



# GUIDE FOR APPLICANTS

## Marie Curie Actions *People*

### **Marie Curie International Reintegration Grants**

FP7-PEOPLE-2007-4-3-IRG

Closure dates: 25 April 2007 and 17 October 2007 at 17:00  
(Brussels local time)

## Foreword

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

***FP7-PEOPLE-2007-4-3-IRG***

The main changes made since the previous provisional Guide (published on 22 December 2006) are:

- The description of the action in Section 2 has been further elaborated and amended with examples to illustrate the rules and objectives of the action.
- Minor mainly editorial changes have been introduced in the other parts of the document, including in Annex 4.

## About this Guide

**This Guide explains the principles of Marie Curie International Reintegration Grants (IRG) 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 Reintegration Grants (ERG)  
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)  
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)  
Marie Curie International Outgoing Fellowships for Career Development (IOF)  
Marie Curie International Incoming Fellowships (IIF)  
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 aforementioned documents.**

## THE ESSENTIALS

### What are the Marie Curie International Reintegration Grants?

Marie Curie International Reintegration Grants provide financial assistance to researchers who wish to return and find a job in Europe after they have worked in research in a non-associated third country for at least three years. The duration of these grants is between 2 and 4 years.

### Who can apply?

Researchers from EU Member States or Associated Countries with at least 4 years full-time postgraduate research experience or a doctoral degree, who at the deadline of submission foreseen in the call for proposals have been active in research in a non-associated third country for at least 3 years. The researcher applies in liaison with a (re)integration host organisation located in an EU Member State or Associated Country.

### 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.

### How does it work?

The researcher submits a proposal for a research project to the Commission jointly with the (re)integration host organisation. Applications can be submitted continuously and will be evaluated and selected twice a year on the basis of cut-off dates indicated in the call. If the proposal is selected, the Commission signs a grant agreement with the (re)integration host organisation. The (re)integration host will then sign an employment agreement with the researcher.

### What does the funding cover?

The grant is a flat-rate contribution to the project costs, e.g. salary costs of the researcher or other staff employed for the project, travel cost, consumables patent or publication costs etc.

### How much funding is involved per fellowship?

The Community contribution is a fixed amount of €25000 per year during the period of reintegration and up to a maximum period of 4 years.

### How to apply?

This Guide contains the essential information for you to prepare and submit a proposal for a Marie Curie International Reintegration Grant. You should also consult the relevant legal documents (listed in 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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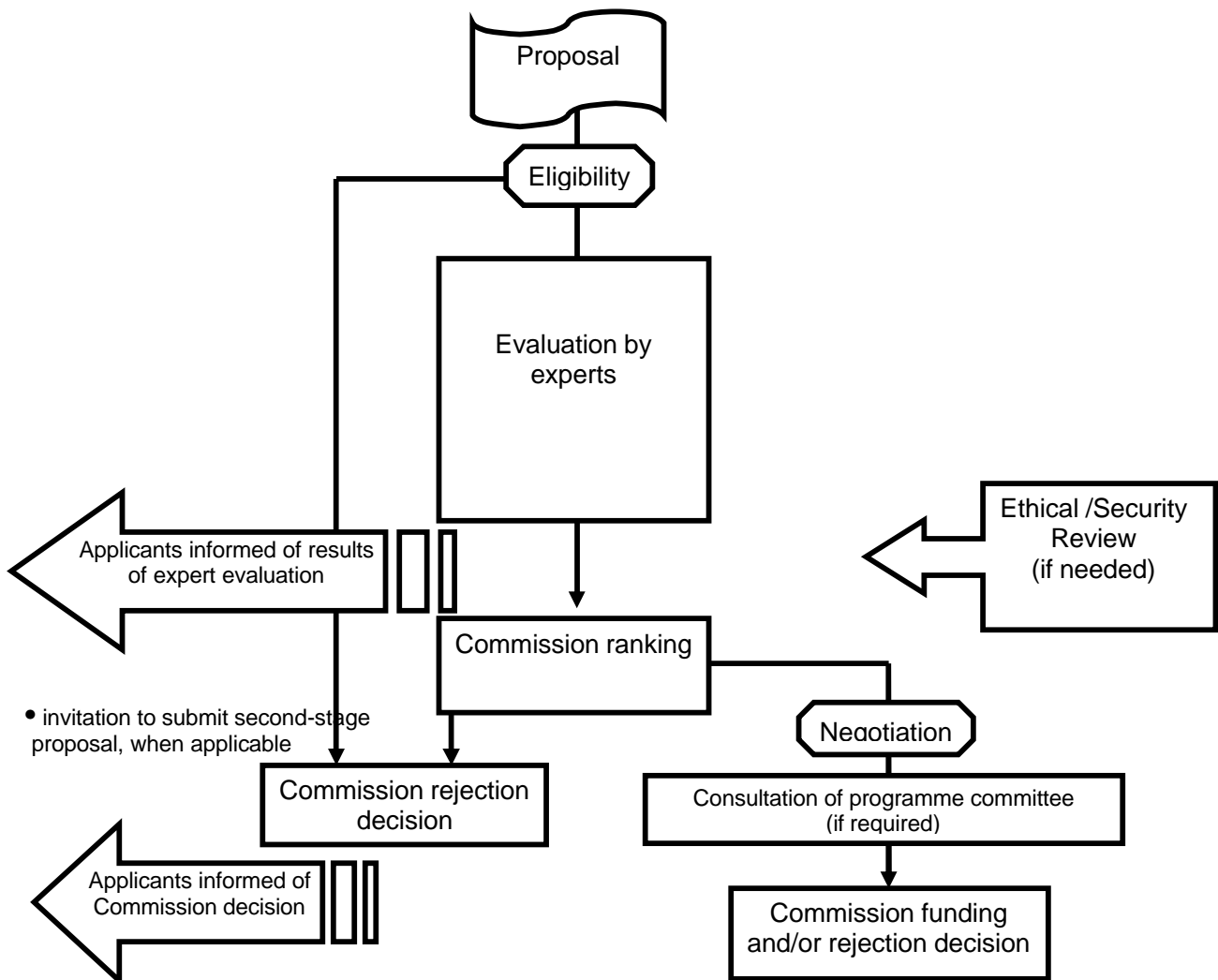
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# 1. Getting started

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 Actions: "International Reintegration Grants"

### 2.1. General aspects

#### Purpose

Marie Curie International Reintegration Grants provide financial assistance to experienced researchers who are looking for long-term employment in research in an EU Member State or Associated Country after they have worked in research in a non-associated third country for at least three years.

The specific objectives of the Action as described in the People work programme (Section 4.3) are:

*“to reinforce the attractiveness of Europe by encouraging European researchers who have carried out research outside Europe for at least 3 years, to reintegrate in a Member State or in an Associated country in order to contribute to European research and transfer the knowledge they have acquired in a third country, by offering them the opportunity to capitalise in Europe on their experience. It is aimed at countering European brain drain to third countries. It should also allow the development of lasting co-operation with the scientific and/or industrial environment of the third country from which they have returned”.*

#### How does it work?

The proposal, consisting of a research project to be executed at the proposed (re)integration host organisation, will have to be submitted by the researcher in conjunction with the proposed host.

#### Duration

Marie Curie International Reintegration Grants have duration of between **two and four years**.

#### The topic of the Project

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 and there are no specific priority areas.

All research carried out must respect fundamental ethical and security 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.

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. Eligible organisations

### Who are the participants?

Proposals submitted in the International Reintegration Grants Action involve a single (re)integration host organisation established in a Member State or an Associated country.

A broad variety of organisations are eligible to participate, such as:

- National organisations (e.g. universities, research centres etc whether private or public);
- Commercial enterprises, especially those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European interest organisations (e.g. CERN, EMBL, etc.);
- The Joint Research Centre (JRC) of the European Commission;
- Other International Organisations (e.g. WHO, UNESCO etc.)

### Where can the host organisations be located?

**The host organisation must be located in an EU Member State (MS) or Associated Country (AC)**

*The EU Member States are:*

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

*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.*

## 2.3. Eligible researchers

### Basic conditions

- At the time of application researchers must have been active in research in a non-associated third country for at least three years.
- At the time of the relevant cut-off date, researchers should not be employed in research in any EU Member State or Associated Country

### Level of Experience

International Reintegration Grants are directed exclusively at **experienced researchers**. In order to be eligible, the researchers must either

- be in possession of a doctoral degree, independently of the time taken to acquire it; **or**
- have at least four years (full-time equivalent) of research experience, including the period of research training, after obtaining the degree which formally allows them to embark on a doctorate either in the country in which the degree/diploma was obtained or in the host country.

The reference date for fulfilling the above conditions is the relevant cut-off date.

The researcher is considered in "possession" of a PhD, when all conditions linked to the award of the PhD (including the defence of the thesis and any formal decision to be taken by the awarding authority thereafter) have been fulfilled.

### Nationality Conditions

Researchers must be nationals of a Member State or Associated Country (see list in chapter 2.2). Nationals from non-associated third countries are not eligible under this scheme.

### Mobility Conditions

At the time of the relevant cut-off date, researchers should not have spent more than 12 months in a Member State of Associated Country during the previous 3 years (short stays such as holidays are not taken into account).

## **2.4. Finding your way through the eligibility conditions**

Before proceeding to the evaluation, proposals are checked against the eligibility criteria applicable to this specific call. The eligibility criteria are rigorously applied. Proposals failing any of them do not proceed with the evaluation.

A summary of the applicable eligibility criteria is provided here below:

<b>PROPOSAL RECEIPT:</b>	1. The proposal arrived before the deadline.
<b>COMPLETENESS:</b>	2a. Part A: All requested forms (1A1, 1A2, 1A3) are present. 2b. Part B: The proposal description is present.
<b>NATIONALITY:</b>	3a. The researcher has the nationality of a MS/AC <sup>1</sup> 3b. The host organisation is based in a MS/AC.
<b>EXPERIENCE:</b>	4. The researcher has a PhD or at least 4 years (FTE <sup>2</sup> ) of research experience
<b>EXPER/RESIDENCE:</b>	5. The researcher has carried out research in a non-associated third country for at least 3 years.
<b>RESIDENCE:</b>	6. The researcher has spent less than 1 year during the previous 3 years in a MS/AC.
<b>RESID/EMPLOYMENT:</b>	7. The researcher is not employed in research in a MS/AC.

Some examples are provided here below to illustrate the application of the eligibility conditions. It should be emphasised that the examples provided are only intended to explain and clarify the rules as they are published in the Work Programme. While reasonable efforts are made to ensure the information published in this guide is correct and up-to-date, proposers are warned that the reference document for judging eligibility is the Work Programme version in force at the time of submission which will always take precedence in case of conflict or doubt.

Eligibility is always judged on the basis of the information provided in the actual proposal submitted; it is hence the responsibility of the applicant to include in the proposal all required information. It should also be made clear that eligibility is originally judged on the basis of information provided in the proposal, however, the Commission reserves the right to exclude a proposal failing one or more of the eligibility criteria at any appropriate moment when ineligibility has been proven.

For further explanations / clarifications, applicants are advised to contact their national contact points or the FP7 enquiry service (see Annex I)

**Example A:** *A German researcher has been working in research in the USA since 27/4/2004 and wishes to return to a host organisation in Germany. He is eligible to submit an application for a Marie Curie International Reintegration Grant only after he completes 3 years of research work in the USA, i.e. after 26/4/2007. On the basis of the published cut-off dates, he has to submit his application before 17/10/2007, 17:00 (Brussels time) in order to be evaluated along with those proposals received for the second cut-off date. The eligibility condition on experience should be fulfilled by this date, i.e. by 17/10/2007 he should have either satisfied all conditions for the award of a PhD or have at least 4 years of research experience (FTE).*

**Example B:** *A French researcher has been granted a degree giving her access to doctoral studies on 18/10/2003 and has been employed full time in research since then by a Japanese research centre, but not in the framework of a PhD programme. On the basis of the published cut-off dates, she would not have the opportunity to submit an application for an IRG for the currently open call. As the latest cut-off date is 15/10/2007, and she can not have 4 years of research experience by this date, her application would be judged ineligible as the relevant eligibility condition (see 4 above) is not met.*

<sup>1</sup> MS/AC = EU Member State or Associated Country

<sup>2</sup> FTE = Full-time equivalent

**Example C:** *An Italian researcher has been granted a degree giving her access to doctoral studies on 14/10/2004 and has been working towards her PhD since then in an Australian University. She will have completed 3 years of research work in a non-associated third country and will therefore satisfy the relevant eligibility condition (see 5 above) on 13/10/2007. However, as she can not have 4 years of research experience by 17/10/2007 (the latest cut-off date of the currently published call), she will fulfil the eligibility condition on experience (see 4 above), only if her PhD degree is awarded by this date.*

**Example D:** *A Lithuanian researcher has been granted a degree in Europe on 14/10/2003, has worked in an American University since then towards her PhD, which was finally granted on 16/10/2006. She has returned to Europe and has lived there since 17/10/2006. While eligibility conditions 4 and 5 are satisfied, eligibility condition 6 on residence would not be satisfied for the 17/10/2007 cut-off date. This researcher would thus be eligible to submit a proposal for an International Reintegration Grant only for the 25/4/2007 cut-off date. Moreover, as she has already returned to Europe she would also have to satisfy eligibility condition 7 on employment, i.e. at the time of the relevant cut-off date she should not be employed in research.*

## 2.5. Financial Regime

### Community contribution & rates

The community contribution is a fixed amount of €25.000 per year during the period of reintegration and up to a maximum of 4 years.

### What types of expenses are covered?

The grant is a flat-rate contribution to project costs, e.g. salary costs of the researcher or other staff employed for the project, travel costs, consumables, patent costs, publication costs, etc., of which up to 3% for management activities and 10% as a contribution to overheads.

### How do I estimate the EC contribution?

On the basis of the information provided above, the Community contribution is directly linked to the duration of the grant, e.g. for a 3 years grant the Community contribution will be €75.000, for a grant of 4 years the Community contribution would be €100.000.

The (re)integration host will commit itself to provide the researcher with an adequate work contract for a period of at least the duration of the (re)integration grant.

## 2.6. The Project Phase

Successful proposals will be invited to enter into negotiation. On the basis of the information provided, a "grant agreement" is prepared and sent to the host organisation ("beneficiary"). The grant agreement should be signed in duplicate and returned to the Commission for signature. The host organisation signs an employment contract ("agreement") with the selected fellow in line with the provisions of the grant agreement. The signature of the employment contract and the start of the project will normally take place after the grant agreement enters into force, i.e. after its signature by the Commission. Exceptionally, the start date of the project can be fixed retroactively (a date prior to the signature of the grant agreement) at the request of the host organisation and the researcher, but at their own risk in case the negotiations fail.

### Key aspects of the host-researcher agreement

The agreement between the host organisation and the researcher shall determine, in accordance with the grant agreement, the conditions for implementing the research training activities and the respective rights and obligations of the researcher and the host. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangements and social security coverage among other issues. The requirements to be respected are included in Annex III (Specific provisions) of the grant agreement, which should be annexed to the agreement. Researchers are strongly encouraged to carefully read these provisions and check that their agreements comply with the rules. A copy of the model grant agreement will be made available from CORDIS.

The actual fellowship must not start until the agreement/contract between the fellow and the host organisation is in place. This means that neither the Commission nor the host organisation are under any obligation to make any payments to fellows who unilaterally decide to start at an earlier date to that established in the agreement, and that fellows who take such steps do so at their own risk.

### Project suspension

The Commission must be informed immediately of interruptions of fellows' stays and appropriate justifications should be provided.

Split stays foreseen in Annex I of the grant agreement and integrated in the work plan are deemed approved by the Commission. In cases the researcher wants to suspend the execution of the project for personal, family or professional reasons unforeseen at the time of the signature of the grant agreement, a request for suspension should be submitted to the Commission.

The Commission will not object to any requests for suspension, in cases the researcher is entitled to maternity/parental leave established either by national law or internal rules of the host organisation. In all other cases, the Commission's approval of such requests will depend on the justifications provided and the impact expected on the execution of the project.

If the suspension period is less than 30% of the duration of the project, a failure to respond by the Commission within 45 days constitutes a tacit approval of the request.

In all cases of suspension, the grant agreement is automatically extended by a period equal to the duration of suspension and reporting periods are adjusted accordingly.

Stays away from host institution

As a general rule, the project must take place at the host organisation premises. However, in some cases, stays away may be justified as part of collaboration.

As a general rule, researchers may not stay more than 30% of the duration of the fellowship away from the host organisation unless such stays are indispensable to the execution of the project and have been explicitly foreseen in the proposal and the grant agreement.

In case details of the stay (timing, duration, location) have been explicitly provided in the original proposal and have been accepted by the Commission, they are deemed approved and there is no need to request any permission.

For stays away from the host premises not foreseen in the original proposal, permission should be requested in advance providing appropriate justifications. A written approval by the project officer responsible should be received before the stay is deemed authorised. As an exception to this rule, there is no need to request permission from the Commission for short stays (maximum 10 working days per stay) such as conference attendance, training seminars etc. provided that they do not cumulatively exceed 10% of the duration of the project.

## 3. How to apply

### 3.1. Turning your idea into an effective proposal

#### The coordinator

The Commission refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". Any formal communication from the Commission will be addressed to the project coordinator, in other words to the host organisation. The host organisation has the obligation to inform the researcher accordingly.

#### 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 heritable<sup>1</sup>;
- 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

*This call operates a **continuous submission procedure**. The call is open for an extended period, during which proposals will be evaluated in batches after fixed cut-off dates. The call fiche will show the intermediate cut-off dates that apply to this call.*

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.

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<sup>1</sup> Research relating to cancer treatment of the gonads can be financed.



A **maximum length** may be specified for the different sections of Part B, or for Part B as a whole (see annex 4 of this Guide). You must keep your proposal within these limits. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts.

### **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.

## 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 evaluated<sup>1</sup>.

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.

The most important points are explained below.

### **Use of the system by the proposal coordinator**

The EPSS refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". In the case of Marie Curie International reintegration Grants only *one set of login and password is provided* which must then be shared between the applicant researcher and the host organisation as appropriate.

As a coordinator you can:

- register as interested in submitting a proposal to a particular call
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your 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.

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<sup>1</sup> 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.

## **Referee assessments**

Up to three referees may be nominated in order to provide referees' assessments. A special facility within the EPSS system permits referees to create their assessment into the proposal. The creation of the referee happens from the "Set up Proposal" page. Once the proposal co-ordinator (applicant) has nominated a referee, the EPSS system will automatically send a login and password to the referee e-mail. Due to potential problems with SPAM however, when a mail is sent to the referee, an instruction mail is also sent to the applicant, requesting the applicant to crosscheck with the referee if (s)he indeed has received the e-mail from the EPSS.

When the nominated referee uploads a referee's assessment, the proposal coordinator will receive an e-mail from EPSS to confirm that an assessment has been uploaded but the assessment itself will not be visible to the coordinator. The referee assessments are automatically added to the proposal package by the EPSS system but will only become accessible to the Commission when (and only if) the proposal is submitted. Referee assessments can be submitted any time between the issue of a password and login for the referee and the call closure (even before the main proposal is submitted).

## **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".*

**Multiple Submissions**

*In the case of multiple submissions for different Marie Curie Actions, applicant researchers are reminded that only one proposal may be in an evaluation procedure at any one time for any of the following actions (this restriction does not apply to host organisations):*

- Marie Curie Intra-European Fellowships for Career Development(IEF),
- Marie Curie International Outgoing Fellowships (IOF),
- Marie Curie International Incoming Fellowships (IIF),
- Marie Curie International Reintegration Grants (IRG)
- Marie Curie European Reintegration Grants (ERG)

## 4. Checklist

### 4.1. Preparing your proposal

- **Are you applying for the right action?** Check that your proposed work falls within the scope of this call, and that you have applied for the right action<sup>1</sup> (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 funding schemes. 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.

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<sup>1</sup> 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	<i>22 December 2006</i>	
Cut-off dates	<i>25 April 2007, 17:00 (Brussels local time)</i>	<i>17 October 2007, 17:00 (Brussels local time)</i>
Evaluation of proposals	<i>June 2007</i>	<i>November 2007</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>June 2007</i>	<i>December 2007</i>
Invitation letter to successful coordinators to launch contract negotiations with Commission services	<i>July 2007</i>	<i>January 2008</i>
Letter to unsuccessful applicants	<i>July 2007</i>	<i>January 2008</i>
Signature of first contracts	<i>From September 2007</i>	<i>From March 2008</i>

- Further information and help**

The CORDIS call page: <http://cordis.europa.eu/fp7/calls> contains links to other sources that you may find useful in preparing and submitting your proposal<sup>1</sup>. 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](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>  
[support@epss-fp7.org](mailto:support@epss-fp7.org)  
<http://www.ipr-helpdesk.org>

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

**Legal documents generally applicable (see [http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html) for Find a Document – on Fp7 - service)**

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

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

**Specific Programmes at [http://cordis.europa.eu/fp7/home\\_en.html](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](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](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 rules<sup>1</sup>.

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 observer 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, 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.

### 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 fiche
- It involves at least the minimum number of participants given in the call fiche
- It is complete (i.e. both the requested administrative forms and the proposal description are present)

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<sup>1</sup> [Rules on Proposal Submission, Evaluation, Selection and Award Procedures (to be posted on CORDIS)]

- 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 particular eligibility criteria specific to this Action.

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the Commission reserves the right to instruct the experts to disregard any excess pages.

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

### **3. Individual evaluation of proposals**

This part may be either carried out in Brussels or remotely (on the premises of the experts concerned).

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 "rapporteur" of the proposal, 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 predefined weighting factors and thresholds. The evaluation criteria as indicated in the People Work Programme are reproduced on the following page:

<b>Evaluation Criteria - Marie Curie International Reintegration Grants</b>			
<b>S&amp;T Quality</b>	<b>Researcher</b>	<b>Implementation</b>	<b>Impact</b>
Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Research experience	Quality of host organisation, including adequacy of infrastructures/facilities.	Potential of transferring knowledge to host
Research methodology	Scientific and technological quality of previous research	Practical arrangements for the implementation and management of the project	Capacity to develop lasting co-operation with the third country
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Contribution to scientific excellence by attracting a first class researcher
Timeliness and relevance of the project	Match between the fellow's profile and project.		Contribution to European excellence and European competitiveness
	Benefit to the career of the researcher from the period of re-integration		Potential and quality of lasting professional integration (expected length of work contract, expected career development)

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:

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

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

Evaluation Criterion	Weighting (%)	Threshold
S&T Quality	30	3
Researcher	30	3
Implementation	20	
Impact	20	

A threshold of 3 will be respectively applied to the criteria “Scientific and Technological quality” and “Researcher”. In addition, an overall threshold of 70% (3,5) 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 meeting may take place in form of an electronic forum.

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

The EIR will be signed by the Commission official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

#### Outcome of consensus

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and 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 experts involved at the consensus step. Several panels may cover the different areas of science, or one panel comprising experts representing different disciplines may examine all 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;

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 the deliberations of the panel;

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

A further 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).

Section A1 gives a snapshot of your proposal, section A2 concerns the Host organisation(s), section A3 gives details of the applicant researcher.

**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.**

<b>Section A1 – Information on the Proposal</b>	
<b>Proposal number</b>	[pre-filled]
<b>Proposal Acronym</b>	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.
<b>Proposal Title</b>	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
<b>Marie Curie Action code</b>	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training ( <b>ITN</b> ) Industry-Academia Partnerships and Pathways ( <b>IAPP</b> ) Co-funding of Regional, National and International Programmes ( <b>COFUND</b> ) Intra-European Fellowships ( <b>IEF</b> ) European Re-integration Grants ( <b>ERG</b> ) International Outgoing Fellowships ( <b>IOF</b> ) International Incoming Fellowships ( <b>IIF</b> ) International Re-integration Grants ( <b>IRG</b> ) Marie Curie Awards ( <b>AWARDS</b> )
<b>Scientific Panel</b>	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. <b>CHE</b> Chemistry <b>ECO</b> Economic Sciences <b>ENG</b> Information science and Engineering <b>ENV</b> Environment and geosciences <b>LIF</b> Life sciences <b>MAT</b> Mathematics <b>PHY</b> Physics <b>SOC</b> Social and Human Sciences To help you select the most relevant panel code, please refer also to the breakdown of each scientific area into a number of sub-disciplines on the following page.
<b>Total Duration in months</b>	Insert the estimated duration of the project in full months.
<b>Call identifier</b>	[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-2007-2-2-ERG</i>
<b>Keywords</b>	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 200 characters</u> .
<b>Abstract</b>	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. <b>If the proposal is written in a language other than English, please write the proposal abstract in English.</b> There is <u>a limit of 2000 characters</u> .
<b>Similar proposals</b>	A 'similar' proposal or contract is one that differs from the current one in minor ways.
<b>Ethical Issues in Part B</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

**ECONOMIC SCIENCES (ECO)**

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

**ENGINEERING & INFORMATION SCIENCE (ENG)**

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

**ENVIRONMENT & GEOSCIENCES (ENV)**

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

- Other Environment and Geosciences

**LIFE SCIENCES (LIF)**

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

**MATHEMATICS (MAT)**

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

**PHYSICS (PHY)**

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

**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

<b>Section A2 – Information on the Host organisations:</b>	
<b>Participant number</b>	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.
<b>Participant identity code</b>	Not applicable to the first call
<b>Legal name</b>	<p><b>For Public Law Body,</b> 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;</p> <p><b>For Private Law Body,</b> it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.</p> <p><b>For a natural person,</b> it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT</p>
<b>Organisation Short Name</b>	<p>Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents.</p> <p>This short name should not be more than <u>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.</p>
<b>Legal address</b>	<p>For Public and Private Law Bodies, it is the address of the entity's Head Office.</p> <p>For Natural Persons it is the Official Address.</p> <p>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.</p>
<b>Non-profit organisation</b>	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
<b>Public body</b>	Public body means any legal entity established as such by national law
<b>Research organisation</b>	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.
<b>Higher or secondary education establishment</b>	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges ...).
<b>International organisation</b>	"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;
<b>International European Interest organisation</b>	"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;
<b>Joint Research Centre of the European Commission</b>	The European Commission's Joint Research Centre
<b>Entity composed of one or more legal entities</b>	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003

<b>Commercial Enterprise</b>	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.
<b>NACE code</b>	<p><b>NACE</b> means "Nomenclature des Activités économiques dans la Communauté Européenne". Please select <b>one</b> activity from the list that <b>best</b> describes your professional and economic ventures. If you are involved in more than one economic activity, please select the <b>one</b> activity that is <b>most</b> 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: <a href="http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC">http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC</a> .</p>
<b>Small and Medium-Sized Enterprises (SMEs)</b>	<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 <a href="http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm">http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</a></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"> <li>- employs fewer than 250 persons;</li> <li>- has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.</li> </ul> <p>The headcount corresponds to the number of <b>annual work units (AWU)</b>, 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"> <li>(a) employees;</li> <li>(b) persons working for the enterprise being subordinated to it and deemed to be employees under national law;</li> <li>(c) owner-managers;</li> <li>(d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.</li> </ul> <p><b>ATTENTION:</b> 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 <b>financial amounts</b> (e.g. <b>turnover</b> and <b>balance sheet</b>), 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 <b>newly-established enterprises</b> 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>
<b>Contact point</b>	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).
<b>Authorised representative to sign the grant agreement or to commit the organisation for this proposal</b>	Please indicate the contact details of the person in the Host Organisation who would be authorised to sign the grant agreement with the Commission in case the proposal is selected for funding.
<b>Title</b>	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
<b>Sex</b>	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
<b>Phone and fax numbers</b>	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

<b>Section A3 – Information on the Researcher:</b>	
<b>Contact address</b>	Fill in only the fields forming your complete postal 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
<b>University degree</b>	Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible.
<b>Doctorate</b>	Please specify the date of award of a doctoral degree using the format (DD/MM/YYYY). Wrong or missing information may cause your proposal to be ineligible
<b>Doctorate expected before the deadline</b>	If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
<b>Full-time postgraduate research experience</b>	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible.
<b>Place of activity/place of residence (previous 5 years)</b>	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years up until the deadline for the submission of the proposal. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
<b>Period</b>	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. There must be no gaps between the periods
<b>Eligibility</b>	[Only Marie Curie ERG action ] Indicate the call identifier, the contract number, the start and end dates of your employment under the previous Marie Curie fellowship that entitles you to apply for an ERG action
<b>Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, IIF, ERG or IRG, or have you previously benefited of Community funding under Marie Curie actions?</b>	Each researcher may only submit one proposal at a time for the following actions: <ul style="list-style-type: none"> <li>• Marie Curie Intra-European Fellowships (IEF),</li> <li>• Marie Curie Outgoing International Fellowships (IOF),</li> <li>• Marie Curie Incoming International Fellowships (IIF),</li> <li>• Marie Curie European Reintegration Grants (ERG)</li> <li>• Marie Curie International Reintegration Grants (IRG)</li> </ul> Having several proposals in the application procedure for one or more actions at the same time may render your proposal ineligible. New or similar proposals are eligible to be submitted only after the evaluation procedure of the relevant round has been terminated. If you have previously benefited of Community funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project. Indicate here the action name, year and the proposal or contract number.
<b>Location of origin (country)</b>	The country in which the location of origin is situated (see below). Insert the name of the country as commonly used



<b>Location of origin (town)</b>	The place where the <i>researcher</i> was residing or carrying out his/her main activity at the time of the relevant deadline for submission of the proposal unless he/she 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 <i>researcher</i> holding more than one nationality, the location of origin is the capital city of the country where the <i>researcher</i> was residing for the longest period during the last 5 years prior to the relevant deadline for submission of the proposal
<b>Full-time postgraduate research experience.</b>	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible
<b>Place of activity/place of residence (previous 5 years)</b>	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years up until the deadline for the submission of the proposal. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).

# Proposal Submission Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
**Marie Curie International Reintegration Grants (IRG)**

# A1

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
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## 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>			

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

<b>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?</b>		<b>YES/NO</b>	
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# Proposal Submission Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
Marie Curie International Reintegration Grants (IRG)

# 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.

<b>Non-profit organisation</b>	<input type="checkbox"/>
<b>Public body</b>	<input type="checkbox"/>
<b>Research organisation</b>	<input type="checkbox"/>
<b>Higher or secondary education establishment</b>	<input type="checkbox"/>
International organisation	<input type="checkbox"/>
International European Interest organisation	<input type="checkbox"/>
Joint Research Centre of the European Commission	<input type="checkbox"/>
Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherché) / Enterprise groupings]	<input type="checkbox"/>
Commercial Enterprise	<input type="checkbox"/>
<b>Main area of activity (NACE code):</b> [dropdown list]	

**The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"**

1. Is your number of employees smaller than 250? (full time equivalent)	[yes/no]
2. Is your annual turnover smaller than €50 million?	[yes/no]
3. Is your annual balance sheet total smaller than €43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]
You are <b>not an SME</b> 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. <b>Please check</b> the additional conditions given in annex X.	
<b>Following this check, do you conform to the Commission's definition of an SME</b>	[yes/no]

# Proposal Submission Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
Marie Curie International Reintegration Grants (IRG)

# A2

## Contact points

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

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

# Proposal Submission Forms



EUROPEAN COMMISSION  
7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
Marie Curie International Reintegration Grants (IRG)

# A3

Proposal Number		Proposal Acronym	
<b>INFORMATION ON THE RESEARCHER</b>			
Family Name	Birth Family Name		
First Name(s)			
Title	Sex Female(F)/Male(M)		
1 <sup>st</sup> nationality		2 <sup>nd</sup> nationality	
Location of origin (country)		Date of birth	
Location of origin (town)			
<b>Contact address</b>			
Street name	Number		
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

<b>Qualifications</b>			
University degree	Date of award (DD/MM/YYYY)		
Doctorate expected before the deadline	Expected date of award (DD/MM/YYYY)		
Doctorate	Date of award (DD/MM/YYYY)		
Full-time postgraduate research experience	Number of months		
Other academic qualifications	Date of award (DD/MM/YYYY)		
<b>Place of activity/place of residence (previous 5 years)</b>			
Period: From DD/MM/YYYY	To DD/MM/YYYY	Country	

## INVOLVEMENT OF THE RESEARCHER IN OTHER MARIE CURIE PROPOSALS

Have you submitted or are you in the process of submitting another proposal for the Marie Curie Actions: IEF, IOF, IIF, ERG or IRG, or have you previously benefited of Community funding under Marie Curie actions ?		YES/NO
If yes:		
Action name(s) and year	Proposal or contract number(s)	

## Annex 4 - Instructions for drafting part B of the proposal

### Instructions for preparing proposal Part B for Marie Curie International Reintegration Grants

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

The **maximum length** of part B is **21 A4 pages** (excluding table of contents, CV (Section B2.6) the ethical issues (Section B.5) as well as start and end pages).

The font should correspond to Times New Roman size 12 pt with a single line spacing and 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. Commission Services reserve the right to disregard parts of a proposal that clearly exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "Part B - Page X of Y" is used;
- Your proposal is complete including the set of forms requested for **Part A** as well as the free text **Part B**. Incomplete proposals are not eligible and will not be evaluated.

"Proposal Acronym"

## **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Marie Curie International Reintegration Grants (IRG)**

**Call: FP7-PEOPLE-2007-4-3-IRG**

PART B

PROPOSAL

“PROPOSAL ACRONYM”

## Table of Contents

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

### **B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY,**

- B 1.1. Scientific and technological Quality, including any interdisciplinary and multidisciplinary aspects of the proposal (*maximum two A4 pages*)
- B 1.2. Research methodology (*maximum two A4 pages*)
- B 1.3. Originality and Innovative nature of the project, and relationship to the 'state of the art' of research in the field (*maximum two A4 pages*)
- B 1.4. Timeliness and relevance of the project (*maximum one A4 page*)

### **B2 QUALITY OF THE RESEARCHER**

- B 2.1. Research experience (*maximum one A4 page*)
- B 2.2. Scientific and technological quality of previous research (*maximum one A4 page*)
- B.2.3 Independent thinking and leadership qualities (*maximum one A4 page*)
- B.2.4 Match between the fellow's profile and project. (*maximum one A4 page*)
- B.2.5 Benefit to the career of the researcher from the period of reintegration (*maximum one A4 page*)
- B.2.6 Curriculum Vitae

### **B3 IMPLEMENTATION**

- B 3.1. Quality of host organisation, including adequacy of infrastructures/facilities (*maximum one A4 page*)
- B 3.2. Practical arrangements for the implementation and management of the project (*maximum one A4 page*)
- B.3.3 Feasibility and credibility of the project, including work plan (*maximum two A4 pages*)

### **B4 IMPACT**

- B 4.1. Potential of transferring knowledge to host (*maximum one A4 page*)
- B 4.2. Capacity to develop lasting co-operation with the third country (*maximum one A4 page*)
- B 4.3 Contribution to scientific excellence by attracting a first class researcher (*maximum one A4 page*)
- B 4.4 Contribution to European excellence and European competitiveness (*maximum one A4 page*)
- B 4.5 Potential and quality of lasting professional integration (expected length of work contract, expected career development) (*maximum one A4 page*)

### **B5 ETHICAL ISSUES**



## **B 1 SCIENTIFIC AND TECHNOLOGICAL QUALITY**

### **B1.1. Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal**

Outline the research objectives against the background of the state of the art, and the results hoped for. Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or socio-economic reasons for carrying out further research in the field covered by the project. If relevant, provide information on interdisciplinary / multidisciplinary and/or intersectoral aspects of the proposal.

### **B1.2. Research methodology**

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

### **B1.3. Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field**

Explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

### **B1.4. Timeliness and relevance of the project**

Describe the appropriateness of the research proposed against the state of the art and outline the benefit that will be gained from undertaking the project at Community level and how the fellowship will contribute to enhance EU scientific excellence and reintegrate the researcher.

## **B2 RESEARCHER**

### **B2.1. Research experience**

The applicant must present a comprehensive description of his/her research experience.

### **B 2.2 Scientific and technological quality of previous research**

Outline the major achievements gained within the research activities. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of maximum three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

### **B 2.3 Independent thinking and leadership qualities**

Describe the activities that reflect initiative, independent thinking, project management skills and leadership since these are qualities that will be taken into account in the evaluation. Outline the potential for future development of the applicant.

### **B.2.4 Match between the fellow's profile and project.**

The applicant's skills must be suitable for the project proposed. Applicants must list the most important results and acquired skills during their research activities including an assessment from the supervisor.

### **B.2.5 Benefit to the career of the researcher from the period of reintegration**

Explain how the period of reintegration will benefit the researcher's career and how the potential professional reintegration will be achieved.

### **B.2.6 Curriculum Vitae**

A scientific/professional CV must be provided and should mention explicitly:

- academic achievements
- list of research publications (in the 3 previous years)
- list of participation in research projects
- list of participation in conferences, workshops...(in the 3 previous years)
- list of other professional activities
- any other relevant information.

## **B3 IMPLEMENTATION**

### **B3.1. Quality of host organisation, including adequacy of infrastructures/facilities:**

The host institution must explain the level of experience on the research topic proposed, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. Information on the capacity to provide training in complementary skills that can further aid the fellow in the reintegration period and beyond should be included. The host needs to specify what are the infrastructures available and whether these can respond to the needs set by the execution of the project

### **B3.2. Practical arrangements for the implementation and management of the project**

The applicant and the host institution should provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

### **B.3.3 Feasibility and credibility of the project, including work plan**

Provide a work plan that includes the goals that can help assess the progress of the project. Mention the arrangements made in terms of supporting the reintegration phase of the fellow providing a career development plan where applicable. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project

In addition, the applicant and the host institution are requested to provide an indicative budgetary breakdown covering the duration of the project and related to its implementation and the to the planned research activities. This indicative breakdown of costs may include the following items and should refer to the overall total costs of the project and the possible EC contribution to be allocated to the various cost items (preferably using a table):

- Contribution to the salary of the researcher
- Other salary costs (e.g. assistants, technicians)
- Travel costs
- Consumables
- Patent costs

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- Publication costs
- Management activities (including audit certification)
- Overhead
- Others (to be listed where applicable)

### **B4 IMPACT**

#### **B4.1. Potential of transferring knowledge to host**

Outline the capacity for transferring the knowledge previously acquired to the host

#### **B4.2. Capacity to develop lasting co-operation with the non-associated third country**

Describe the potential for developing lasting co-operation with the third country research organisation.

#### **B.4.3 Contribution to scientific excellence by attracting a first class researcher**

Describe how the reintegration grant will contribute to enhance EU scientific excellence

#### **B.4.4 Contribution to European excellence and European competitiveness**

Outline the benefit that will be gained from undertaking the project at Community level and how the reintegration grant will contribute to enhance EU competitiveness

#### **B.4.5 Potential and quality of lasting professional integration (expected length of work contract, expected career development)**

Describe the prospects for professional integration and for long-term stability for the researcher.

### **B.5 ETHICAL ISSUES**

Describe any ethical issues that may arise in your proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject.

The following special issues should be taken into account:

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

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

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- 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.

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.

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

Notes:

**Any ethical review will be performed solely on the basis of the information available in the proposal.** Only in exceptional cases will additional information be sought for clarification.

Projects raising specific ethical issues such as research intervention on human beings<sup>1</sup>; 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.

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<sup>1</sup> 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**

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

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**ENDPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Marie Curie International Reintegration Grants**

**Call: FP7-PEOPLE-2007-4-3-IRG**

PART B

“PROPOSAL ACRONYM”