joint programme as the common basis for their collaboration. This may include joint research and training activities or joint workshops and seminars, as well as other networking activities. The activities should be designed to exploit complementary expertise of the partners and to create synergies between them. In addition to achieving scientific results in a particular area, the IRSES *project*s are above all expected to create additional benefits for the partners in terms of transfer of knowledge and to generate a basis for sustainable cooperation.

2.5 Financial Regime

All partners involved in a joint exchange programme are expected to **second** their staff and thus **continue paying their salary during the stay abroad**.

For each member of staff from a MS or AC staying in an eligible *third country* participant organisation, the Community will pay a flat rate of **€1900 per month**.

This contribution is intended to cover or contribute to the costs for the staff exchange, including travel costs and subsistence, networking actions (including workshops), management costs and overheads related to the execution of the exchange.

For countries located a long distance from Europe, an additional long distance allowance of €200 per exchanged staff member per month is paid to cover their higher travel costs:

Countries eligible for the additional long distance allowance
Argentina
Australia[10]
Brazil
Canada[10]
Chile
China
India
Japan[10]
Mexico
New Zealand[10]
Rep. of Korea[10]
South Africa
United States[10]

There will be no extra EC funding for management costs. The EC financial contribution is a fixed amount (flat rate) of €1900 per seconded *researcher* month to be used towards the *project* goals and objectives. This amount may be also used to cover costs for the management of the project; however this cannot lead to a reduction of number of exchanges. No cost breakdown will be requested but the specific section in the *partnership agreement* should clarify how funds are allocated to each partner and what percentage is used for management[11] (if any).

[10] For researchers from EU MS/AC organisations moving to organisations established in these countries only
[11] As a reference, management costs in the Marie Curie Actions are in the range from 3% to 7%.

Financing of Third Country partner organisations

Partner organisations from eligible *third countries* are supposed to cover the costs for their "outgoing" staff themselves.

For proposals that pass the evaluation thresholds and are selected for Community funding, the *REA* will require evidence for matching funds at the stage of contract negotiations. It is therefore recommended that *third country* partners take appropriate action to ensure the availability of these funds at the proposal submission stage. **A failure to secure these funds will lead to the rejection of the proposal**.

As far as eligible ICPC, and in particular countries covered by the ENP, are concerned, a Community contribution towards travel and subsistence for these partners may be requested by the applicant and granted according to the budget availability.

> *Countries which do not have an S&T agreement and are not covered by the ENP may participate in this action under the condition that they **fund their outgoing and incoming** researchers.*
>
> *Proposals may involve (in addition to the required eligible partnership) partners from countries that are not eligible for funding. Mobility involving these partners (in both directions) must be financed **from their own sources**. During the evaluation, the expert evaluators will take into account the benefit of these partners for the project.*

The following Third Countries may benefit from the EC contribution

1) Countries covered by the ENP
2) Argentina, Brazil, China, Chile, Egypt, India, Mexico, Morocco, Russia, South Africa, Tunisia, Ukraine

The following Third Countries may NOT benefit from the EC contribution[12]

Australia, Canada, Japan, New Zealand, (Rep of) Korea, the United States of America, Hong Kong and Macao

Example:

Two institutions from two different EU Member States or Associated Countries propose a staff exchange programme with three institutions in two *Third countries*, one in an industrialised country (S&T agreement) and two in an eligible ICPC (S&T agreement and ENP). The *Third country* participants in the IRSES programme may be financed by their own funds, or eligible for funding ICPC may request funding for their subsistence costs in Europe as:

[12] These countries must ensure that matching funds or other resources are available for the exchange program at the date of submission of the proposal.

Countries eligible for a community contribution					
Partner number	**Partner country**	**Staff to be exchanged**	**Duration in months**	**Total person months**	**Requested community contribution**
1	*Beneficiary* 1 (coordinator) EU MS/AC	5 early stage *researchers*	12	60	€114 000
	*eligible for the additional long distance allowance	5 early stage *researchers**	12	60	€126 000
		10 experienced *researchers*	10	100	€190 000
		1 management staff	3	3	€5 700
	*eligible for the additional long distance allowance	5 management staff*	3	15	€31 500
		2 technical staff	2	4	€7 600
Total				**242**	**€474 800**
2	*Beneficiary* 2 EU MS/AC	5 early stage *researchers*	12	60	€114 000
		4 experienced *researchers*	9	36	€68 400
	*eligible for the additional long distance allowance	4 experienced *researchers**	9	36	€75 600
		1 technical staff	6	6	€11 400
Total				**138**	**€269 400**
Total beneficiaries from EU MS/AC				**380**	**€744 200**
3	Partner organisation 1 Eligible Third Country	10 early stage *researchers*	8	80	€152 000
		5 experienced *researchers*	9	45	€85 500
		7 technical staff	6	42	€79 800
		5 management staff	3	15	€28 500
Total				**182**	**€345 800**
4	Partner organisation 2 Eligible Third	10 early stage *researchers*	10	100	€210 000

	Country- ICPC eligible for the additional long distance allowance				
		5 experienced *researchers*	4	20	€42 000
		2 technical staff	3	6	€12 600
Total				**126**	**€264 600**
Total joint Programme EC contribution request				**688**	**€1 354 600**

Countries ineligible for a community contribution					
Partner number	**Partner country**	**Staff to be exchanged**	**Duration in months**	**Total person months**	**Matching funds or own resources (indicative)**
5	Partner organisation 3 Eligible Third Country – **non** ICPC	5 early stage *researchers*	5	25	€52 500
		5 experienced *researcher*	5	25	€52 500
		5 technical staff	3	15	€31 500
Total matching funds (indicative)				**65**	**€136 500**

	Total person months	**Programme Cost**
Total participants costs related to Third Countries (including own resources)	**373**	**€746 900**
Total joint Programme EC contribution request	**688**	**€1 354 600**
Total joint Programme cost	**753**	**€1 491 100**

Financial reporting

The Community contribution of €1900 per month and per exchanged member of staff is paid as a fixed contribution (flat rate) to the *coordinator of the project*. The contribution is intended to cover, or contribute to, the mobility costs of participating *researchers (*i.e. subsistence and travel costs of European *researchers* going to the eligible *third countries,* as well as those of incoming *researchers* from ICPC for which their request for Community funding has been accepted). There is no contribution for *researchers* from *third country* partners other than those above (in particular, funding is not possible for non ICPC Third countries).

When reporting to the *REA*, *beneficiaries* will not have to provide evidence[13] of actual costs (i.e. cost statements for travel, evidence for how much each *researcher* has received individually, etc.). Reporting will be limited to showing the accomplished results, i.e. number of person-months exchanged and scientific results achieved, according to the grant agreement.

[13] Proof of the costs of the exchanges and networking activities must be kept available by the beneficiaries as a normal accounting procedure.

3. How to apply

3.1 Turning your idea into an effective proposal

The coordinator

The "proposal coordinator" is the partner who is taking the lead in the preparation of the proposal. In the case of IRSES, the coordinator of an exchange *project* must be a partner from an EU MS or AC. For a given proposal, the coordinator acts as the single contact point between the partners and the *REA*.

Focusing your planned work

Please refer to the description of the Marie Curie Action in Section 2 of this Guide, and to the PEOPLE Work Programme to check the **eligibility criteria** and any other special conditions that apply.

Please refer also to the **evaluation criteria** against which your proposal will be assessed, as specified in the Annex 2 of this Guide. Always refer to them when developing your proposal.

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. Applicants are highly recommended to get in touch with their NCP at an early stage. (please consult the CORDIS web page, available at http://cordis.europa.eu/fp7/get-support_en.html, or the Annex 1 of this Guide). Please note that the *Commission* will make statistics and information on the outcome of the Call, as well as the evaluation outcome, to the NCPs. This information is supplied to support the NCPs in their service role, and it is given under strict conditions of confidentiality.

Through IRSES, participation of organisations from *third countries* (which are neither MS nor AC) in FP7 is encouraged. To this end, the *Commission* has therefore established a database with contacts in *third countries* which can give assistance to potential participants in these countries and to organisations from MS and AS looking for partners in *third countries*. For the moment, the list of countries is limited. Continuous updates are foreseen. Please consult http://cordis.europa.eu/fp7/third-countries_en.html for the most up to date list.

Other sources of help

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

- The general **enquiry service** on any aspect of FP7 (please consult http://ec.europa.eu/research/enquiries). Questions can be sent to the single e-mail address available at the above mentioned link; they will be directed to the most appropriate department;
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (https://www.epss-fp7.org/epss/EPSS-Userguide.pdf). See section 3.2 below;
- A further help desk providing assistance on intellectual property matters (please consult the CORDIS site http://cordis.europa.eu/fp7/how_en.html#ipr);
- Any other guidance documents or background information relating specifically to this call are available on CORDIS;

- The date and contact address for any '**information day'** that the *REA* may be organising for this Call;
- Other services, including partner search facilities, provided via the CORDIS web site (please consult:http://cordis.europa.eu/fp7/partners_en.html**)**.

Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union[14]. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. For this reason, the European *Commission* carries out an ethical review on research proposals when appropriate.

The following fields of research shall not be financed under this Framework Programme:

- ***research activity aiming at human cloning for reproductive purposes;***
- ***research activity intended to modify the genetic heritage of human beings which could make such changes heritable[15];***
- ***research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.***

With regard to human embryonic stem cell research, the REA will maintain the same practice as in the Sixth Framework Programme, which excludes from the scope of Community financial support research activities destroying human embryos, including the procurement of stem cells. The exclusion of funding of this step of research will not prevent Community funding of subsequent steps involving human embryonic stem cells.

Presenting your proposal

A proposal has two parts:

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

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

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

Part B of the proposal is uploaded by the applicant in the EPSS described below.

[14] Charter of Fundamental Rights of the European Union, 2000/C 364/01.
See also http://www.europarl.europa.eu/charter/default_en.htm
[15] Research relating to cancer treatment of the gonads can be financed.

A <u>maximum length</u> may be specified for the different sections of Part B, or for Part B as a whole (see Annex 4 of this Guide). Applicants <u>must</u> keep their proposal within these limits. Experts will be instructed to disregard any excess pages.

<u>Proposal language</u>

The working language of the expert evaluators is English and it is recommended that proposals are prepared in English. However, proposals may be prepared in any official language of the EU. If your proposal is not in English, the abstract in **Part A** of the proposal should be in English. <u>A translation of the full proposal would be of assistance to the experts</u>.

3.2 Proposal submission

<u>About the EPSS</u>

Proposals must be submitted electronically, using the *Commission*'s **Electronic Proposal Submission Service (EPSS**). Applicants can access the EPSS from https://www.epss-fp7.org. Proposals arriving by any other means than through EPSS are regarded as 'not submitted', and will not be evaluated[16].

All data that applicants upload is securely stored on a server to which only applicants and the other partners in the proposal have access, until the deadline. This data is encrypted until the closing of the Call.

Full instructions will be found in the "EPSS preparation and submission guide" (please see http://cordis.europa.eu/fp7/epss_en.html).

The most important points are explained below.

<u>Use of the EPSS system by the proposal coordinator</u>

The EPSS refers to the partner who is taking the lead in the preparation of the proposal as the "proposal coordinator".

As coordinator you can:

- register as interested in submitting a proposal to a particular call;
- complete all of **Part A** of the proposal, pertaining to the proposal in general, and to your administrative details;
- download the document template for writing **Part B** of the proposal, and when it is completed, upload the finished **Part B**;
- submit the complete proposal **Part A** and **Part B**;

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

Participant Identification Codes (PICs)

The Participant Identification Code is a unique 9 digit number that helps the European Commission identify a participant. It is used in all grant-related interactions between the participant and the Commission.

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

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

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

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

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

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

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

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

Submitting the proposal

Only the coordinator is authorised to submit the proposal.

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

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

Please note that "SUBMIT NOW" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

After reading the information page that then appears, it is possible to submit the proposal using the button marked **"PRESS THIS BUTTON TO SUBMIT THE PROPOSAL".**

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

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

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one until the deadline. *Please note that the sequence above must be repeated each time*. If the submission sequence described above is not followed, the *REA* considers that *no proposal has been submitted*.

The proposal **Part B** must be **exclusively in PDF** ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). *Other file formats will not be accepted* by the system.

About the deadline

Proposals must be submitted *before the deadline specified in the **Call Fiche***.

The EPSS will be closed for this Call at the call deadline. After this time, access to the EPSS for this call will be impossible. **Do not wait until the last moment before submitting your proposal! Call deadlines are absolutely final and are strictly enforced.**
Please note that applicants may submit successive drafts of their proposal through the EPSS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline**:

> *Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*
>
> *Submission is deemed to occur at the moment when the proposal coordinator presses the "submit" button. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*
>
> *If you have registered and submitted your proposal in error to another call which closes after this call, the Commission will not be aware of it until it is discovered among the downloaded proposals for the later call. It will therefore be classified as ineligible because of late arrival.*
>
> *The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the partnership if problems arise. **Applicants are advised not to delegate the job of submitting their proposal.***

In the unlikely event of a failure of the EPSS service due to breakdown of the *Commission* server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by email to all proposal coordinators who had registered for this call by the time of the

original deadline, and also by a notice on the Call page on CORDIS (see http://cordis.europa.eu/fp7/calls) or go to the "PEOPLE" programme pages (see http://cordis.europa.eu/fp7/people/home_en.html and follow the "call" link) and on the web site of the EPSS.

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

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

Correcting or revising your proposal

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

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

Ancillary material

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

Withdrawing a proposal

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

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

After the deadline, applicants may send an email to EPSS Helpdesk: support@epss-fp7.org.

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

To protect the EU's financial interests, the Commission uses an internal information tool, the Early Warning System (EWS) to flag identified risks related to beneficiaries of centrally managed contracts and grants. Through systematic registration of financial and other risks the EWS enables the Commission services to take the necessary precautionary measures to ensure a sound financial management[17].

EWS registrations are not publicly disclosed. However, registrations will be transferred to the Central Exclusion Database (CED) if they relate to entities that have been excluded from EU

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

funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offense detrimental to EU financial interests. The data in CED are available to **all public authorities implementing EU funds**, i.e. European institutions, national agencies or authorities in Member States, and, subject to conditions for personal data protection, to third countries and international organisations.

The work programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts[18].

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

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

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

4. Checklist

4.1 Preparing your proposal

- **Are you applying for the right action?** Check that your proposed work falls within the scope of this call, and that you have applied for the right action[19] (see the "PEOPLE" Work Programme).
- **Is your proposal eligible?** The eligibility criteria are given in the Work Programme. See also Section 2 of this Guide. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a **Part A**, containing the *administrative information* including partner and *project costs details* on standard forms; and a **Part B** containing the *scientific and technical description* of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- **Does your proposed work raise ethical issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed *project*. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with sensitive issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (Annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** Please be aware that there will be strong competition. Therefore, edit your proposal carefully, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; please refer to the evaluation criteria given in the Annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (please see Annex 1 of this Guide). Remember the Enquiry service listed in Annex 1.

4.2 Final checks before submission

- **Do you have the authorisation** of each partner in the *project* to submit this proposal on their behalf?
- **Check once more the eligibility criteria mentioned in the call!**
  Remember – the information given in part A is considered definitive.
- **Is your Part B in portable document format (PDF),** including no material in other formats?
- **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
- **Have you printed out your Part B**, to check that it really is the file you intend to submit, and that it is complete, printable and readable? Proposals that cannot be printed will not be evaluated. After the call deadline it will not be possible to replace your **Part B** file.
- **Double check that you respect the minimum font size (11 points) and the page limitations for the different chapters (if any)!**
- **Is your Part B (pdf file) within the size limit of 10 Mbytes?**
- **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

4.3 The deadline is very important

- **Have you taken the responsibility to submit your proposal?**
- **Have you made yourself familiar with the EPSS in good time?**
- **Have you allowed time to submit a first version of your proposal well in advance of the deadline** (at least several days before), and then to continue to improve it with regular resubmissions?
- **Have you pressed 'SUBMIT' after your final version?**

4.4 Following submission

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

19 If you have in error registered for the wrong call, discard that registration (usernames and passwords) and re-register and re-submit correctly. If there is no time to do this, notify the EPSS Helpdesk.

5. What happens next

Shortly after the call deadline, the REA will send an **acknowledgement of receipt** to the e-mail address[20] of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 Form for partner No. 1 as the person in charge. Please note that the brief electronic message given by the EPSS system after each submission is not the official Acknowledgement of Receipt.

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

> *If you have not received an acknowledgement of receipt within 12 working days after the call deadline, you should contact the FP7 Enquiry Service without further delay (for contacts, please see Annex 1 of this Guide).*

The *REA* will check that your **proposal** meets the **eligibility criteria** that apply to this Call and this funding scheme (see the Work Programme and Section 2 of this Guide).

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

Soon after the completion of the evaluation, the results will be finalised and all co-ordinators will receive a letter containing **initial information** on the results of the evaluation, including the Evaluation Summary Report (ESR) giving the opinion of the experts on their proposal. Even if the experts viewed your proposal favourably, the *REA* cannot at this stage indicate if there is a possibility of EU funding.

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

The *REA* also informs the relevant **programme committee**, consisting of delegates representing the governments of the MS and AC. Based on the results of the evaluation by experts, the *REA* draws up the final list of proposals for possible funding, taking into account of the available budget. The *REA*, along with the *Commission,* must also take into account the strategic objectives of the Programme, as well as their overall balance.

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

A description of the negotiation process will be provided in the **"FP7 Guidelines for negotiation"** available at http://cordis.europa.eu/fp7/find-doc_en.html. Negotiations between the applicants and the *REA* aim to conclude a *grant agreement* which provides for EU funding of the proposed work. They cover both the scientific/technological, and the administrative and financial aspects of the *project*. The officials conducting these negotiations on behalf of the *REA* will be working within a predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal. The negotiations will also deal with the relevant principles contained in the European Charter for *Researchers* and the Code of Conduct for their Recruitment.

[20] Please check carefully the accuracy of the email address

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

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

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

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

Glossary

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

A

Acknowledgement of receipt

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

Applicant

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

Associated countries

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

C

Call fiche

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

Call for proposals (or "call")

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

Consensus meeting

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

Consortium

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

Coordinator

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

CORDIS service

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

D

Deadline

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

Deliverable

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

Direct costs

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

E

Early Warning System (EWS)

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

Electronic Proposal Submission Service (EPSS)

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

Electronic Proposal Submission Service (EPSS) Helpdesk

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

Eligibility Review Committee

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

Eligibility criteria

The minimum conditions which a proposal must fulfil if it is to be retained for evaluation. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the *deadline, minimum participation, completeness and scope.* However, additional eligibility criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Ethical issues table

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

Evaluation criteria

The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Evaluation Summary Report (ESR)

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

F

FP7 enquiry service

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

Funding scheme

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

G

Grant Agreement (GA)

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

I

Indirect costs

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

Individual evaluation

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

Information Days

Open events organised by the REA to explain the characteristics of specific calls, and often as well, a chance for potential applicants to meet and discuss proposal ideas and collaborations.

Initial information letter

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

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

International European Interest Organisation

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

J

Joint Research Centre (JRC)

The Commission's own research institutes.

L

LEAR (Legal Entity Authorised Representative)

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

Lump sum

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

M

Milestones

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

N

National Contact Points (NCP)

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

Negotiation

The process of establishing a grant agreement between the REA and an applicant whose proposal has been favourably evaluated, and when funds are available.

Non-profit

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

P

Part A

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

Part B

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

Part B template

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

Participants

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

Participant Identification Code (PIC)

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

Programme committee

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

Proposal

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

Public body

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

R

Redress procedure

The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. The committee's role is to ensure a coherent legal interpretation of such requests and equal treatment of applicants. The committee will not call into question the judgement of appropriately qualified groups of experts. In the light of its review, the committee will recommend a course of action to the authorising officer responsible for the call.

Research organisation

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

Reserve list

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

Risk-Sharing Finance Facility (RSFF)

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

RTD

Research and Technological Development.

S

SME

'SMEs' are micro, small and medium-sized enterprises. SMEs are defined in Recommendation 2003/361/EC of 6 May 2003. Research organisations (non profit public or private bodies which carry out research) can participate in this action only.

Specific flat rate (60%)

A 60% flat rate of the total direct costs applicable under certain conditions to non-profit public bodies, secondary and higher education establishments, research organisations and SMEs. This rate is now available for the entire duration of FP7.

T

Thresholds

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

U

Unique Registration Facility (URF)

A system that will allow organisations to register their details and status once and for all, obviating the need to provide the same information with each submission. The Web interface of the URF is found at http://ec.europa.eu/research/participants/urf. On this website you will also find a search tool to check if your organisation is already registered or not.

W

Weightings

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

Work Package

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

Work Programme

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

Annex 1 – Timetable and specific information for this call

- The **"PEOPLE" Work Programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The Work Programme is available on the CORDIS call page (please see http://cordis.europa.eu/fp7/calls). The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc…) is also posted as a separate document ("call fiche"). Applicants must consult these documents.

- **Indicative timetable for this call**

Publication of call	***25 November 2009***
Deadline for submission of proposals	***25 March 2010 at 17:00:00 Brussels local time***
Evaluation of proposals	***May 2010***
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	***June 2010***
Invitation letter to successful coordinators to launch contract negotiations with REA services	***July 2010***
Letter to unsuccessful applicants	**From *July 2010***
Signature of first contracts	**From *October 2010***

- **Further information and help**

The CORDIS call page: http://cordis.europa.eu/fp7/calls contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call information:
CORDIS call page and Work Programme http://cordis.europa.eu/fp7/calls and follow specific links to the "PEOPLE" calls or
http://cordis.europa.eu/fp7/calls?fuseaction=UserSite.PeopleCallsPage&id_activity=12.

General sources of help:
The *Commission*'s FP7 Enquiry service http://ec.europa.eu/research/enquiries
National Contact Points http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance:
CORDIS help desk http://cordis.europa.eu/guidance/helpdesk/home_en.html
EPSS Help desk support@epss-fp7.org
IPR helpdesk http://www.ipr-helpdesk.org

Legal documents generally applicable (please see http://cordis.europa.eu/fp7/find-doc_en.html for Find a Document on Fp7 service)

Decision on the Framework Programme: *Decision* No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013), available in all Community languages

Rules for Participation: Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination *of* research results (2007-2013), available at.http://ec.europa.eu/research/fp7/documents_en.html#Rules)

Specific Programmes at http://cordis.europa.eu/fp7/home_en.html

Rules for proposal submission, evaluation selection and award at http://cordis.europa.eu/fp7/participate_en.html

Other supporting information
Brochure "**The FP7 in Brief**" can be downloaded from the Europa website at http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from
http://ec.europa.eu/euraxess/index_en.cfm?CFID=1103254&CFTOKEN=cbe7f11239e89043-623CD4EF-F017-1878-081E5961BD335995

International cooperation on CORDIS at http://cordis.europa.eu/inco/

Annex 2 – Evaluation criteria and procedures to be applied for this call

1. General

The evaluation of proposals is carried out on behalf of the *REA* by independent experts.

REA staff ensure that the process is fair, and in line with the principles contained in the *Commission*'s rules[21].

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including an agreement of non-disclosure/confidentiality and conflict of interest before beginning their work. These rules must be adhered to at all times, before, during and after the evaluation.

Conflicts of interest: Under the terms of the appointment letter, experts must disclose beforehand any known conflicts of interest, and must immediately inform a *REA* staff member if one becomes apparent during the course of the evaluation. The *REA* will take whatever action is necessary to remove any conflict.

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

In addition, independent observers will be appointed by the *REA* to observe the evaluation process from the point of view of its working and execution. The role of the observer is to give independent advice to the *REA* on the conduct and fairness of the evaluation sessions, as well as on possible improvements of the evaluation procedures. The observer will not express views on the proposals under examination or the opinions of the experts on the proposals.

2. Before the evaluation

On receipt by the *REA*, proposals are registered and acknowledged, and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation. For this Call, a proposal will only be considered eligible if it meets all of the following conditions:

- It is received by the *REA* before the deadline given in the call fiche;
- It involves at least the minimum number of partners given in the call fiche;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the Work Programme[22].

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the experts will be instructed to disregard any excess pages.

[21] "Rules for submission of proposals, and the related evaluation, selection and award procedures" (available at ftp://ftp.cordis.europa.eu/pub/fp7/docs/fp7-evrules_en.pdf

[22] Please consult the 2010 Work Programme at http://cordis.europa.eu/fp7/find-doc_en.html.

The *REA* establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies;

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts

In constituting the lists of experts, the *REA* also takes into account their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

The *REA* staff, with the assistance of panel chairpersons, allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Individual evaluation of proposals

At the beginning of the evaluation, experts will be briefed by the *REA* staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material (including the integration of the international cooperation dimension).

Each proposal will first be assessed independently by at least three experts, chosen by the *REA* from the pool of experts taking part in this evaluation, against the following criteria:

IRSES Funding scheme: International Research Staff Exchange Scheme			
Quality of the Exchange Programme Weighting:25%	**Transfer of Knowledge** Threshold 3, Weighting:30%	**Implementation** Weighting:15%	**Impact** Threshold 3, Weighting:30%
Priority in case of *ex aequo** **1**	**2**	**4**	**3**
Objective and relevance of the joint exchange programme	Quality and mutual benefit of the transfer of knowledge	Capacities (expertise/human resources/facilities/infrastructure) to achieve the objectives of the planned cooperation	Relevance of the proposed partnership to the area of collaboration and for the ERA
Scientific quality of the partners	Adequacy and role of staff exchanged with respect to the transfer of knowledge	Appropriateness of the plans for the overall management of the exchange programme	Potential to develop lasting collaboration with eligible Third country partners.
Complementarities/synergies between the partners			

* When proposals receive the same overall scores, priority will be given to those scoring highest on the individual criteria, as indicated

Evaluation scores will be given for each of the four criteria, and not for the sub-criteria. The sub-criteria are issues that the expert should consider in the assessment of the relevant criterion. They also act as reminders of issues to be raised later during the discussions of the proposal.

If it becomes clear before, during or after the peer review evaluation phase, that one or more of the eligibility criteria has not been met, the proposal is declared ineligible and is withdrawn from any further examination. Where there is a doubt on the eligibility of a proposal, the peer review evaluation may proceed pending a final decision on eligibility. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility.

Each criterion will be scored out of 5. Scores will be given with a resolution of one decimal place. The scores indicate the following with respect to the criterion under examination:

0 - The proposal **fails to address** the criterion under examination or cannot be judged due to missing or incomplete information;
1 - **Poor**. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses;
2 - **Fair**. While the proposal broadly addresses the criterion, there are significant weaknesses;
3 - **Good**. The proposal addresses the criterion well, although improvements would be necessary;
4 - **Very Good**. The proposal addresses the criterion very well, although certain improvements are still possible;
5 - **Excellent**. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The thresholds and weightings of the different criteria for IRSES are summarized in the table below:

Evaluation Criterion	Weighting (in %)	Threshold
Quality of the Exchange Programme	25	N/A
Transfer of Knowledge	30	3
Implementation	15	N/A
Impact	30	3

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

Examples of the evaluation forms and reports that will be used by the experts in this call will be made available on CORDIS.

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, experts will *only* apply the above evaluation criteria.

Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the *project* in addition to what is in the proposal.

Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

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

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

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

4. Consensus meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views.

This entails a consensus meeting to discuss the scores awarded and to prepare comments.

The consensus discussion may be moderated by a representative of the *REA*. The role of the moderator is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The moderator for the group may designate an expert to be responsible for drafting the consensus report ("rapporteur"). The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope and ethics

If during the consensus discussion it is found to be impossible to bring all the experts to a common point of view on any particular aspect of the proposal, the *REA* may ask up to three additional experts to examine the proposal.

Ethical issues (above threshold proposals)

If one or more experts have noted that there are ethical issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked and an Ethical Issues Report (EIR) completed, stating the nature of the ethical issues. Exceptionally for this issue, no consensus is required.

The EIR will be signed by a *REA* moderator and one member of the consensus group (normally, the proposal Rapporteur).

Outcome of consensus

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the Rapporteur and the moderator. The moderator is responsible for ensuring that the consensus report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The *REA* will take the necessary steps to assure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

5. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the *REA* having had an overview of the results of the consensus step. The main task of the panel is to establish a ranked list of the proposals which passed all evaluation thresholds. The panels are organised according to the scientific disciplines and comprise experts involved at the consensus step.

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report
- recommending a priority order for proposals with the same consensus score and identical individual scores for all four criteria

The panel is moderated by the chair. The *REA* will ensure fair and equal treatment of the proposals in the panel discussions. A panel Rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethical issues raised and any security considerations;
- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order.
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation by experts;
- A summary of any deliberations of the panel;

The panel report is signed by at least three panel experts, including the panel Rapporteur and the chairperson.

Annex 3 – Instructions for completing "part A" of the proposal

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

In **Part A**[23] applicants will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. **Part A** forms an integral part of your proposal. Details of the work applicants intend to carry out will be described in **Part B** (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the research organisations, section, while section A3 deals with financial matters.

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

When you complete **Part A**, please make sure that:

- The Participant Identification Code (PIC) is entered. Check the following weblink to retrieve your PIC number (http://cordis.europa.eu/fp7/urf-pic_en.html);
- Emails addresses are correct;
- Numbers are always rounded to the nearest whole number;
- All costs are given in Euros (not thousands of Euros), and must exclude value added tax;
- EC contribution requests are summarized for each partner according to the distance rule (1900€ in column B and 2100€ in column E for long distance). Partners not eligible for funding must leave 0 as value.

Note: The following notes are for information only. They should assist you in completing the Part A of your proposal. On-line guidance will also be available. The precise questions and options presented on EPSS may differ slightly from these below.

Note: Mac OS 9 and Safari are not supported

[23] In the given templates, participants mean MS/AC and third country partners

Section A1 – Information on the Proposal	
Proposal number	Automatically prefilled by EPSS
Proposal Acronym	Please provide a short title or acronym, which will be used to identify your proposal efficiently in this call. It should be of no more than 20 characters (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of **Part B** of your proposal.
Proposal Title	The title should be no longer than 200 characters and should be understandable to the non-specialist in your field.
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the *REA* in the organisation of the evaluation of proposals. Chemistry **CHE** Social and Human Sciences **SOC** Economic Sciences **ECO** Information science and Engineering **ENG** Environment and geosciences **ENV** Life sciences **LIF** Mathematics **MAT** Physics **PHY** * To help you select the most relevant panel code please refer also the breakdown of each scientific area into a number of sub-disciplines at the end of this section
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (**ITN**) Industry-Academia Partnerships and Pathways (**IAPP**) Co-funding of Regional, National and International Programmes (**COFUND**) Intra-European Fellowships **(IEF)** Re-integration Grants (**RG**) International Outgoing Fellowships (**IOF**) International Incoming Fellowships **(IIF**) **International Research Staff Exchange Scheme (IRSES)** Researchers Night (**NIGHT**)
Total Duration in months	Insert the estimated duration of the *project* in full months (from 24 to 48 months).
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: *FP7-PEOPLE-2010-IRSES*
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. **If the proposal is written in a language other than English, please write the proposal abstract in English.** There is a limit of 2000 characters.
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the **Part B** Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the *REA* to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

List of scientific panels

(Please indicate the corresponding short name in form A1)

CHEMISTRY (CHE)

- Biological, Pharmaceutical and Medicinal Chemistry
- Environmental Chemistry
- Homogeneous and Heterogeneous Catalysis
- Instrumental Techniques, Analysis, Sensors
- Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
- New Synthesis, Combinatorial Chemistry
- Reaction Mechanisms and Dynamics
- Surface Science and Colloids
- Theoretical and Computational chemistry
- Other Chemistry

SOCIAL & HUMAN SCIENCES (SOC)

- Education and Training
- Law (European or Comparative National)
- Linguistics (applied to: Education, Industrial Efficiency or Social Cohesion)
- Media and Mass Communication
- Political Sciences (European or Comparative National)
- Psychology (Social, Industrial, Labour, or Education)
- Sociology
- Other Social and Human Sciences

ECONOMIC SCIENCES (ECO)

- Financial Sciences
- Industrial Economics (incl. Technology & Innovation)
- International Economics
- Labour Economics
- Macroeconomics
- Management of Enterprises (incl. Marketing)
- Microeconomics
- Natural Resources & Environmental Economics
- Public Sector Economics
- Quantitative Methods
- Research Management
- Social Economics
- Urban & Regional Economics (incl. Transport Economics)
- Other Economic Sciences

ENGINEERING & INFORMATION SCIENCE (ENG)

- Automation, Computer Hardware, Robotics
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Graphics, Human Computer Interaction, Multimedia
- Electrical Engineering
- Electronics
- Information Systems, Software Development and Databases
- Knowledge Engineering and Artificial Intelligence
- Materials Engineering
- Mechanical Engineering
- Parallel and Distributed Computing, Computer Architecture
- Signals, Speech and Image Processing
- Systems, Control, Modelling & Neural Networks
- Telecommunications
- Transport Engineering
- Other Engineering and Information Science

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)
- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture
- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology
- Other Environment and Geosciences

LIFE SCIENCES (LIF)

- Bioenergetics
- Biological Membranes
- Biomedicine, Public Health & Epidemiology
- Cancer Research
- Cell Biology
- Computational Biology and Bioinformatics
- Developmental Biology
- Enzymology
- Genetic Engineering
- Genomics and General Genetics
- Immunology
- Macromolecular Structures and Molecular Biophysics
- Medical Pathology
- Metabolic Regulation and Signal Transduction
- Metabolism of Cellular Macromolecules
- Microbiology and Parasitology
- Neurosciences (incl.Psychiatry and Clinical Psychology)
- Pharmacology and Toxicology
- Physiology
- Virology
- Other Life Sciences

MATHEMATICS (MAT)

- Algebra and Number Theory
- Algorithms and Complexity
- Analysis and Partial Differential Equations
- Applied Mathematics and Mathematical Physics
- Discrete Mathematics and Computational Mathematics
- Geometry and Topology
- Logic and Semantics
- Statistics and Probability
- Other Mathematics

PHYSICS (PHY)

- Astronomy, Astrophysics and Cosmology
- Atomic and Molecular Physics
- Biophysics and Medical Physics
- Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
- Condensed Matter- Mechanical and Thermal Properties
- Condensed Matter- Optical and Dielectric Properties
- Elementary Particles and Fields
- Fluids and Gases
- Non Linear Dynamics and Chaos Theory
- Nuclear Physics
- Optics and Electromagnetism
- Physical Chemistry, Soft Matter and Polymer Physics
- Physics of Superconductors
- Plasmas and Electric Discharges
- Statistical Physics and Thermodynamics
- Surface Physics
- Other Physics

Section A2 – Information on Organisations	
Partner number	The number allocated to the partner for this proposal. In proposals with only one partner, the single partner is always number one. In proposals that have several partners, the co-ordinator of a proposal is always number one.
Participant identity code	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the *Commission* are encouraged to use it when submitting proposals. Check the following weblink to retrieve your PIC number (http://cordis.europa.eu/fp7/urf-pic_en.html). An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/urf. Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/urf) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	**For Public Law Body,** it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; **For Private Law Body,** it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. **For a natural person**, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, or Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more than 20 characters exclusive of special characters (./;…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or international law.
Public body	Public body means any legal entity established as such by national law
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges …).
International organisation	"international organisation" means an intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated Countries , and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European *Commission*	The European *Commission*'s Joint Research Centre
Entity composed of	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003

one or more legal entities	
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
NACE code	**NACE** means " Nomenclature des Activités économiques dans la Communauté Européenne". Please select **one** activity from the list that **best** describes your professional and economic ventures. If you are involved in more than one economic activity, please select the **one** activity that is **most** relevant in the context of your contribution to the proposed *project*. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC.
Small and Medium-Sized Enterprises (SMEs)	Not applicable
Person in charge	It is the person in charge of the proposal for the partner. For partner number 1 (the coordinator), this will be the person the *REA* will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Authorised representative to sign the grant agreement or to commit the organisation for this proposal	Please indicate the contact details of the person in the Organisation who would be authorised to sign the *grant agreement* with the *REA* in case the proposal is selected for funding.
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Proposal Submission Forms

	Research Executive Agency 7th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions **International Research Staff Exchange Scheme (IRSES)**	**A1**

Proposal Number		*Proposal Acronym*	

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

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

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

Proposal Nr		*Proposal Acronym*		*Participant Nr*	

INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7, enter your Participant Identity Code	*[PIC or 'none']*
Organisation legal name	
Organisation short name	

Administrative data

Legal address			
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Internet homepage (optional)			

Status of your organisation

status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The *Commission* also collects data for statistical purposes.

The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

Non-profit organisation ?
Public body ?
Research organisation ?
Higher or secondary education establishment ?
International organisation ?
International organisation of European Interest ?
Joint Research Centre of the European *Commission* ?
Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherché) / Enterprise groupings] ?
Commercial Enterprise ?

Main area of activity (NACE code): [dropdown list]

The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"	
1. Is your number of employees smaller than 250? *(full time equivalent)*	**[yes/no]**
2. Is your annual turnover smaller than € 50 million?	**[yes/no]**
3. Is your annual balance sheet total smaller than € 43 million?	**[yes/no]**
4. Are you an autonomous legal entity?	**[yes/no]**
You are **not an SME** if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the *Commission*'s definition of an SME. **Please check** the additional conditions given in annex X.	
Following this check, do you conform to the *Commission*'s definition of an SME	**[yes/no]**

Dependencies with (an)other participant(s)

Are there **dependencies** between your organisation and (an)other participant(s) in this proposal? ***(Yes or No)***					
If Yes:					
Participant Number		Organisation Short Name		Character of dependence	
Participant Number		Organisation Short Name		Character of dependence	
Participant Number		Organisation Short Name		Character of dependence	

Contact points

Person in charge (For the coordinator (participant number 1) this person is the one who the *Commission* will contact in the first instance)			
Family name		First name(s)	
Title		Sex (Female – F / Male – M)	
Position in the organisation			
Department/Faculty/Institute/Laboratory name/ …			
Is the address different from the legal address?		***YES/NO***	
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

Authorised representative to sign the *grant agreement* or to commit the organisation for this proposal			
Family name		First name(s)	
Title		Sex (Female – F / Male – M)	
Position in the organisation			
Department/Faculty/Institute/Laboratory name/ …			
Is the address different from the legal address?		***YES/NO***	
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

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Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
International Research Staff Exchange Scheme (IRSES)

A4

Proposal Number		**Proposal Acronym**	

FUNDING REQUEST

			[A]	**[B]**	[C]	[D]	**[E]**	[F]	[G]
Beneficiary/ Participant organisation number	**Beneficiary/ Participant organisation Short Name**	**Partner country code**	**Staff to be exchanged (Total Number of –researcher-months)**	**Monthly exchange allowance (1,900€ where applicable)**	**Sub Total 1**	**Staff to be exchanged (Total Number of –researcher-months)**	**Monthly exchange allowance (2,100€ where applicable)**	**Sub Total 2**	**Requested EC contribution**
Partner 1	***Beneficiary* (coordinator**		Integer	Drop-down menu 0 or 1900	= columns [A]x[B]	Integer	Drop-down menu 0 or 2100	= columns [D]x[E]	= columns [C]+[F]
Partner 2	***Beneficiary***								
Partner 3	(to be expanded for each *beneficiary* A2 form filled in)								
Etc. (expanding with each partner filling in an A2 form)	(to be expanded for each partner organisation A2 form filled in)								
	Total		Sum		Sum	Sum		Sum	Sum

Annex 4 – Instructions for drafting "Part B" of the proposal

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

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2).

The maximum length of Part B is 30 pages (excluding table of contents, the ethical issues section, start and end pages and, where applicable, annexes), with minimum allowed font size of 11 points. All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system!

Ensure that the font type chosen leads to clearly readable text (eg. Arial or Times New Roman).

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

Note: The REA will instruct the experts to disregard any excess pages. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

Please make sure that:

- You use the right template to prepare your proposal;
- You respect the maximum number of pages. *REA* Services reserve the right to disregard parts of a proposal that clearly exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- **Part B** of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "**Part B** - Page X of Y" is used;
- Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

International Research Staff Exchange Scheme

Call: FP7-PEOPLE-2010-IRSES

PART B

"PROPOSAL ACRONYM"

Part B – Table of Contents

To draft PART B of proposals applicants should take into account the following structure and subheadings.

If required for an adequate description of their *project*, applicants may wish to add further headings.

B 1 Quality of the Exchange Programme

B 1.1 Objective and relevance of the joint exchange programme

- Describe the objectives of the joint exchange programme
- Give an overall description of the exchange scheme and the planned scientific activities

Please provide in this section:

§ the description of the Work Packages divided by specific tasks
§ the list of milestones, where appropriate
§ the Gantt Chart of secondments

The tables which are proposed below can be taken as example:

Table 1: List of Work Packages

Work package n°	**Work package title**	***Beneficiary*/Partner organisation short name**	**Start month**	**End month**
1				
2				
.			.	.

Table 2: Work Packages[24]

The work packages should be described one by one.

Work package number	**1**	**Start date or starting event:**	Month..
Work package title	…		
***Beneficiary*/Partner Organisation short names**	…		

[24] The planning of a work package should be sufficiently detailed to justify the proposed effort and to allow progress monitoring by the REA. A work package of an IRSES proposal may concern the exchange of researchers, the joint research and training activities or joint workshops and seminars, as well as other networking activities.

Objectives

…

Description of work

Task 1.1:

Task 1.2:

Task 1.3:

….

Deliverables

D1.1:

D1.2:

…

***Researchers* involved**

…

Table 3: List of Milestones

List and schedule of milestones					
Milestone n°.	**Milestone name**	**WPs n°**	**Lead *Beneficiary*/ Partner organisation short name**	**Delivery date**	***Comments***
1					
2					
3					
…					

Secondments	Year 1												Year 2												Year 3												Year 4											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Beneficiary 1 (coordinator)																																															
Researcher A seconded to third country partner organisation 1																																															
Researcher B seconded to third country partner organisation 1																																															
Researcher C seconded to third country partner organisation 2																																															
...																																															
Beneficiary 2																																															
Researcher D seconded to third country partner organisation 1																																															
Researcher E seconded to third country partner organisation 1																																															
Researcher F seconded to third country partner organisation 2																																															
...																																															
Beneficiary ...																																															
Partner Organisation 1																																															
Researcher G seconded to beneficiary 1																																															
Researcher H seconded to beneficiary 1																																															
Researcher I seconded to beneficiary 2																																															
...																																															
Partner Organisation 2																																															
Researcher J seconded to beneficiary 1																																															
Researcher K seconded to beneficiary 2																																															
Researcher L seconded to beneficiary 2																																															
...																																															
Partner Organisation ...																																															

Table 4: Gantt chart of secondments

The Gantt chart should illustrate the secondments of exchanged staff towards all the partner organisations for the whole duration of the *project*.

- Demonstrate that the numbers of exchanged staff and the duration of their exchange are adequate to achieve the objectives of the programme.

B 1.2 Scientific quality of the partners

- Describe the expertise of the partners in the scientific fields of the cooperation and list their experience in international cooperation

B 1.3 Complementarities/synergies between the partners

- Describe the complementarities and synergies between the partners

Illustrate how these complementarities and synergies will contribute to achieving the objectives of the programme

B 2 Transfer of Knowledge

B 2.1 Quality and mutual benefit of the transfer of knowledge

- Describe the programme for the transfer of knowledge between the partners. Please give detailed information about, for example, the number of workshops/conferences/training, the target audience, sustainability of the knowledge transfer, etc.
- Describe the added value (in terms of gained knowledge) for the partners involved

B 2.2 Adequacy and role of staff exchanged with respect to the transfer of knowledge

- Describe the role of the exchanged *researchers* and their specific expertise. Define the goals to be achieved through their exchange
- If applicable: describe the reasons for exchanging managerial/technical staff and explain their specific role and the goals to be achieved through their exchange

B 3 Implementation

B 3.1 Capacities (expertise/human resources/facilities/infrastructure) to achieve the objectives of the planned cooperation

- Give a detailed description of the expertise and the human resources/facilities/infrastructure at the partner institutions

B 3.2 Appropriateness of the plans for the overall management of the exchange programme

- Describe the management plan of the exchange scheme (e.g. support for detached and incoming personnel
- Demonstrate that the complementarities and synergies between the partners are well exploited

- Give details of the available matching funds

B 4 Impact

B 4.1 Relevance of the proposed partnership to the area of collaboration and for the European Research Area[25]

- Describe the partnership's contribution to the area of collaboration
- Describe the relevance of the exchange between the partner countries for ERA

B 4.2 Potential to develop lasting collaboration with the eligible *Third country* partners

- Give a detailed overview over the measures taken to create or reinforce a lasting cooperation between the partners

B 5 Ethical Issues

Describe any ethical issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject. The following special issues should be taken into account:

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

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

Use of animals: Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments.

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

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans;
- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells;
- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;

Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the *project*.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethical review. It enables the independent experts to decide if an

[25] Towards a European Research Area, version Brussels, 18 January 2000. COM (2000)6

ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

(No maximum length for Section B.5 Depends on the number of such issues involved)
Notes:

Any ethical review will be performed solely on the basis of the information available in the proposal. Only in exceptional cases will additional information be sought for clarification. Projects raising specific ethical issues such as research intervention on human beings[26]; research on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethical review.

To ensure compliance with ethical principles, the *Commission* will undertake ethics audit(s) of selected projects at its discretion.
A dedicated website that aims to provide clear, helpful information on ethical issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html

Ethics is central to scientific integrity, honesty and clarity of science. It is considered essential by the European *Commission* in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7th Framework programme, ethical issues must be identified and addressed. Proposals that pose ethical concerns will be flagged. If some aspects are incomplete, clarification may be sought, but this will cause delays in the application process.
Considering ethical issues from the concept stage of a proposal enhances the quality of research. Applicants should take time to consider the benefit/burden balance of each work package; consider the impact of the research, not only in terms of scientific advancement, but also in terms of human dignity and social and cultural impact; consider elements such as the ethical and social impact of the research and whether there is a balance between the objectives and the means.

The following special issues should be taken into account:

ETHICAL REVIEW AND THE REVIEWERS
Ethical review aims to prevent Community funding being used for research activities that contravene fundamental rights.

- Reviewers are selected on the basis of their expertise.
- Reviewers must first register online on CORDIS.
- Reviewers have a wide range of skills. They include doctors, biologists and clinicians, ethicists, lawyers.
- Gender balance is promoted.
- Reviewers come from the European Union and other countries.

Every proposal gets a report outlining the views of the reviewers. No marks are given, but if the proposal is unclear on ethical issues, clarification may be asked for.

ETHICAL REVIEW IS AUTOMATIC IF A PROPOSAL INCLUDES:

- Interventions on human beings;
- The use of human embryonic stem cells (hESC); and/or
- The use of non-human primates.

Ethical Review may be necessary if the proposal is flagged by the scientific expert as raising specific ethical issues.

MAIN ETHICAL ISSUES THAT MUST BE ADDRESSED

- Informed consent

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

- Human embryonic stem cells
- Privacy and data protection
- Use of human biological samples and data
- Research on animals
- Research in developing countries
- Dual use

AREAS EXCLUDED FROM FUNDING

- Research activity aiming at human cloning for reproductive purposes.
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research related to cancer treatment of the gonads can be financed).
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

MAJOR CHANGES FROM FP6 TO FP7

The Ethical Review will be carried out on the proposal as it is submitted.

- No additional information will be requested at Ethical Review.
- Drafts of Information Sheet and Consent Form have to be submitted.
- No need to submit copies of legislation.

INFORMED CONSENT

When is it needed?

- When children are involved
- Healthy volunteers
- Human genetic material
- Human biological samples
- Human data collection

WHAT MUST BE IN A CONSENT FORM?

A statement that this is a research *project*.

- The purpose of the research, the duration, procedures to be used and identification of any experimental procedure.
- A description of the foreseen risks and benefits to be included.
- A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
- A disclosure of any alternative procedures that might be beneficial.
- For research involving more than minimal risk, an explanation as to whether there are any treatments or compensation if injury occurs and if so what they consist of or where further information can be obtained.
- Identity the contact person for answers to questions about the research and research subject's rights, and whom to contact in the event of injury to the subject.
- A statement that participation is voluntary, withdrawal from the research can be undertaken at any time without loss of benefits which the subject is otherwise entitled to.

HOW TO DEAL WITH INFORMED CONSENT IN PRACTICE?

Ensure that:

- it is understood. Explain how you check the critical part of the process;
- it excludes vulnerable persons, prisoners, mentally impaired persons, severely-injured patients, very young children, but avoid lost opportunities for these persons. The framework should guarantee their participation (notion of surrogate legal/ therapeutic representative);
- you address the fact that people rarely recall what they have agreed upon when signing an informed consent form.

PRIVACY AND DATA PROTECTION

Privacy problems exist wherever uniquely identifiable data relating to a person is collected or stored, in digital form or otherwise. Improper disclosure control can be the root cause for privacy issues.

Data affected by privacy issues

- Health Information
- Financial and Genetic information
- Criminal justice
- Location information
- Data privacy/sharing data while protecting identifiable information

How to address Data protection and Privacy?

- Describe the procedures for informed consent confidentiality.
- Inform consent for duration and limited purposes.
- Code or anonymise banked biomaterial, security for storage and handling and make sure it is lawfully processed.
- Check for accuracy, and security Check for data transferred abroad unprotected.

DUAL USE

Dual use is a term used to refer to technology which can be used for both peaceful and military aims.

DOUBLE STANDARDS

The issues at stake when conducting research in *Third Countries* are linked with applying the same criteria to other cultures. This implies that you take into account the wide disparities in health systems, the burden of disease, the level of literacy and the scientific and ethical infrastructures.

HUMAN EMBRYONIC STEM CELL RESEARCH (HESC)

Each proposal using hESC is assessed by at least two independent ethical reviews: one in the country where the research is carried out and one at the EU level. No system in the world offers a higher guarantee regarding the respect of fundamental ethical principles.
When involving the use of hESC in their research *project*, *researchers* should take into account and specify:

- if it does not destroy embryos (including to procure stem cells);
- if the partnership has taken into account the legislation, regulations, ethical rules and/or codes of conduct in place in the countries where the research using the hESC will take place, including the procedures for obtaining informed consent;
- the source of the hESC;
- the protection of personal data (genetic data and privacy);
- the nature of financial inducements, if any;
- positive opinion from a Committee constituted by Member State representatives;
- approval of the relevant national or local ethics committee prior to the start of the research activities.

ELEMENTS FOR A GOOD APPROACH

- Provide for Ethics Responsibility at the level of Work-Package Leadership.
- Include a flowchart of the Ethical review process within the partnership.
- Include an appropriate periodic report on ethics.
- Ethical consideration is reflected in the structure of the proposal.
- Include an Ethics Standing Committee or at least a periodic monitoring for ethics.
- Include a Work Package on Ethics (if relevant).
- Specifically include: Insurance of partners, Conflict of interest, Incidental findings.
- The content of the Ethics part of the proposal should reflect that the issue was thought of thoroughly.

- Address possible ethics issues, even if to justify that they are not applicable, give justification.
- Justify the choice of animals, estimate the numbers.
- Take into account data, data transfer, banks, collecting samples, future clinical trials.

RESEARCH ON ANIMALS

- Address the question of animals by explaining your choices of species.
- Make a detailed and convincing explanation for the application of the 3Rs: Reduction, Replacement, Refinement.
- Justify species and give an estimate of numbers of animals you will use.
- Refer to humane end points and pain suffering.
- Check for alternatives.

FOR MORE INFORMATION

- Guide for Applicants and Ethical Review guidance: http://cordis.europa.eu/fp7/dc/index.cfm
- Experts' registration: https://cordis.europa.eu/emmfp7/
- Ethical Review: http://cordis.europa.eu/fp7/ethics_en.html
- Research on Animals:

http://www.nc3rs.org.uk/category.asp?catID=3
http://www.vet.uu.nl/nca/links/databases_of_3r_models

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

ETHICAL ISSUES TABLE

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

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

	Research on Humans	YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Privacy	YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Research on Animals	YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Research Involving Developing Countries	YES	Page
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

	Dual Use	YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

ENDPAGE

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MARIE CURIE ACTIONS

International Research Staff Exchange Scheme

Call: FP7-PEOPLE-2010-IRSES

PART B

"PROPOSAL ACRONYM"