



GUIDE FOR APPLICANTS

Marie Curie Actions
People

**Marie Curie Industry-Academia
Partnerships and Pathways**

Call identifier FP7-PEOPLE-2007-3-1-IAPP
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Foreword

This is version number 2 of the Guide for Applicants for the call:

FP7-PEOPLE-2007-3-1-IAPP

The main changes made since the previous provisional Guide (published on 28 February 2007) are:

- Minor clarifications and improvements to the text have been added to the description of the action in Section 2 and the example budget calculation in this chapter has been amended.
- Minor mainly editorial changes have been introduced in other parts of the documents, in particular in Annex 3 ("Instructions for completing Part A") where the notes relating to Section A1 for the fields Keywords, Ethical issues in Part B, and to Section A4 have been slightly modified.

About this Guide

This Guide explains the principles of Marie Curie Industry-Academia Partnerships and Pathways (IAPP) 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 Intra-European Fellowships for Career Development (IEF)
Marie Curie European Re-integration Grants (ERG)
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)
Marie Curie International Outgoing Fellowships for Career Development (IOF)
Marie Curie International Incoming Fellowships (IIF)
Marie Curie International Re-integration Grants (IRG)
Marie Curie Awards (AWARDS)

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 web-site. The Guide does not in itself have legal value, and thus does not supersede those documents.

THE ESSENTIALS

What are Marie Curie Industry-Academia Partnerships and Pathways (IAPP)?

IAPPs are partnerships between public and private research organisations (including universities, large and small enterprises, manufacturing industries), based on a common research project and aiming to increase skills exchange between the two sectors.

Who can apply?

Proposals must include as a minimum one organisation from each sector. The participating organisations must be established in at least two different Member States or Associated Countries of which at least one must be a Member State. There is no pre-defined maximum number of participants.

Which research topics are supported?

There are no pre-defined priority areas. Research fields are chosen freely by the applicants and 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).

How does it work?

Proposals are submitted, evaluated against a series of predetermined criteria by international peer review and selected for funding, typically for 4 years.

Who can be appointed in an IAPP?

Research staff and technical & managerial staff of all levels of experience are eligible for secondments within the IAPP scheme. Furthermore experienced researchers are eligible for new recruitment by the IAPP partners.

Seconded and recruited researchers can be of any nationality. However, typically recruited researchers cannot be from the country of the host organisation.

Available positions will be published by the partnership, notably on ERACAREERS: http://ec.europa.eu/eracareers/index_en.cfm. Applicants should contact the partnership directly.

What does the funding cover?

Support will be provided for:

- Exchange of know-how and experience through inter-sector two-ways secondments of research staff of the participants;
- Research and Networking activities;

optionally:

- Recruitment of experienced researchers from outside the partnership, for involvement in transfer of knowledge and/or training of researchers;
- Organisation of workshops and conferences, involving the participants' own research staff and external researchers
- For SMEs: research equipment (up to 10% of the EC contribution for each SME participant) on a duly justified basis

How to apply?

This Guide contains the essential information for you to prepare and submit a proposal within the **Marie Curie Industry-Academia Partnerships and Pathways** scheme. You should also consult the relevant legal documents (listed in the Annex 1 of this document) in order to better understand the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically via the Commission's Electronic Proposal Submission Service (EPSS). Detailed instructions are available in this Guide.

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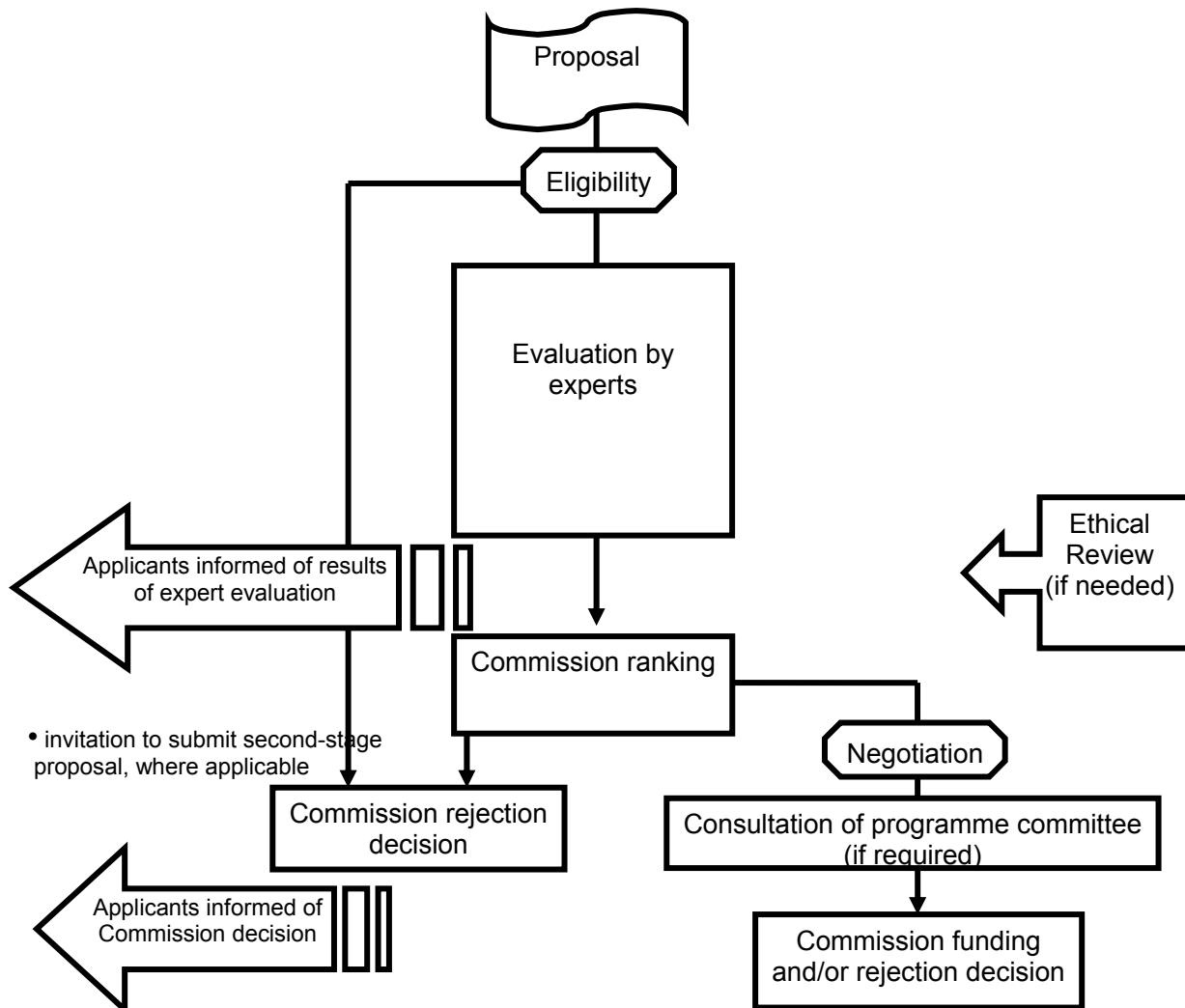
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1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission. Proposals describe planned research, training or transfer of knowledge activities, information on who will carry them out, and how much they will cost. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The Commission 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.

The Commission 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 participants.

The sequence of steps is summarised in this flow chart:



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

You 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 make sure you refer to the latest version before preparing your proposal.

*Please check that this is the right 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, you may also wish to consult other reference and background documents, particularly those relating to negotiation and the grant agreements, which will be made available on the Commission's CORDIS web site (see annex 1 of this guide).

2. About the Marie Curie Industry-Academia Partnerships and Pathways scheme

2.1. General aspects

Purpose

This action has been created on the basis of past experiences from the Marie Curie Host Fellowships for the Transfer of Knowledge, in particular the Industry-Academia Partnership Scheme (TOK-IAP).

The aim of the Marie Curie Industry-Academia Partnerships and Pathways Scheme (IAPP) is to foster co-operation between public research organisations and private commercial enterprises based on joint research projects or programmes. These partnerships aim to stimulate long-term collaboration between the sectors and address the perceived or real barriers which inhibit movement of researchers between the public and private research domains.

The private sector enterprises taking part may be of all sizes: both large and small. Given their relatively weak participation in the past, the Commission is keen to encourage SMEs to apply, although the inclusion of an SME in the proposal is not conceived as an advantage in itself.

Size

A project under this scheme is realised by a strategic partnership of at least one participant from academia/the public sector and at least one participant from the private sector. There is no pre-defined maximum number of participants. Under similar schemes in the past the most common number of participants was 2 and the largest projects would range from 5 to 7 participants.

Duration

The duration of the programme to be supported will normally be 4 years from the contractual start date.

Research topic

All Marie Curie actions 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).

All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme. (See also Section 3.1 of this Guide).

The Concept of Panels

For organisational reasons, proposals will be classified under eight major areas of science (known as 'panels'): Chemistry (CHE); Social and Human Sciences (SOC); Economic Sciences (ECO), Information science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field 'Scientific Panel' on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the Commission in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule the budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.

To help you select the most relevant panel for your proposal a breakdown of each scientific area into a number of sub-disciplines is provided in Annex 3 of this document.

2.2 Which research organisations can take part?

Two factors are important for determining whether a consortium fulfils the minimum conditions for taking part in the Marie Curie IAPP action: 1) the types of organisations involved (requirement for both public and private sector), and 2) the countries in which the organisations are located.

2.2.1 Types of organisations

The scheme aims at encouraging the cross-sectoral transfer of knowledge between academic and industrial institutions with the possibility to have more than one partner in both sectors.

Each IAPP project must involve **at least one university/research centre in the public sector and at least one enterprise from the private sector**. It can be coordinated either by a public or private sector research organisation.

Private sector partners must be 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. They may range in size from the smallest micro-companies with a research capability to very large multinational enterprises.

Examples of public and private sector organisations are given below:

Public

- National organisations (e.g. universities, public non-commercial research centres etc.);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European interest organisations (e.g. CERN, EMBL, etc.);
- The Joint Research Centre of the European Commission;
- International organisations (e.g. WHO, UNESCO, etc.: funding subject to certain conditions – see below).

Definitions for some of the above categories of public sector organisations are provided in the Rules for Participation for FP7.

Private

- Commercial enterprises (those of small and medium size/SMEs, spin offs, start ups are particularly encouraged);
- National organisations (if operating on a commercial basis);

2.2.2 Location of organisations

To be eligible for support the IAPP consortium must satisfy the basic requirement for its composition not only in terms of the representation of the two sectors but also in terms of the representation of certain country groups.

Definition of country groups

For the purposes of the Marie Curie Industry-Academia Partnerships and Pathways scheme four categories of countries can be distinguished:

- EU Member States (MS)
- Associated Countries (AC)
- International Cooperation Partner Countries (ICPC)
- Other (non-AC, non-ICPC) Third countries (OTC)

EU Member States

The EU Member States are:

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

Associated Countries (AC)

The Associated Countries are:

a) Iceland, Liechtenstein, and Norway (subject to amendment procedure of EEA agreement)

b) Switzerland, Israel (subject to satisfactory conclusion of bilateral S/T agreements)

c) Turkey, Croatia, Serbia and FYROM (subject to satisfactory completion of the decision-making procedure associating these countries via a Memorandum of Understanding)

Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.

International Cooperation Partner Countries (ICPC)

The ICPC are a series of low-income, lower-middle income and upper-middle-income countries. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.

The list of ICPC can be found on the CORDIS web-site, and is given in annex 1 of the People Work Programme

Other (non-AC, non-ICPC) Third countries (OTC)

This group comprises countries that are not part of any of the three previous country groups mentioned above, such as the United States, Canada, Japan, Australia, Singapore etc.

ICPC Countries

African

Angola
Benin
Botswana
Burkina-Faso
Burundi
Cameroon
Cape Verde
Central African
Republic
Chad
Comoros
Congo (Republic)
Congo
(Democratic Rep.
of)
Côte d'Ivoire
Djibouti
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Madagascar
Malawi
Mali
Mauritania
Mauritius
Mozambique
Namibia
Niger
Nigeria
Rwanda
Sao Tome and
Principe
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan
Swaziland

Tanzania
Togo
Uganda
Zambia
Zimbabwe

Caribbean

Barbados
Belize
Cuba
Dominica
Dominican Rep.
Grenada
Guyana
Haiti
Jamaica
Saint Kitts & Nevis
Saint Lucia
Saint Vincent
& Grenadines

Asia

Afghanistan
Bangladesh
Bhutan
Burma
Myanmar
Cambodia
China
India
Indonesia
Iran
Iraq
Lao People's
Democratic
Republic
Malaysia
Maldives
Mongolia
Nepal
Oman
Pakistan
Philippines
Sri Lanka
Thailand
Vietnam
Yemen

**Eastern Europe
& Central Asia**

Armenia
Azerbaijan
Belarus
Georgia
Kazakhstan
Kyrgyz Republic
Moldova
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

Latin America

Argentina
Bolivia
Brazil
Chile
Colombia
Costa Rica
Ecuador
El Salvador
Guatemala
Honduras
Mexico
Nicaragua
Panama
Paraguay
Peru
Uruguay
Venezuela

**Mediterranean
Partner
Countries**

Algeria
Egypt
Jordan
Lebanon
Libya
Morocco
Suriname
Trinidad & Tobago

Pacific

Cook Islands
Timor Leste
Fiji
Kiribati
Marshall Islands
Micronesia,
Federal States of
Nauru
Niue
Palau
Papua New
Guinea
Solomon Islands
Tonga
Tuvalu
Vanuatu
Samoa
Palestinian-
administered
areas
Syrian Arab Rep.
Tunisia

**Western Balkan
Countries**

Albania
Bosnia-
Herzegovina
Former Yugoslav
Republic of
Macedonia
(FYROM)*
Montenegro
Serbia*

* At the time of writing
this document Serbia and
FYROM are in the
process of becoming
associated to FP7.

IAPP partnerships can be composed of two or more participants but each proposal must include organisations **from at least two different Member States or Associated Countries, of which at least one must be from a Member State.**

Example 1:

An IAPP composed of a mid-sized private sector company engaged in pharmaceutical research from Bulgaria (MS) and a university institute from Israel (AC) is eligible.

Example 2:

An IAPP composed of three public sector research centres (2 universities and a Max Planck Institute) established in Italy (MS), Norway (MS), and Germany (MS), together with 2 companies in France (MS) and Turkey (AC) is eligible

2.2.3 Rules for funding of IAPP partners

EU Member States, Associated Countries and International European Interest Organisations

The basic rule of at least two different MS or AC, and at least one MS must be fulfilled in all consortia. Research organisations located in EU Member States (MS) or Associated Countries (AC) which have signed up for participation in FP7, as well as in International European Interest Organisations¹ (IEIO) are eligible for funding according to this definition of minimum numbers of participants.

It should be noted that when determining whether the minimum conditions for participation in an IAPP are fulfilled, the participation of an IEIO or of the Commission's Joint Research Centre (JRC) will be counted as a MS or AC other than those represented by the other participants in the consortium.

Example: the JRC will be eligible to participate in an IAPP together with a private company established in Italy (MS). Although the JRC is physically located in Italy, it will not count as an Italian participant and thus the minimum requirement for the participation of at least 1 public and 1 private organisation established in 2 different MS/AC of which at least 1 is a MS is fulfilled.

International Cooperation Partner Countries (ICPC)

Other than the Member States or Associated Countries, there is the possibility for institutional participation also from other countries. Legal entities established in an FP7 International Cooperation Partner Country (ICPC) are eligible for funding above the minimum number of Member States and Associated Countries in an IAPP, i.e. their participation must be in addition to the basic rule of at least two different MS or AC, and at least one MS.

Example: In preparing an IAPP application, a UK company (MS) wants to team up with a South African University (ICPC). For eligibility a second Member State or Associated Country partner must be found first to make an eligible consortium and only afterwards can the ICPC partner be added. A consortium of the UK company (MS), an Icelandic university (AC) plus the South African university (ICPC) would be eligible. Being established in an ICPC country the South African partner would be fully funded according to the Marie Curie rules.

¹ 'International European Interest Organisation' is defined in the Rules for Participation as: "an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe";

Other Third Countries and International Organisations (OTC)

A Community financial contribution may be granted to international organisations (other than IEIOs) and to legal entities established in an OTC country, if such funding is foreseen in a **bilateral scientific and technological agreement or any other arrangement** between the Community and the country of the legal entity.

If this is not the case then the proposal needs to present strong arguments in order for the participant to be funded. It must be demonstrated that the financing is **essential** to achieve the objectives of the training programme. **OTC countries** such as the USA, Canada, Australia, Japan, Singapore etc. **and international organisations would normally be expected to fund their own participation in the partnership.**

The budget in the IAPP action is calculated on the basis of *incoming* researchers, i.e. the researchers recruited and/or *received* in secondment by each host organisation. Thus only researchers hosted in *funded* partners contribute towards the IAPP budget total. Since OTC organisations are normally not funded, the incoming researchers hosted in these organisations would not have an associated EC budget. In practice this means that OTC institutions could second researchers to partners in Members States and Associated Countries and these researchers would be paid (according to the Marie Curie rules) from the budget allocated to the MS/AC hosting organisations. However, researchers being hosted at OTC partners would have to be paid for with OTC funding (according to the Marie Curie rules), as would their associated research costs.

Example: An IAPP consortium is composed of an Italian engineering company (MS), a Spanish university (MS) and an American SME (OTC) without funding. The project aims to exchange staff between Spain and the US, and between Spain and Italy. The proposal is eligible in terms of numbers of participants and representation of the two sectors.

In terms of funding all researchers hosted in Italy and Spain would be fully funded, regardless of their origin. However, the US company would have to fund the Spanish university staff it hosted. Thus, while no direct funding is provided to the US company it will benefit from the scientific interaction and transfer-of-knowledge and could be invited to take part in partnership events, paid for from the EC budget of the hosting partner(s).

Multinational companies

For multinational companies with research premises within and outside Europe the location of the research institute (legal entity) which would take part in the project would determine the eligibility and funding possibilities. For example the Belgian subsidiary of an American multinational company could apply within a consortium and be funded on the same terms as any other MS/AC/ICPC participant. If the same multinational applies with one of its research sites based in the USA, this participation must be over and above the minimum number of MS/AC participants. Since the USA is an OTC country, funding would not normally be anticipated.

2.2.4 Overview

The possible set-up of an IAPP is summarized in the table below.

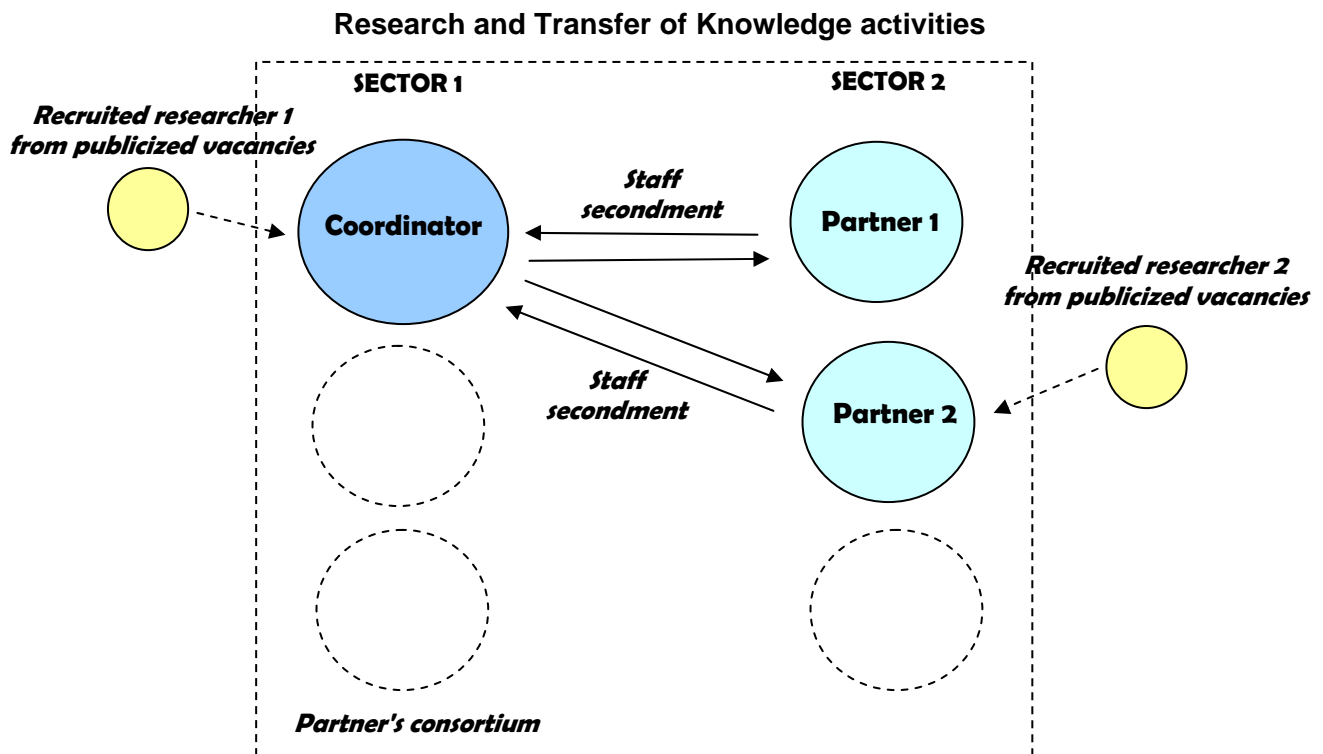
Country of participants
<p>Minimum: 2 different countries: MS + MS/AC</p> <p>Additional participants: from anywhere in the world (MS, AC, ICPC, OTC*)</p> <p>*However, OTC participants can only be funded if funding is foreseen in a special agreement between the country and the EU, or in very exceptional cases if funding is essential for the project</p>
Type of participants
Minimum: 1 from each sector: 1 Private + 1 Public

2.3 Typical Activities of an IAPP

The participants propose a joint research project as the common basis for their collaboration. All participants will sign the contract with the EC and one of the participants will act as the coordinator.

The joint research project should be designed to exploit complementary expertise of the participants and to create synergies between them. In addition to advancing research knowledge in a particular area, the IAPP projects are also expected to create additional benefits for the participants in terms of transfer of knowledge. These research and transfer of knowledge goals are mutually overlapping and complementary. In each consortium, staff **secondment is compulsory while new recruitment is optional** and must be justified.

In theory, each secondment would be expected to benefit either: the secondee who would acquire new knowledge and bring it back to the sending organisation; or the host organisation who would acquire new knowledge from the secondee. In practice the two types of benefit overlap to a considerable extent and it is most likely that both secondee and the two organisations involved would benefit mutually from the interaction. The aims of recruitment would be to bring new knowledge into the host organisation in order to benefit both local staff development and the IAPP research project.



2.3.1 Secondment

All projects are expected to implement staff exchange. The exchange of know-how via secondments of existing staff is expected to be **in both directions** (i.e. one or more researchers seconded from the industrial to the academic participant and one or more academic researchers seconded to the industrial participant, although there is no expectation that the secondments between partners must be symmetrical as in one for one exchange). However, projects with secondments in only one direction are not excluded in duly justified cases and where there is a clear mutual benefit.

NB:

All staff exchanges must be between the public and private sectors

Mobility within one country

In partnerships established between more than two partners, a limited level of inter-sectoral mobility may be allowed between two participants in the same country (up to a maximum of 30% of the researcher months delivered in the project).

Example: The electrical engineering department of an Irish university teams up with an Israeli optical systems company, and a small Irish software manufacturer. The common project involves optimising software design in medical imaging systems. The university partner plans to organise placements for several PhD candidates in the Israeli company, and exchange postdoctoral fellows for varying periods with both the Irish and Israeli company. In total the project involves 80 fellow months for researchers to be seconded. Therefore the maximum number of months which could be foreseen for exchange between the 2 Irish partners is 24 months (30% of the total). These 24 months could be spread over the duration of the contract.

Duration

Staff members of the participants can be seconded for periods between 2 months and 2 years and then reintegrated into the sending organisation. The host will be required to commit itself to **reintegrate its seconded staff members for at least 12 months** on their return after a secondment period.

2.3.2 Research and Networking activities

The research and transfer of knowledge activities of the partnership will be based around a common project, and facilitated by secondments of staff between the two sectors and via the option of recruitment of experienced researchers. The partnership will establish and/or strengthen the collaboration between the participants, as well as between itself and its wider scientific community. Community funding will also be provided for networking activities.

Networking activities could include:

- Organisation of partnership meetings;
- Visits between participants for the purpose of exchanging knowledge;
- Attendance at international conferences and workshops for the representation and dissemination of the IAPP ;
- Electronic networking via the active use of Internet WebPages, Email and video conferencing;
- Collaboration with other IAPPs in similar or complementary fields is also encouraged for exchange of “best practice”, and transfer of knowledge;

2.3.3 Recruitment

Besides the secondment of existing staff, the participants in IAPP also have the possibility to reinforce their research/training potential by recruiting new researchers from outside the partnership for involvement in transfer of knowledge and/or training of researchers. As a rule these recruitments should be transnational (see the specific nationality and mobility conditions detailed in section 2.4.2). The recruits are expected to be experienced or even senior researchers who could participate in the activities of the host organisation in several ways: research, training of local staff members through courses, demonstrations etc.

As a rule, secondment should be the primary vector for the intersectoral dialogue. Therefore the requested number of researcher months for newly recruited researchers should not exceed the number of months foreseen for secondment.

In the example above of the Israeli and Irish companies teaming up with an Irish university, a total of 80 fellow months were foreseen for secondments. The partnership could also request support in their proposal for recruitments, for example, a 2-year postdoctoral position at each of the three participants. Crucially, the 72 months of new recruitment within the consortium is less than the total number of researcher months for secondments.

While these 3 new recruits would each be employed by a different participant in the project, each researcher would be expected to work on the joint project and therefore have significant interaction with each other and all partners in the consortium, travelling between sites as necessary for the project. This normal, ongoing research collaboration should not be confused with and do not substitute for the staff secondments foreseen by the partners.

Duration

Researchers from outside the partnership can be recruited for a minimum period of 12 months and a maximum of 24 months.

2.3.4 International conferences and other events open to external researchers

Each partnership has the possibility to organise events in the form of international conferences, workshops, seminars, summer schools etc. which should be directly related to the research programme of the IAPP. In order to offset costs of inviting non-IAPP researchers to participate, specific funding is available to encourage external participation. This funding is on the basis of a fixed amount per day per event per external researcher. Full details of the content, quality and expected number of participants of such events should be given and fully justified in the proposal. The justification of the proposed events in relation to the research project will be assessed by the expert evaluators.

Example: an IAPP in the area of health diagnosis suggests in the proposal to organise a relatively large dissemination event in the final summer of the contract to showcase the achievements of the consortium. Five international experts from outside the partnership, representing the different disciplines (chemistry, biology, physics) and sectors (private and public research centres) will be invited as keynote speakers. In addition to the staff involved from the academic and industrial partners, the proposal foresees 50 external participants attending the 3 days conference. It will be advertised within the relevant scientific community in order to attract a variety of researchers, and to European enterprises to enhance the knowledge transfer capability of the IAPP. In the proposal the consortium should justify the aims and size of the conference and explain why funding for 150 researcher days (50 researchers x 3 days) is sought.

Note: Costs related to the participation of researchers within the IAPP consortium in conferences and other events can be covered by category E (see section 2.5.1).

2.3.5 Management and Recruitment

The consortium will distribute responsibilities among its teams and co-ordinate its activities to ensure that co-operation and communication are as open and efficient as possible, with appropriate involvement of recruited fellows (for organisation of meetings and identification of training needs for example).

The consortium will be responsible for the selection and appointment of its eligible researchers. An important aspect of the Commission's policy towards researchers is to improve their working and living conditions while being mobile thereby opening up new perspectives for research careers within Europe. The Marie Curie Actions should act as a catalyst in this respect. The host organisations will therefore be required to meet certain conditions when appointing researchers and the recruitment procedure should be in line with the principles set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers. These documents may be downloaded from: <http://ec.europa.eu/eracareers/europeancharter>

2.4 Eligible researchers

The eligibility criteria for researchers in an IAPP vary according to the type of appointment (secondment or recruitment).

Overall they relate to:

- Qualifications and level of experience of the researcher
- The nationality of the researcher
- Mobility requirements

Each researcher must simultaneously fulfil all the relevant requirements. The exact conditions for each type of activity (i.e. secondment or recruitment) are detailed in the following.

The concept of research experience in the Marie Curie Actions

Under the Marie Curie Mobility Actions, the different career pathways of researchers are taken into account by the adoption of definitions that attach more importance to their research experience than to their age.

Two main categories of researchers are distinguished: **early-stage researchers and experienced researchers:**

Definition:

Early-stage researchers are defined as those in the first four years (full-time equivalent) of their research careers, starting at the date of obtaining a degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country of the host institution to which the early stage researchers are seconded, irrespective of whether or not a doctorate is envisaged.

Definition:

Experienced researchers must, at the time of recruitment, (i) be in possession of a doctoral degree, independently of the time taken to acquire it or (ii) have at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree was obtained or in the country of the host institution to which the early stage researchers are seconded (irrespective of whether or not a doctorate was envisaged).

The clock starts ticking once a researcher, having obtained a diploma that gives access to doctoral studies in the country in which the diploma was obtained or in the host country, starts working in research. In the event that a researcher has taken a break from their research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts again once they resume their research career.

The actual level of experience for a researcher is **determined at the time of secondment to a partner in the project or his/her recruitment.**

Example A: Early-stage researcher

A researcher has been working full time in research for 3 years since obtaining a degree that gives access to doctoral studies and does not have a doctoral degree. (S)he is considered an early-stage researcher

Example B: Early-stage researcher

A researcher graduated 7 years ago. The researcher does not have a PhD and has been working in research since graduation but only to a full-time equivalent of 3 years up until the deadline for proposal submission. (S)he is also considered an early-stage researcher.

Example C: Experienced researcher

Three years after obtaining an undergraduate degree, a researcher obtained his Ph.D. in 2002. The researcher has not been working in research ever since and has a total full time research experience of only 3 years but because of his Ph.D. he is considered an experienced researcher.

Example D Experienced researcher

A researcher graduated 4 years ago. The researcher does not have a PhD but has worked full-time in research for the last 4 years prior to the secondment/recruitment. (S)he is considered an experienced researcher.

The level of salary of each researcher will be determined according to the table in section 2.5.1 of this document. Please note that for experienced researchers there are two brackets depending on the full-time research experience (4-10 years; >10 years).

2.4.1 Secondment

Qualifications and level of research experience

Exchange of research staff can be for **early-stage researchers or experienced researchers**.

To be eligible for secondment, **staff members of a participant must have been active (work, studies, etc.) continuously for at least one year** (full-time equivalent) at the sending institution – immediately prior to secondment.

Example:

A Spanish university social sciences department wants to send a second-year postgraduate researcher to their industry partner (a census company) to learn a state of the art technique. The postgraduate researcher is eligible because she has been working at the university contractor for more than a year at the time of the secondment (i.e. her first day at work in the hosting organisation).

Note in addition that in duly justified cases **exchange of research staff can also include technical and research managerial staff**: Such staff will be assimilated to experienced researchers.

Example: *A technical staff member of an industrial participant of an IAPP joined the company 15 months previously and is actively involved in the technical aspects of the applied research project (running and ensuring accurate calibration of specialist equipment). She is not a researcher per se but the academic partner would greatly benefit from her experience in learning how to run the technical equipment and therefore 2 short secondments to the academic partner are foreseen in the proposal. She can be seconded to the academic partner within the IAPP project and would be assimilated as an experienced researcher for her short stays.*

Nationality of the researcher

There are **no nationality restrictions** regarding the seconded staff.

Mobility requirement

As a general rule, trans-national mobility is a requisite for the exchange of staff. **Researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of the receiving host organisation for more than 12 months in the last 3 years** immediately prior to the date of selection by the host institution.

Example A: Researchers complying with the mobility rules:

- 1) A Danish national who has resided for 10 months in Hungary in the year previous to the application is eligible for secondment in Hungary
- 2) A Greek national who studied for 24 months in U.K. in 2001-2003 is eligible for secondment in U.K. in 2007

Example B: Researcher not complying with the mobility rules:

A Polish national who studied in Sweden for 7 months in 2004 and worked there for 6 months in 2005 is not eligible for secondment in Sweden in 2007

However, in the context of a collaboration established between more than 2 participants, a limited level of inter-sector mobility may be allowed between 2 participants in the same MS/AC, up to a maximum of 30% of the total researcher months in the project. (see example in section 2.3.1)

2.4.2 Recruitment

Qualifications and level of research experience

Newly recruited staff from outside the partnership must be **experienced researchers**.

Example:

The Portuguese university department in an IAPP partnership has 2 vacancies for newly recruited staff. They want to hire an Italian postdoc' and a Norwegian postgraduate. The Italian is eligible because she has 12 years of research but the Norwegian has only 3 years of full time research experience and no PhD and so is not eligible to be newly recruited in an IAPP.

Nationality of the researcher

As a general rule recruited researchers must be **nationals of a country other than that of the premises of the host organisation** where they will be working to be eligible for recruitment by an IAPP partner. There are however exceptions to this principle (see below).

Special conditions for Nationals of Member States or Associated States

In the case of researchers that are nationals of Member States or Associated Countries, an exception to the above rule can be granted if they have had their legal residence and principal activity (work, studies, etc.) in a non-associated Third Country for at least 3 out of the last 4 years immediately prior to their selection by the host organisation. This measure is designed to counteract "brain drain".

Example: An Italian researcher is currently carrying out research as a post-doc in the USA having also completed her Ph.D. there (a total of five years outside the EU Member States and Associated Countries). She would like to continue her research career in Europe and is eligible to be appointed by any MS/AC organisation participating in an IAPP project, including one based in Italy.

Special conditions for holders of multiple nationalities:

In the case of a national holding more than one nationality, (s)he can be recruited in the country of his/her nationality in which (s)he has not resided **during the previous 5 years**. Short stays such as holidays are not taken into account.

Mobility requirements

Trans-national mobility

To ensure the European character of an IAPP project, researchers to be newly recruited are required to undertake trans-national mobility when taking up their appointment. **Researchers must not have resided or carried out their main activity in the host country for more than 12 months in the last 3 years** immediately prior to the date of selection by the host institution.

This also applies to nationals of countries outside the EU and Associated Countries, who can be freely recruited within IAPP projects as long as the transnational mobility rule is respected.

Example: A Japanese postdoctoral researcher currently working in Japan applies for a vacant position with the Hungarian industrial partner of an IAPP. The researcher is not a national of the host (Hungarian) nor has she lived in the host country (Hungary) for more than 12 of the last 36 months – therefore she is eligible to be recruited.

Example: A Ukrainian postdoctoral researcher has been carrying out research in Poland for the last 2 years. She would be eligible to be appointed to an IAPP partner as long as it is not located in Poland.

Recruitment by organisations of European Interest or International Organisations

In the case of Organisations of European Interest (e.g. CERN, EMBL, ESO etc) or International Organisations and the JRC, the mobility and nationality rules described above do not apply since these organisations cannot be associated with any one country:

Example: An IAPP consortium consists of the European Molecular Biology Laboratory (EMBL) collaborating with a small biotechnology company in Austria. A German postdoctoral researcher who has lived and studied in Germany for the past 4 years is eligible to be recruited in the team of the EMBL partner because EMBL is an International European Interest Organisation.

2.4.3 Conditions of appointment

Host organisations will be expected to provide reasonable assistance to the researchers in all administrative procedures required by the relevant authorities both for recruitments and secondments, such as visas and work permits.

Equal opportunities – the host organisations must demonstrate their commitment to ensuring that recruitment is based on merit and that there is no overt or covert discrimination based on race, sex, sexual orientation, religion or belief, disability or age in the selection procedures.

Split Stays

Secondments may be split in several stays not exceeding 24 months and not going beyond the project duration. The splits must be justified for family reasons of the researcher or be considered beneficial for the transfer of knowledge activities. The possibility must be clearly addressed in the proposal and integrated in the work plan.

The periods can be spread throughout the duration of the project (normally 4 years) but in all cases they must add up to the minimum of 2 months required for secondments under this action.

New recruitments should typically be full-time and a minimum of 12 months long. Only in exceptional circumstances would split stays be considered.

Part-time work

In principle, researchers must work full-time on the project. Exceptionally, part-time work and the corresponding extension of the secondment duration can be accepted for family reasons if this does not interfere with the execution of the project, and it remains within the limit of the EC contribution and the overall contract length.

2.5 Financial regime

The financial support for Marie Curie Industry-Academia Partnerships and Pathways is calculated on the basis of eligible activities and takes the form of grants covering up to 100% of the budget.

2.5.1 What types of expenses are covered?

According to the Work Programme, the eligible expenses that can be charged to the IAPP contract may be broadly divided into:

- Eligible expenses for the activities carried out by the researchers
- Eligible expenses for the activities carried out by the host organisations.

(See also Work Programme, Annex 3, Table 4)

Expenses for the activities carried out by the researchers

Category A: Monthly living and mobility allowances

Living allowance

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table reproduced on the next page.

This amount is then adjusted, applying a correction factor for the cost of living according to the country in which the researcher will be seconded/recruited. **The correction factors are indicated in Table 3 in Annex 3 of the Work Programme.**

For each eligible researcher, the host organisation can opt between seconding/recruiting him/her under an employment contract with full social security coverage (including all compulsory deductions under national legislation in the context of the project), or a fixed-amount fellowship with minimum social security.

As a general rule researchers shall be appointed under an employment contract except in adequately documented cases (such as for short stays or where the researcher continues to receive their salary from the home organisation) or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the researcher shall be seconded/recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

As a general principle the choice of appointment type should be made in accordance with the best interests of the researchers. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

In all cases, the hosts must ensure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor, or under a social security scheme providing an adequate protection and covering the researcher in every place of implementation of the IAPP activities.

The basis for calculating the monthly living allowance of the seconded/recruited researchers is given in the following table:

Type	Researcher Categories	A. Employment contract (€year)	B. Fixed-amount fellowship (€year)
Secondment	Early stage researchers	33 800	16 900
	Experienced researchers (4-10 years)	52 000	26 000
	Experienced researchers (>10 years)	78 000	38 000
Recruitment	Experienced researchers (4-10 years)	52 000	26 000
	Experienced researchers (>10 years)	78 000	38 000

Important notice: A. Living allowance

*NOTE: The living allowance is a **gross Community contribution** to the salary costs of the fellow. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host organisation may pay a **top-up** to the eligible researchers in order to complement this contribution as long as these funds come from the host's own resources and not through third-party funding for the same project.*

Mobility allowance

This is a monthly payment of a fixed amount to cover expenses of the researcher related to his/her mobility (e.g. relocation, family expenses etc.). As for the living allowance, a correction factor for the cost of living of the country in which the researcher will be seconded/recruited is applied (see Table 3 in Annex 3 of the Work Programme). There are two reference amounts depending on the family situation of the researcher *at the time of the secondment/recruitment*.

- €800/month: Researcher with family obligations (marriage or relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, and/or children).
- €500/month: Researcher without family obligations

Important notice: Mobility allowance

NOTE: It is the status of being married/equivalent relationship or having children that determines the entitlement to the full mobility allowance. There is no obligation for the family to travel with the seconded/recruited researcher.

Category B: Travel allowance (yearly)

This refers to an allowance upon taking up employment and yearly thereafter. The allowance is a fixed-amount based upon the direct distance between *the location of origin* of the researcher and the location of the host institution.

Definition:

Location of origin: means the place where the researcher was residing or carrying out his/her main activity at the time of secondment/recruitment unless (s)he has resided or carried out his/her main activity for less than 12 months in this location immediately prior to this date. In the latter case, the location of origin is the capital city of the country of his/her nationality. In case of a researcher holding more than one nationality, the location of origin is the capital

city of the country where the researcher was residing for the longest period during the last 5 years prior to date of secondment/recruitment.

Each IAPP researcher is entitled to at least one travel allowance. Researchers with a fellowship of between 13-24 months are entitled to 2 travel allowances.

Important notice: A. Mobility and B. Travel allowance

NOTE: The mobility and travel allowances are only paid in those cases where there is trans-national mobility of the researcher; consequently, a researcher who is carrying out the project in an international organisation located in his/her country of nationality, would receive neither a mobility allowance nor a travel allowance.

Category C: Career exploratory allowance (single payment)

This allowance of one single payment of €2000/fellow is paid **only for newly recruited researchers**, and is intended to enable each researcher to help develop their career by e.g. attending job interviews, additional courses, job fairs, etc.

Important notice: Allowances A, B & C

Please note that social security contributions and taxation of the different allowances vary from country to country. The travel and mobility have been conceived as separate flat rate amounts and where national taxation permits it it is the intention that these amounts should not be subject to personal taxation or employers deductions. In order to obtain an estimation of the actual net allowances for the researchers, it is recommended to consult the host institution and/or the relevant National Contact Point (see Annex 1).

Expenses for the activities carried out by the host organisations

Within this group of expenses there are two basic components: (a) categories E, F and I contain the expenses related to the IAPP project; (b) categories G and H relate essentially to the management and other administrative costs of the project.

Category E: Contribution to the research/ /transfer of knowledge programme expenses:

This is a contribution of a fixed amount of €800 per researcher month that goes to the host organisation for the execution of the project (publication of vacant positions, internal training actions), to the participation of eligible researchers in research and transfer of knowledge activities (research costs, participation in meetings and conference attendance, etc) and contribution to the expenses related to the co-ordination between participants (partnership meetings, secondment of staff, etc).

Category F: Contribution to the organisation of international conferences, workshops and events:

This contribution is managed by the host institution for the organisation of international conferences, workshops and events open to participants outside the network, including: organisational expenses (invitation of keynote speakers, publications, rental of premises, web casting) and participation fees of eligible researchers from outside the partnership.

It is a fixed amount contribution of €300 per researcher-day for researchers from outside the partnership, for the duration of the event.

Category G: Management activities

This refers to a *maximum of 3 % of the total Community contribution* that will be paid towards the management of the project. This will also cover the cost of audit certification. It will be based upon actual expenses (e.g. towards the salary of a person dedicated to assist with the management of the project, or a contract with an external independent auditor for audit certification). In the case of public or international organisations, this certification may be provided by a competent public official.

Category H: Contribution to overheads

This refers to a flat rate payment of 10% of the direct costs, excluding costs for subcontracting.

Category I: Small equipment (for SMEs only)

Participating SMEs can charge small equipment expenses to the project up to a maximum of 10% of the total contribution to the SME participant, provided that they are

- duly justified for the project
- based on real costs
- with prior agreement by the Commission.

The maximum amount of the grant will be fixed in the grant agreement during the negotiation.

2.5.2 How to estimate the EC contribution?

It is an intrinsic feature of host-driven actions that the expenses related with the appointment of researchers cannot be accurately determined in advance. This is because some allowances to be paid depend upon the personal circumstances of the researcher (e.g. level of experience, place of origin, family status etc) which may be known for seconded researchers but will not be known for new recruitments. Nevertheless, an estimated cost breakdown in the proposal will speed up the negotiation process.

As explained in section 2.2.3, the budget for each partner in the IAPP action is calculated on the basis of the *incoming* researchers, i.e. the researchers recruited and/or *received* in secondment by the organisation. This is because the allowances of the researchers have to be adjusted by the correction coefficients of the country in which their activities will take place. Together with the costing you provide in section B2.4 of the proposal, the information you give in the proposal form A4 will serve as a basis for the Commission to estimate the budget of your project.

During the negotiations the Community contribution will be determined more accurately taking into account the anticipated conditions of appointment (e.g. fixed-amount fellowship or employment contract) and recommendations, if any, from the expert evaluators.

The example below aims to help understand the way the Commission will estimate your budget.

2.5.3 EXAMPLE

Participant 1: A university laboratory of electrodynamics in Szczecin, Poland runs an IAPP project with **Participant 2:** an SME in Israel.

Within the framework of this partnership the following activities are foreseen:

Secondments:

- A.** 4 staff members of the Polish laboratory (single, experienced researchers with 4-10 years of research experience) plan to visit the Israeli SME for 3 months each to transfer their knowledge. This should be recorded in the A4 form of the proposal as 12 secondment months for the **hosting** participant (Participant 2 - Israel) - see overleaf.
- B.** 4 staff members of the Israeli SME (married, experienced researchers with >10 years research experience) plan to visit the Polish laboratory for 2 months each in order to acquire knowledge and transfer it back to Israel. This should be recorded in the A4 form as 8 secondment months for the **hosting** participant (Participant 1 - Poland).
- C.** Also, the Polish laboratory will send 2 postgraduates (single, early-stage researchers) for a summer placement to the Israeli SME for 2 months each. This should be recorded in the A4 form as 4 secondment months for the **hosting** participant (Participant 2 - Israel).

Recruitments:

- D.** Additionally both the Polish University and the Israeli SME plan to hire a postdoc (experienced researchers (4-10), 1 single and 1 married) for 2 years each. This should be recorded in the A4 form as 24 recruitment months per **hosting** participant (Participant 1 – Poland and Participant 2 - Israel).

Training events:

Furthermore, the Polish university foresees a one day workshop with participation of all the IAPP researchers and in addition 10 researchers from outside the partnership. This should be recorded in the last columns of the A4 form as 10 researcher days and 1 event for Participant 1 - Poland.

Small equipment:

The Israeli SME proposes to buy a flow cryostat with a temperature controller unit, i.e. a relatively small piece of durable equipment that is however necessary and will be extensively used to carry out the work proposed in the project.

The requested number of researchers and researcher months/days would be summarized as follows in the application form A4:

Participant number	Secondments						Newly recruited researchers				Training events	
	Early-Stage Researchers (0-4 years)		Experienced Researchers (4-10 years)		Experienced Researchers (>10 years)		Experienced Researchers (4-10 years)		Experienced Researchers (>10 years)			
	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Number of researcher days for researchers from outside the network	Number of events
1 (PL)	0	0	0	0	8	4	24	1	0	0	10	1
2 (IL)	4	2	12	4	0	0	24	1	0	0	0	0
Total	4	2	12	4	8	4	48	2	0	0	10	1

Budget estimation

For the calculation of the maximum EC contribution, a distinction is made between the *direct costs* (these are the costs listed in section 2.5.1 in the cost categories A to G) and the *indirect costs* (the contribution to the overheads - category H). Finally, in case a SME applies for funding to buy durable equipment, maximum 10% of this partner's budget can be covered in category I.

Expenses for the benefit of the Researchers

Category A:

• Living allowances:

In this example we assume that employment contracts will be used both for the recruitments and the secondments except for the 2 postgraduates to be sent to the SME for a 2 months summer placement who will receive fixed-amount fellowships to cover additional expenses, as these short visits do not interrupt their normal funding. The monthly salary-level for each of the researchers is determined according to the table given in section 2.5.1 as follows:

Researchers A and D: 4 experienced researchers (4-10 years) going from Participant 1 (Poland) to Participant 2 (Israel) for 3 months each and 2 post-docs recruited by the participants for 2 years each:

- Monthly salary (Employment contract): 52000€/12

Researchers B: 4 experienced researchers (> 10 years) going from Participant 2 (Israel) to Participant 1 (Poland) for 2 months each:

- Monthly salary (Employment contract): 78000€/12

Researchers C: 2 early-stage postgraduates (from Participant 1 (Poland) to Participant 2 (Israel) for a 2 months summer placement:

- Monthly salary (Fixed-amount fellowship): 16900€/12

• **Mobility allowances:**

Researchers A and C are single and have no children (entitled to 500€/month)

Researchers B have family obligations (entitled to 800€/month).

Researchers D: Of the 2 post-docs to be recruited we assume one to be single and without children (entitled to 500€/month) and one to have family obligations (entitled to 800€/month).

Category B:

• **Travel allowances:**

The calculation of travel allowances for the staff exchange can be accurate since their destination is known. For the recruitments the calculation must be based on an assumption.

Researchers A, B and C: For these researchers the distance falls within the 2500-5000 km bracket with a rate of 1500€.

Researchers D: For the 2 post-docs to be recruited we assume a rate of 750 € which corresponds to the 1000-1500 km range.

Category C:

• **Career exploratory allowances:**

Researchers A, B and C are all going for secondments and are therefore not eligible for this type of allowance

Researchers D: Both of these researchers are eligible for the career exploratory allowance (single payment of 2000€)

Calculation of budget categories A, B, & C:

Participant 1 (Poland):

Researchers	Living Allowance (A1)	Mobility allowance (A2)	Sub-Total (A1)+(A2) * correction coefficient ¹	Travel Allowance (B)	Career exploratory allowance (C)	TOTAL
SECONDMENTS						
Researchers B: 4 SME researchers for 2 months to University in Poland	$4 \times 2 \times (78000\text{€} / 12) =$ 52 000€	$4 \times 2 \times 800\text{€} =$ 6 400€	$(52\ 000 + 6\ 400) \times 0.716 =$ 41 814€	$4 \times 1500\text{€} =$ 6000€	-	47 814€
RECRUITMENTS						
Researcher D: 1 Postdoc recruited by University in Poland	$1 \times 24 \times (52000\text{€} / 12) =$ 104 000€	$1 \times 24 \times 800\text{€} =$ 19 200€	$(104\ 000 + 19\ 200) \times 0.716 =$ 88 211€	$2 \times 750\text{€} =$ 1 500€	$1 \times 2000\text{€} =$ 2 000€	91 711€
SUB TOTAL <i>C_{researchers}</i>	156 000€	25 600€	130 025€	7 500€	2 000€	139 525€

¹ Correction coefficient for Poland: 0.716 (see Table 3 in Annex 3 of the People Work Programme)

Participant 2 (Israel) – researcher allowances:

Researchers	Living Allowance (A1)	Mobility allowance (A2)	Sub-Total (A1)+(A2) * correction coefficient ¹	Travel Allowance (B)	Career explorer allowance (C)	TOTAL
SECONDMENTS						
Researchers A: 4 University researchers for 3 months to SME in Israel	$4 \times 3 \times (52000\text{€} / 12) =$ 52 000€	$4 \times 3 \times 500\text{€} =$ 6 000€	$(52\ 000 + 6\ 000) \times 1.096 =$ 63 568€	$4 \times 1500\text{€} =$ 6000€	-	69 568€
Researchers C: 2 University postgrads sent to SME in Israel	$2 \times 2 \times (16900\text{€} / 12) =$ 5 633€	$2 \times 2 \times 500\text{€} =$ 2 000€	$(5\ 633 + 2\ 000) \times 1.096 =$ 8 366€	$2 \times 1500\text{€} =$ 3 000€	-	11 366€
RECRUITMENTS						
Researcher D: 1 Postdoc recruited by SME in Israel	$1 \times 24 \times (52000\text{€} / 12) =$ 104 000€	$1 \times 24 \times 500\text{€} =$ 12 000€	$(104\ 000 + 12\ 000) \times 1.096 =$ 127 136€	$2 \times 750\text{€} =$ 1 500€	$1 \times 2000\text{€} =$ 2 000€	130 636€
SUB TOTAL <i>C_{researchers}</i>	161 633€	20 000€	199 070€	10 500€	2 000€	211 570€

¹ Correction coefficient for Israel: 1.096 (see Table 3 in Annex 3 of the People Work Programme)

Expenses for the benefit of the Host institutionsCategory E:• **Contribution to research/transfer of knowledge expenses:**

The contribution to research/transfer of knowledge expenses is based on a fixed amount of 800€/month per researcher month. For participants 1 and 2 in this example the contribution to these expenses will amount to:

Host	E. Contribution to research/ transfer of knowledge expenses	TOTAL
Participant 1 (Poland)	$32 \times 800\text{€}$	25 600€
Participant 2 (Israel)	$40 \times 800\text{€}$	32 000€
TOTAL C_{host}		57 600€

Category F:• **Contribution to the organisation of international conferences and other events:**

The Polish university expects to organise a one day workshop with participation of 10 researchers from outside the partnership:

Host	F. Organisation of international conferences and other events	TOTAL
Participant 1 (Poland)	10*1*300€	3 000€

In summary the estimated budget for the two participants for categories A to F would be:

Host	Categories A to F
Participant 1 (Poland)	168 125€
Participant 2 (Israel)	243 570€
SUB TOTAL	411 695€

To arrive at the total indicative EC contribution the management cost (max 3% of the EC contribution), the overheads (10% of the direct costs) and if applicable the contribution to small equipment for SMEs (max 10% of EC contribution to the SME) must be added to the amounts of this table.

Category G:• **Management activities:**

The total Community contribution is the basis for the calculation of the 3% management costs. In the initial budget estimation this maximum contribution can be calculated as 3.413% of the costs listed in categories A to F ¹.

Host	G. Management
Participant 1 (Poland)	168 125 * 3.413% = 5 738€
Participant 2 (Israel)	243 570 * 3.413% = 8 313€
SUB TOTAL	14 051€

¹ Mathematically, the cost calculation can be described as a set of three equations with three unknowns (the total EC contribution, the management costs and the contribution to the overheads). By solving these equations, the management costs, C_G , can be written as: $C_G = 0.03 * [1.1 / (1 - 0.033)] * (C_A + \dots + C_F) \approx 0.03413 * (C_A + \dots + C_F)$ with C_A the costs listed under category A and so on.

Category H:• **Contribution to the overheads**

To calculate the overheads the total direct costs need to be known:

Directs costs = categories A + B + C +E + F +G¹:

Participant 1: 173 863€

Participant 2: 251 883€

On this basis the contribution to overheads can be estimated as a flat rate of 10% of the direct costs:

Host	H Overheads
Participant 1 (Poland)	173 863 * 0.1 = 17 386€
Participant 2 (Israel)	251 883 * 0.1 = 25 188€
SUB TOTAL	42 574€

Category I:• **Small equipment for SMEs:**

The contribution under this heading corresponds to a maximum of 10% of the budget allocated to the SME partner.

To keep the presentation simple, we have chosen to estimate the contribution for category I here on the basis of the budget allocated to Participant 1 for the categories A to H (=277 071€), i.e. excluding management and overhead costs on the equipment.

$$277\,071\text{€} * 0.1 = 27\,707\text{€}$$

The overall estimated EC contribution is summarised overleaf:

¹ While in reality management costs can be made up of both direct and indirect costs, they are considered as direct costs for the purposes of the initial budget estimation

	PARTICIPANT 1 (PL) TOTAL (€)	PARTICIPANT 2 (IL) TOTAL (€)
A. Living and Mobility allowance	130 025 €	199 070 €
B. Travel allowance	7 500 €	10 500 €
C. Career Exploratory allowance	2 000 €	2 000 €
E. Contribution to the research / transfer of knowledge programme expenses	25 600 €	32 000 €
F. Organisation of international conferences and other events	3 000 €	0 €
G. Management activities	5 738 €	8 313 €
H. Overheads	17 386 €	25 188 €
<i>Total Contribution A to H</i>	<i>191 249 €</i>	<i>277 071 €</i>
I. SME equipment	0 €	27 707 €
ESTIMATED CONTRIBUTION TO THE PARTNER	191 249 €	304 778 €

Please note that the estimate of the EC contribution for the SME partner presented here is slightly below the result of the more accurate budget calculation that will be used during the negotiations.

3. How to apply

3.1. Turning your idea into an effective proposal

The coordinator

For a given proposal, the coordinator acts as the single point of contact between the participants and the Commission. The co-ordinator is generally responsible for the overall planning of the proposal and for building up the consortium that will do the work.

Focusing your planned work

Refer to the description of the Marie Curie Action in section 2 of this Guide and the work programme to check the **eligibility criteria** and any other special conditions that apply.

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in annex 2. Keep these in mind as you develop 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. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page – see annex 1 of this Guide).

Please note that the Commission will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Other sources of help

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

- The Commission's general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (EPSS). See section 3.2 below.
- A further help desk providing assistance on intellectual property matters.
- Any other guidance documents or background information relating specifically to this call.
- The date and contact address for any '**information day**' that the Commission may be organising for this call.
- Other services, including partner search facilities, provided via the CORDIS web site.

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. 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 of 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 heritable¹;
- 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.

As regards human embryonic stem cell research, the Commission will maintain the practice of the Sixth Framework Programme, which excludes from Community financial support research activities destroying human embryos, including for 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 participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (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 support the experts and Commission 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 (see annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your 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 work, the participants 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 you are strongly recommended, therefore, not to use colour in your document.

Part B of the proposal is uploaded by the applicant into the Electronic Proposal Submission Service (EPSS) described below.

A *maximum length* is specified for Part B as a whole (see annex 4 of this Guide). You should keep your proposal within these limits.

Proposal language

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 European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the experts. An English translation of the abstract must be included in Part A (Form A1) of the proposal.

¹. Research relating to cancer treatment of the gonads can be financed.

3.2. Proposal submission

Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service (EPSS) is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.

About the EPSS

Proposals must be submitted electronically, using the Commission's **Electronic Proposal Submission Service (EPSS)**. Proposals arriving at the Commission by any other means are regarded as 'not submitted', and will not be evaluated¹.

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

You can access the EPSS from the call page on CORDIS.

Full instructions will be found in the "EPSS preparation and submission guide". This will be available from the CORDIS site early in 2007 (see http://cordis.europa.eu/fp7/epss_en.html).

The most important points are explained below.

Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal to a particular call
- set up (and modify) your consortium by adding/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own 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.

Use of the system by the other participants

Other participants can:

- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal

¹ In exceptional cases, when a proposal co-ordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the consortium to do so, an applicant may request permission from the Commission 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 telephone the enquiry service if web access is not possible: 00 800 6 7 8 9 10 11 from Europe; or 32 2 299 96 96 from anywhere in 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 Commission no later than one month before the call deadline. The Commission will reply within five working days of receipt. If a 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.

Submitting the proposal

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal the coordinator must expressly submit it by pressing the “SUBMIT” button.** Only the coordinator is authorised to submit the proposal.

On submission, the EPSS performs an automatic validation of the proposal. An automatic message is sent to the coordinator if the system detects any apparent problems. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

Irrespective of any page limits specified in annex 3 of this Guide, there is an overall limit of 10 Mbyte to the size of proposal file (Part B). **There are also restrictions to the name you give the part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.**

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the “SUBMIT button” each time!) right up until the deadline.

If the 'SUBMIT' button is never pressed, the Commission considers that no proposal has been submitted.

For the proposal Part B you must use exclusively 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 on or before the deadline specified in the Call fiche.

The EPSS will be closed for this call at the call deadline. After this moment, 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 firm and are strictly enforced.

Please note that you may submit successive drafts of your 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 consortium if problems arise. **You are advised not to delegate the job of submitting your 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 e-mail 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 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, you should aim to submit your 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 eligible 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

You 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 form A:

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

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 action¹ (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 participant and project cost 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 actions. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in 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 (see address in 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?
- **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.

¹ 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.

- **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? After the call deadline it will not be possible to replace your Part B file
- **Is your Part B 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: 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?**

5. What happens next

Shortly after the call deadline (or cut-off date, in the case of continuously open calls), the Commission will send an **acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 form for participant no. 1. 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 (or cut-off date, in the case of a continuously open call), you should contact the FP7 Enquiry Service without further delay (see annex 1 of this Guide).

The Commission will check that your **proposal** meets the **eligibility criteria** that apply to this call and 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 giving the opinion of the experts on their proposal. Even if the experts viewed your proposal favourably, the Commission 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 Commission also informs the relevant **programme committee**, consisting of delegates representing the governments of the Member States and Associated countries.

Based on the results of the evaluation by experts, the Commission draws up the final list of proposals for possible funding, taking account of the available budget. The Commission must also take account of the strategic objectives of the programme, as well as their overall balance.

Official letters are then sent to the applicants. If all has gone well, this letter will mark the beginning of a **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** (to be made available on CORDIS).

Negotiations between the applicants and the Commission 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 Commission 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 gender equality actions, and, if applicable to the project, with gender aspects in the conduct of the planned work, as well as the relevant principles contained in the European Charter for researchers and the Code of Conduct for their recruitment.

Members of the proposal consortium may be invited to Brussels or Luxembourg to facilitate the negotiation.

Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing "part A" of the proposal
- Annex 4 Instructions for drafting part B of the proposal

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. The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.
- **Indicative timetable for this call**

Publication of call	28 February 2007
Deadline for submission of proposals	31 May 2007, 17:00 (Brussels local time)
Evaluation of proposals	June-July 2007
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	September 2007
Invitation letter to successful coordinators to launch contract negotiations with Commission services	September 2007
Letter to unsuccessful applicants	From September 2007
Signature of first contracts	From end of 2007

- **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 proposal¹. Direct links are also given where applicable.

Call information

CORDIS call page and work programme
Evaluation forms

General sources of help:

The Commission's FP7 Enquiry service
National Contact Points

<http://ec.europa.eu/research/enquiries>
http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance:

CORDIS help desk
EPSS Help desk
IPR helpdesk

http://cordis.europa.eu/guidance/helpdesk/home_en.html
support@epss-fp7.org
<http://www.ipr-helpdesk.org>

Legal documents generally applicable (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

¹ Not all documents will be available at the moment of the first call publication of FP7.

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

Brochure "**The FP7 in Brief**" can be downloaded from the Europa web site 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/eracareers/europeancharter>

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 by the Commission with the assistance of independent experts.

Commission staff ensures that the process is fair, and in line with the principles contained in the Commission's rules¹.

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 a confidentiality and conflict of interest declaration before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In order to help with the management of the evaluation, the Commission may also appoint independent experts as chairs and vice-chairs.

In addition, independent experts will be appointed by the Commission to observe the evaluation process from the point of view of its working and execution. The role of the observers is to give independent advice to the Commission on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observers will not express views on the proposals under examination or the experts' opinions on the proposals.

Conflicts of interest: under the terms of the appointment letter, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible Commission staff member if one becomes apparent during the course of the evaluation. The Commission will take whatever action is necessary to remove any conflict.

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 Commission to ensure this. Under no circumstance may an expert attempt to contact an applicant on his own account, either during the evaluation or afterwards.

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

2. Before the evaluation

On receipt by the Commission, 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 by Commission staff 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 Commission before the deadline given in the call text
- It involves at least the minimum number of participants given in the call text

¹ Rules on Proposal Submission, Evaluation, Selection and Award Procedures (to be posted on CORDIS)

- 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

The Commission 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 Commission also takes account of 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.

Commission staff, eventually assisted by the chairs and vice-chairs, allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

The evaluation session comprises three phases: the individual evaluation of the proposals, the consensus meeting and the panel review.

3. Individual evaluation of proposals

This phase will be carried out on the premises of the experts concerned ("remotely").

At the beginning of the evaluation, experts will be briefed by Commission staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

Each proposal will be assessed independently by at least three experts, chosen by the Commission from the pool of experts taking part in this evaluation. One of these experts will be designated to be the proposal "rapporteur", who will take up additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against pre-determined evaluation criteria, applying weighting factors and thresholds. The evaluation criteria are reproduced on the following page.

Evaluation Criteria for Marie Curie Industry-Academia Partnerships and Pathways			
S&T Quality	Transfer-of-knowledge	Implementation	Impact
S&T objectives of the research programme, including in terms of intersectorial issues.	Quality of the transfer of knowledge programme. Consistency with the research programme.	Capacities (expertise / human resources/ facilities /infrastructures) to achieve the research and exchange of know-how and experience.	Provision to develop new intersectorial and lasting collaboration
Scientific quality of the joint collaborative research programme..	Importance of the transfer of knowledge in terms of intersectoriality.	Complementarities between the partners and its relevance in the research project.	Strategy for the dissemination and facilitation of sharing of knowledge and culture between the participants and external researchers (including international conferences, workshops, training events).
Appropriateness of research methodology	Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.	Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, etc.).	Extent to which SMEs contribute to the project.
Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.		Clarity of the recruitment strategy (including time table), based on competitive international recruitment and incorporating an equal opportunity policy. Coherence of the conditions of recruitment and employment with the principles of the "Code of Conduct for the recruitment of researchers".	In case of SMEs participation: Adequacy of the available infrastructures for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership.
		Clarity in the lay out of IPR issues linked to this collaboration.	.
		Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge.	
		Appropriateness of the size of the requested training programme with respect to the capacity of the host.	
		How essential is non-ICPC Third Country participation, if any, to the objectives of the research training programme.	
		Relevance of the proposed partnership to the area of collaboration.	

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

Each criterion will be scored out of 5. Scores will be awarded with a resolution of one decimal place.

The scores indicate the following with respect to the criterion under examination:

0 -	<i>The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information</i>
1 -	<i>Very poor. The criterion is addressed in a cursory and unsatisfactory manner.</i>
2 -	<i>Poor. There are serious inherent weaknesses in relation to the criterion in question.</i>
3 -	<i>Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.</i>
4 -	<i>Good. The proposal addresses the criterion well, although certain improvements are possible.</i>
5 -	<i>Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</i>

The threshold and weightings for the different criteria are summarized in the table below.

Evaluation Criteria	Threshold	Weighting (%)
S&T Quality	25	3
Transfer of Knowledge	20	3
Implementation	25	3
Impact	30	N/A

In addition to the thresholds applied to the individual criteria, an overall threshold of 70% will be applied to the total 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 must *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. If needed, recommendations for improvements to be discussed as part of a possible negotiation phase will be given.

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues.

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 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 is moderated by the rapporteur assigned to the proposal and can be attended by a Commission official, and/or the chairs/vice-chairs. The role of the rapporteur 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 rapporteur is responsible for drafting the consensus report.

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, 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 Commission may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal

In the case of proposals that have been submitted previously to the Commission, the panel coordinator discloses to the experts the previous evaluation summary report (see below) at the consensus stage. If necessary, the experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

Ethical issues (proposals above threshold): 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 the Commission official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

Outcome of the consensus meeting

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 by the Commission official or the chairs/vice-chair persons. 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 Commission 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 Commission having had an overview of the results of the consensus step.

The panel comprises at least the rapporteurs of the various proposal(s), the Panel Chair and Vice-Chair(s) and Commission officials. Several panels can be established to cover the main scientific areas of the subject of the proposals.

The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

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;
- making recommendations on possible clustering or combination of proposals.

The panel is moderated by the Commission representative or by the chair person appointed by the Commission. The Commission 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 members, including the panel rapporteur and the panel chairperson.

Subsequently, a special ethical review of above-threshold proposals may be organised by the Commission.

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

Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.

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

In part A you 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 you intend to carry out will be described in part B (annex 4).

This section provides guidance on how to complete the administrative forms (A1, A2 and A4) for an IAPP proposal. Form A1 gives a snapshot of your proposal, form A2 concerns the Host organisation(s), and form A4 details your request for funding in terms of researcher-months.

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

The co-ordinator fills in one form A1 and one form A4 with details for each participant (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the co-ordinator of the consortium).

The participants (including the co-ordinator) fill in one A2 form each.

Subcontractors are not required to fill in the A2 form and are not listed separately in the A4 form. **Note, however, that each subcontractor should be identified in the proposal narrative (Part B).**

When you complete part A, please make sure that *numbers are always rounded to the nearest whole number.*

Note:

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

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (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 <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Industry-Academia Partnerships and Pathways (IAPP)
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 Commission 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
Total Duration in months	Insert the estimated duration of the project in full 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: <i>FP7-PEOPLE-200X-X-X-XXX</i>
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal choosing from the available list and/or adding free keywords. There is a <u>limit of 200 characters</u> .
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 <u>limit of 2000 characters</u> .
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.
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 Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific Panels - Sub-disciplines

To help you in selecting the most relevant panel code please find below a breakdown of each scientific area:

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

- 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

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

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

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

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

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

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

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes

Section A2 – Information on the Host organisations:	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.
Participant identity code	Not applicable to this call
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, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more <u>than 20 characters</u> 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 and international organisations.
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, collegesetc.).
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 research laboratories
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings. Decision DL/2003/3188 27.11.2003
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	<p>NACE means "<u>N</u>omenclature des <u>A</u>ctivités économiques dans la <u>C</u>ommunauté <u>E</u>uropéenne".</p> <p>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:</p> <p>http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .</p>
Small and Medium-Sized Enterprises (SMEs)	<p>SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</p> <p>An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:</p> <ul style="list-style-type: none"> - employs fewer than 250 persons; - has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. <p>The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:</p> <ul style="list-style-type: none"> (a) employees; (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law; (c) owner-managers; (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise. <p>ATTENTION: Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.</p> <p>The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.</p> <p>In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a <i>bona fide</i> estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.</p>
Dependencies with (an) other participant(s)	<p>Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:</p> <ul style="list-style-type: none"> - A legal entity is under the same direct or indirect control as another legal entity (SG); - A legal entity directly or indirectly controls another legal entity (CLS); - A legal entity is directly or indirectly controlled by another legal entity (CLB). <p>Control:</p> <p>Legal entity A controls legal entity B if:</p> <ul style="list-style-type: none"> - A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, - A, directly or indirectly, holds in fact or in law the decision-making powers in B. <p>The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:</p> <ul style="list-style-type: none"> (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates; (b) the legal entities concerned are owned or supervised by the same public body.
Character of dependence	<p>According to the explanation above, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:</p> <ul style="list-style-type: none"> • SG: Same group: if your organisation and the other participant are controlled by the same third party; • CLS: Controls: if your organisation controls the other participant; • CLB: Controlled by: if your organisation is controlled by the other participant.
Contact point	<p>It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).</p>

Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate Female or Male as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Section A4 – Requested Fellows (IAPP):	
NOTE	IMPORTANT NOTICE: As explained in section 2.5.2, the budget for each partner in the IAPP action is calculated on the basis of the <i>incoming researchers</i> , i.e. the researchers recruited and/or received in secondment by the organisation. Secondments should therefore be recorded in the A4 form in the line of the participant that will receive the seconded researchers and not in the line of the sending institution
Early-Stage Researchers	<i>Early-stage researchers</i> means researchers who have at the time of the recruitment no more than 4 years (full-time equivalent) research experience since obtaining the degree which formally allows them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the receiving host organisation (irrespective of whether or not a doctorate is envisaged). Note: Researchers with less than 4 years of research experience but already in the possession of a doctoral degree fall into the category of Experienced Researchers (4-10 years) Early-stage researchers are only eligible for secondment within the IAPP scheme.
Experienced Researchers (4-10 years)	<i>Experienced Researchers (4-10 years)</i> means researchers who have, at the time of recruitment (i) a doctoral degree, or (ii) a full-time equivalent research experience of 4-10 years since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged). Experience Researchers (4-10 years) are eligible for secondment or new recruitment in the IAPP scheme
Experienced Researchers (> 10 years)	<i>Experienced Researchers (>10 years)</i> means researchers who have, at the time of recruitment more than 10 years' full-time equivalent research experience since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged). Experience Researchers (4-10 years) are eligible for secondment or new recruitment in the IAPP scheme.
Number of researcher days for researchers from outside the network	Please indicate the expected total number of days spent by researchers from outside the partnership on participating in training events. A separate budget category is dedicated to these actions - please refer to column F of Table 4 in the Work Programme.
Number of events	Please indicate the number of training events to be organised by each participant (e.g. conferences, summer schools, workshops, seminars and specialised training courses).

Proposal Submission Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**Industry-Academia
Pathways (IAPP)**

Partnerships and

A1

<i>Proposal Number</i>	<i>Proposal Acronym</i>
------------------------	-------------------------

GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i>			
<i>Marie Curie action-code</i>		<i>Scientific Panel</i>	
<i>Total duration in months</i>		<i>Call identifier</i>	
<i>Keywords (up to 200 characters)</i>			
<i>Abstract (up to 2000 characters)</i>			

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

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

Proposal Submission Forms



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**Industry-Academia
Partnerships and**
Pathways (IAPP)

A2

Proposal Nr		Proposal Acronym		Participant Nr	
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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

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 European Interest organisation
- 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]

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]

Proposal Submission Forms



EUROPEAN COMMISSION
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
Industry-Academia Partnerships and Pathways (IAPP)

A2

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		

Proposal Submission Forms



EUROPEAN COMMISSION

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
Industry-Academia Partnerships and Pathways (IAPP)

A4

Proposal Number

Proposal Acronym

REQUESTED FELLOWS

Participant number	Seconded researchers received						Newly recruited researchers				Training events	
	Early-Stage Researchers (0-4 years)		Experienced Researchers (4-10 years)		Experienced Researchers (>10 years)		Experienced Researchers (4-10 years)		Experienced Researchers (>10 years)		Number of researcher days for researchers from outside the network	Number of events
	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers		
1												
Total												

Annex 4 - Instructions for drafting part B of the proposal

Instructions for preparing proposal Part B for Marie Curie Industry-Academia Partnerships and Pathways

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

This annex provides guidelines for drafting Part B of the 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).

General information

Part B of the proposal contains the details of the proposed research and transfer of knowledge programmes along with the practical arrangements foreseen to implement them and their impact. They will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that "Explanatory notes" in the following only serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme.

For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents.

Please note that there will be a single evaluation following a single proposal submission. The template for the submission can be downloaded from the EPSS.

In order to ensure comparability between proposals the **maximum length** of part B is **30** A4 pages (excluding table of contents as well as start and end pages). The font should correspond to Times New Roman size 12 pt in combination with single line spacing and a page setup with standard margins of 2 cm.

Please make sure that

- you use the right template to prepare your proposal;
- you respect the maximum number of pages; 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, including the set of Forms requested for **PART A** as well as a free text **PART B**. Incomplete proposals are not eligible and will not be evaluated.

"Proposal Acronym"

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Call: FP7-PEOPLE-2007-3-1-IAPP

PART B

“PROPOSAL ACRONYM”

Table of Contents

To draft PART B applicants should take into account the following structure. If required for an adequate description of their project, applicants may wish to add further headings.

- B.1 LIST OF PARTICIPANTS**
- B.2 S&T QUALITY**
- B.3 TRANSFER OF KNOWLEDGE**
- B.4 IMPLEMENTATION**
- B.5 IMPACT**
- B.6 ETHICAL ASPECTS**

PART B

Practical Information:

- PART B of Proposals shall be limited to **30 A4 pages** (excluding table of contents, start and end pages).
- Proposals are evaluated against **four criteria**, these being "**S&T Quality**" (25%), "**Transfer of knowledge**" (20%), "**Implementation**" (25%) and "**Impact**" (30%). The weight of each of the criteria is shown in the brackets.
- Make sure that the **free text** used to describe the proposed project takes into account the issues covered by the 4 evaluation criteria.
- In addition, applicants are requested to provide information on ethical aspects (where relevant) and information on participation in previous projects under the Marie Curie actions.

B.1 LIST OF PARTICIPANTS

Please provide an overview of the partnership composition by providing details of the legal entity, the department carrying out the work and the person-in-charge of the project.

Participant number	Legal Entity	Department	Person-in-charge
-			
-			
-			
-			
-			
-			
-			

B.2 S&T QUALITY (25%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- S&T objectives of the research programme, including in terms of intersectorial issues.
- Scientific quality of the joint collaborative research programme.
- Appropriateness of research methodology.
- Originality and innovative aspects of the research programme. Knowledge of the state-of-the-art.

Explanatory note:

Provide a detailed description of the research objectives and of the research project/programme to be implemented by the partnership, highlighting planned research collaborations.

"Proposal Acronym"

The scientific part of the proposal should allow experts to assess the quality of the proposed research, including interdisciplinarity (if applicable) and intersectorial aspects.

Explain the key elements of the research methodology that will be followed, taking into consideration ethical and other relevant issues, where appropriate.

Describe the current state of the art and the objectives of the research project/programme. Explain how the synergies/complementarities between the partners will be exploited to advance research in the chosen field. Show how each partner's respective expertise and competence make them particularly suited for their allocated tasks.

B. 3 TRANSFER OF KNOWLEDGE (20%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- Quality of the transfer of knowledge programme. Consistency with the research programme.
- Importance of the transfer of knowledge in terms of intersectoriality.
- Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.

Explanatory note:

Outline the need for knowledge transfer for the host organisations through the secondment of their own staff and the recruitment of researchers from outside the partnership. Pay particular attention to the partner's capacity to transfer and receive knowledge and demonstrate how the knowledge transfer will significantly increase the research quality and overall RTD capability and competitiveness of the partners.

Detail the distinct special measures that will be taken to transfer knowledge between the host institutions. The measures should emphasise the scientific and technical transfer and also any broader training (e.g. communication, ethics and project management) designed to benefit the local personnel of the participating institutions. Provide details of the in-built return mechanisms that will ensure efficient transfer of knowledge back into the organisation of origin of the seconded staff.

Describe the relative roles of secondments and any envisaged recruitment. Indicate in person-months the overall total of researchers to be seconded and the total of *de novo* recruitment.

Explain the chosen mixture of researchers in terms of their experience: early stage; experienced (break down into 4-10 years, and more than 10 years); and technical/managerial staff.

Indicate the foreseen length of each secondment/recruitment (for example using a Gantt chart). If any difficulties are anticipated in recruiting experienced researchers, please outline the measures foreseen to overcome these difficulties.

B.4 IMPLEMENTATION (25%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- Capacities (expertise / human resources/ facilities /infrastructures) to achieve the research and exchange of know-how and experience.
- Complementarities between the partners and its relevance in the research project.
- Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, etc.).
- Clarity of the recruitment strategy (including time table), based on competitive international recruitment and incorporating an equal opportunity policy. Coherence of the conditions of recruitment and employment with the principles of the "Code of Conduct for the recruitment of researchers".
- Clarity in the lay out of IPR issues linked to this collaboration.
- Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge.
- Appropriateness of the size of the requested training programme with respect to the capacity of the host.
- How essential is non-ICPC Third Country participation, if any, to the objectives of the research training programme.
- Relevance of the proposed partnership to the area of collaboration.

Explanatory note:

For each partner, justify staff availability and previous experience. Relate the personnel capacity of each partner to the proposed schedule of secondments and recruitments. Demonstrate that the partnership has the appropriate mix of researchers with necessary skills and experience to carry out the project.

In addition, if there are partner organisations that intend to recruit researchers, describe how the complementary expertise sought, benefits the joint research project.

Include a list of the key scientific staff of the host who will be involved in the transfer of knowledge project and for each person, the foreseen extent of their involvement (in percentage of full time work).

Describe the infrastructure that each partner organisation will provide in order to host seconded and recruited fellows.

Provide an overview of the work plan showing task distribution, milestones, foreseen deliverables and schedule. The schedule should be in terms of number of months elapsed from the start of the

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joint collaboration programme. Indicate how these tasks are linked to the objectives of the research programme.

Describe in practical terms, how the teams complement one another and how possible synergies will be exploited to benefit the transfer of knowledge programme. Highlight the involvement of participants from different sectors (public, private) and provide details on the nature of the collaborations.

Describe, using charts if appropriate, the organisation and management structure and the techniques to be used to co-ordinate the activities. Comment on the gender balance of the management structure. Detail the methods for monitoring and reporting progress and for ensuring good communication between the partner organisations.

The coordinator should demonstrate the necessary scientific and organisational competence to manage the proposed scale of the project. In this context, relevant project management experience within the partnership should be described (such as previous and current involvement in projects under the Marie Curie Actions or other internationally-funded projects for example).

Outline the financial management strategy of the network. If applicable, clearly identify the costs for equipment that will be charged to the budget by participating SMEs.

The proposal should contain information on the competitive international recruitment strategy explaining how vacancies for experienced researchers will be published by the host organisation. Include information on promotion of equal opportunities and foreseen conditions of employment. Provide an indicative time table of the proposed recruitment schedule.

Describe the IPR strategy of the consortium, providing details as relevant of issues such as ownership, transfer, protection, use & dissemination. (Background information on IPR issues can be found at <http://www.ipr-helpdesk.org>)

If one or more of the partners is based in an OTC country, special care must be taken in the proposal to explain why the involvement of this team is essential for the consortium since only in exceptional cases will these organisations receive Community funding.

B.5 IMPACT (30%)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 1).

- Provision to develop new intersectorial and lasting collaboration
- Strategy for the dissemination and facilitation of sharing of knowledge and culture between the participants and external researchers (including international workshops, training events).
- Extent to which SMEs contribute to the project.
- In case of SME participation: adequacy of the available infrastructures for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership.

Explanatory note:

This section should allow experts to assess the immediate and longer term benefits of the proposed collaboration. It should outline how the project/programme will foster existing and/or create new collaborations.

Outline the practical steps the partnership would take to ensure effective dissemination of the results of the collaboration, both during the project duration and after completion of the contract. When applicable, describe the industrial or commercial routes envisaged for the exploitation of the results by the private sector participants.

If funding is sought for participation of external researchers in transfer of knowledge and dissemination events, justify why this is beneficial for the project.

Outline the role of any SME participants, taking care to demonstrate that they possess sufficient resources necessary for their proposed participation in the project. In case extra equipment is requested, due justification should be provided.

B.6 ETHICAL ISSUES

Describe any ethical issues that may arise in the proposal. 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 necessity to use hESC in order to achieve the scientific objectives set forth in the proposal.
- whether the applicants have taken 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;
- the source of the hESC
- the measures taken to protect personal data, including genetic data, and privacy;
- the nature of financial inducements, if any.

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.

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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.

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 beings¹; 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 Services will undertake ethics audit(s) of selected projects at its discretion.
A web site is being prepared aiming to provide clear, helpful information on ethical issues.

¹ Such as clinical trials, and research involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

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ETHICAL ISSUES TABLE

	YES	PAGE
Informed Consent		
• Does the proposal involve children?		
• Does the proposal involve patients or persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
• Does the proposal involve Human Genetic Material?		
• Does the proposal involve Human biological samples?		
• Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue / Cells?		
• Does the proposal involve Human Embryonic Stem Cells?		
Privacy		
• Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
• Does the proposal involve tracking the location or observation of people?		
Research on Animals		
• Does the proposal involve research on animals?		
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?		
• Are those animals cloning farm animals?		
• Are those animals non-human primates?		
Research Involving Developing Countries		
• Use of local resources (genetic, animal, plant etc)		
• Benefit to local community (capacity building i.e. access to healthcare, education etc)		
Dual Use		
• Research having potential military / terrorist application		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Industry-Academia Partnerships and Pathways (IAPP)
Call: FP7-PEOPLE-2007-3-1-IAPP

PART B

“PROPOSAL ACRONYM”