



# GUIDE FOR APPLICANTS

## Marie Curie Actions *People*

Co-funding of Regional, National and International  
Programmes  
Call identifier FP7-PEOPLE- 2007-2-3-COFUND  
Closing Date: 13 March 2008 at 17h00:00 (Brussels local time)

## About this Guide

**This Guide explains the principles of Marie Curie Co-funding of Regional, National and International Programmes (COFUND), 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 European Reintegration Grants (ERG)  
Marie Curie Co-funding of national, regional and international programmes  
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)  
Marie Curie Researchers Night (NIGHT)  
Marie Curie Intra-European Fellowships for Career Development (IEF),  
Marie Curie International Outgoing Fellowships for Career Development (IOF)  
Marie Curie International Incoming Fellowships (IIF)  
Marie Curie International Reintegration Grants (IRG)

**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<sup>1</sup> web-site <http://cordis.europa.eu>.

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

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<sup>1</sup> Community R&D Information System

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## THE ESSENTIALS

### What is COFUND?

The COFUND action supports existing or new regional and national fellowship programmes (to open up to and provide for trans-national mobility), as well as international programmes.

COFUND will support fellowship programmes for the most promising experienced researchers, helping them in their career development. The programmes must run an open, merit-based competition, founded on international peer-review, for the researchers who apply. The freedom of the fellows to choose a research topic and the appropriate research organisation fitting their individual needs is a key element for the COFUND action.

### Who can apply?

Participants applying to the co-funding modality are public bodies, including private entities with a public mission and international organisations that are responsible for funding and managing fellowship programmes.

### Which research topics are supported?

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.

### How does it work?

Proposals are submitted by organisations operating a trans-national fellowship programme within the specified deadlines, and are evaluated by external independent experts against a series of predetermined criteria. Selected programmes will be co-funded for a duration of 24 to 48 months.

### What does the funding cover?

The Community contribution consists of co-funding of 40% of the fellowship costs of trans-national fellowship for experienced researchers.

### How to apply?

This Guide contains the essential information for applicants to prepare and submit a proposal for COFUND. Applicants 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).

# 1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **calls** published by the Commission, which solicit **proposals**. Proposals describe a planned trans-national fellowship programme and provide information on its target group, content and possible partners in case of a joint programme. 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 beneficiaries.

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

Applicants must also refer to the "**People**" **Work Programme**. This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the Community contribution and the evaluation criteria. Work Programmes are revised each year, so it is important to refer to the latest version before preparing a 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, applicants may also wish to consult other reference and background documents, in particular those relating to negotiation and the grant agreements, which are available on the Commission's CORDIS web site (see annex 1 of this Guide).

## 2. About the Marie Curie Action: "Co-funding of Regional, National and International Programmes (COFUND)"

### 2.1. General aspects

#### Purpose

The Marie Curie co-funding action is a new implementation modality for individual fellowships. COFUND aims to increasing the trans-national mobility for training and career development of experienced researchers, in line with the objectives set out in the activity heading "Life-long training and career development" of the "People" Work Programme.

The purpose of this action is to help regional, national or international fellowship programmes to increase the trans-national mobility of researchers and/or to improve the working and employment conditions of researchers.

Programmes that apply for the COFUND action must comply with the concept of **individual driven** mobility, which means that researchers should be able to choose the research topic, destination, research group or supervisor of their fellowship freely. Programmes, which pre-define the fellow's research work at a given location, do not conform to this principle. In any case COFUND will not support "recruitment schemes" to fill regular research vacancies.

The eligibility criteria for COFUND are described in the sections 2.2 – 2.4 of this Guide; for examples on the possible use of co-funding see sections 2.6 and 2.7.

#### Size

There is no minimum size for programmes applying for COFUND. The proposed programme should aim for funding a number of fellowships, which is appropriate for the size of the organisation/country/region or discipline(s) addressed. Applicants should further demonstrate that the proposed programme has sufficient impact in the specific scientific field(s) or geographical area.

Given that the total available amount for this Call is 65 million EUR it is expected that the average Community contribution to a programme will be between 1 and 2 million EUR, with a limit of 5 million EUR for a single applicant entity.

#### Applicants

Applicants for COFUND will typically be single organisations established in a Member State or Associated Country.

However, several organisations from one or different countries (see 2.2. Eligible organisations) can also propose a joint trans-national fellowship programme. In this case, the proposal must consist of a single joint programme managed centrally, with one organisation acting as the programme coordinator. In this case, only the programme coordinator will become the beneficiary of the grant agreement and will, as such, be responsible for the fulfilment of the contractual obligations towards the Commission.

### Duration of the COFUND grants

COFUND grants have a minimum duration of 24 months up to a maximum of 48 months. Fellowships awarded by the programme must be selected and started within the time frame of the grant agreement concluded with the Commission. This must be taken carefully into account when planning the calls.

### Duration of fellowships in co-funded programmes

There is no restriction for the duration of fellowships awarded by co-funded programmes. They are normally expected to be between 1 – 2 years, but short term fellowships as well as longer periods may be proposed, depending on the specific objectives of the programme. The fellowship duration should be justified in the proposal and its appropriateness will be judged during evaluation.

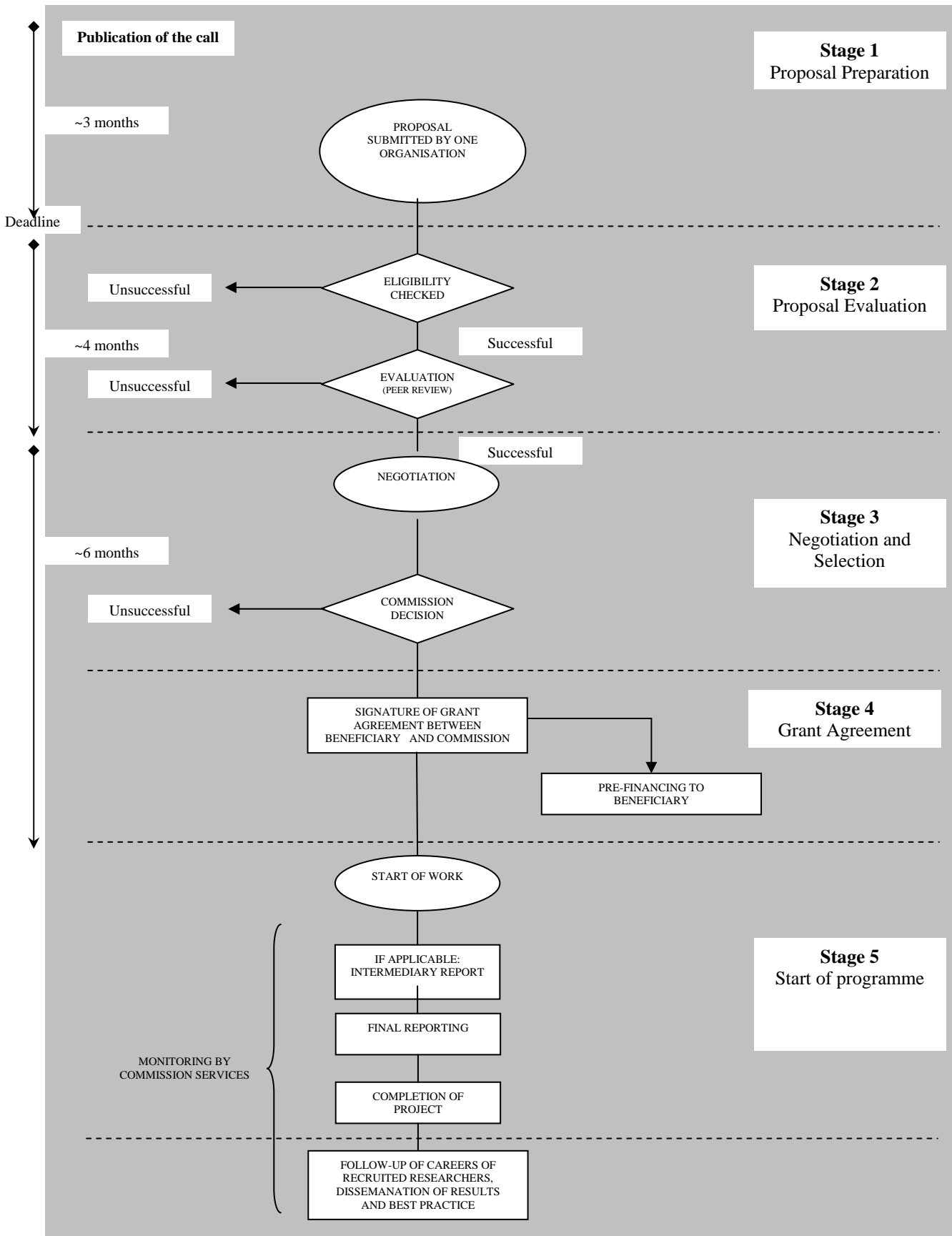
### Thematic Areas of COFUND Programmes

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the European Union are eligible for funding, except areas of research covered by the EURATOM Treaty ([http://europa.eu/scadplus/treaties/euratom\\_en.htm](http://europa.eu/scadplus/treaties/euratom_en.htm)). Proposed COFUND programmes can cover all scientific disciplines, but can also focus on a specific discipline. In this case the range covered should allow reasonable flexibility for the researchers.

### How does the application process work?

To show how COFUND works, the following page presents its life cycle.

**LIFE CYCLE OF A COFUND ACTION**





## The Concept of Panels

The COFUND Action targets existing or new regional, national and international funding programmes (Work Programme 2.3.1). Taking this new funding scheme as an opportunity to develop new and innovative ways to further the mobility of researchers, the Commission therefore also welcomes the participation of organisations that set up new fellowship programmes with the help of the COFUND scheme.

To take into consideration the specificities of existing and new programmes, in particular their difference in terms of management experience, the evaluation will be organised in two separate panels, both however applying the same evaluation criteria. The attribution to the respective panel will be made according to the information provided in the application form. The Commission reserves the right to transfer proposals from one panel to the other.

- Panel (A): Existing trans-national fellowship programmes (including those opening for first time for trans-national mobility)
- Panel (B): New fellowship programmes with trans-national mobility

The budget allocation between the two panels will be based on the requested Community contribution of proposals positively evaluated in each panel (i.e. passing all evaluation thresholds)

## 2.2. Eligible organisations

### What type of organisations can take part?

Participants are typically organisations falling under one of the following categories:

- Official public bodies responsible for funding and managing fellowship programmes, e.g. ministries, state committees for research, research academies, councils or agencies;
- Other public or private bodies, including large research organisations, that finance and manage fellowship programmes either with an official mandate or recognised by public authorities, such as agencies established by governments under private law with a public service mission, charities, etc.;
- Bodies at international level that run comparable schemes at European level as part of their mission.

The participation and funding of the above types of organisations is foreseen according to the Rules for Participation in FP7 (this document contains the binding definitions of the above categories of organisation, see [http://cordis.europa.eu/fp7/participate\\_en.html](http://cordis.europa.eu/fp7/participate_en.html))

### Where can the organisations be located?

Organisations applying for the COFUND scheme can be located in the following countries:

#### ***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) Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Norway, Serbia, Switzerland and Turkey

b) Albania and Montenegro, as of 1 January 2008 (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

The target group of final beneficiaries to be supported under co-funded programmes are experienced researchers. To be eligible, eligible researchers must, at the time of their selection by the applicant programme:

- (i) be in possession of a doctoral degree, independently of the time taken to acquire it; or
- (ii) have at least four years of full-time equivalent research experience (including the period of research training) after the degree which formally allowed them to embark on a doctorate in the country in which the degree/diploma was obtained or in the country where the fellowship is taking place.

**Note:** Researchers are only eligible for co-funding for trans-national mobility periods (as defined in 2.4)

## 2.4. Eligible Programmes

In the frame of the COFUND action, eligible programmes have to include **at least one** of the following activities:

- (1) **Outgoing mobility** for a stay in another Member State, Associated or Third Country<sup>2</sup>, preferably with a return phase. This includes regional and national fellowship programmes, inside which a significant trans-national mobility phase is foreseen;
- (2) **Incoming mobility** for fellowships/grants to non-nationals/non-residents of Member States, Associated or Third Countries, to enhance international competition;
- (3) **Re-integration** of Member State or Associated Country nationals having carried out research in a Third Country for at least 3 years, to establish them in a longer-term career after this trans-national mobility period.

A combination of the three activities is possible and even desirable.

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<sup>2</sup> **Third Countries** are countries which are neither EU Member States nor countries associated to FP7 (Associated countries).

**Examples:**

- A national or regional fellowship programme that aims to attract experienced researchers from Member States, Associated or Third Countries to their own country or region is **eligible**.
- A governmental organisation that offers a special scheme for the re-integration of researchers from a Member state or Associated Country, who spent at least three years in a Third Country is **eligible**.
- A fellowship programme operated by a private non profit organisation recognised by public authorities that has so far funded only fellowships of experienced researchers within the country, now decides to open for trans-national mobility and offers fellowships in other Member States, Associated or Third Countries. This programme is **eligible**.
- A national/regional fellowship programme only aimed at early stage researchers (e.g. PhD candidates or for researchers with less than four years of research experience) is **ineligible**, as the COFUND action is limited to experienced researchers.
- A programme for experienced researchers requiring substantially more than the minimum experience (e.g. at least 10 years of experience), is **eligible**. The appropriateness of any such restriction will be taken into account during evaluation in the light of the objectives of the scheme.
- A national/regional fellowship programme that offers outgoing fellowships only for researchers of the country's nationality or who are residents of that country, is **eligible**. However, other restrictions of access to a programme such as gender, requirement to hold a degree in a certain discipline or obtained in the country of the programme, will be taken into account in the evaluation under the criteria 3.4 "Equal opportunities" and 3.5 "Relevance for the ERA".

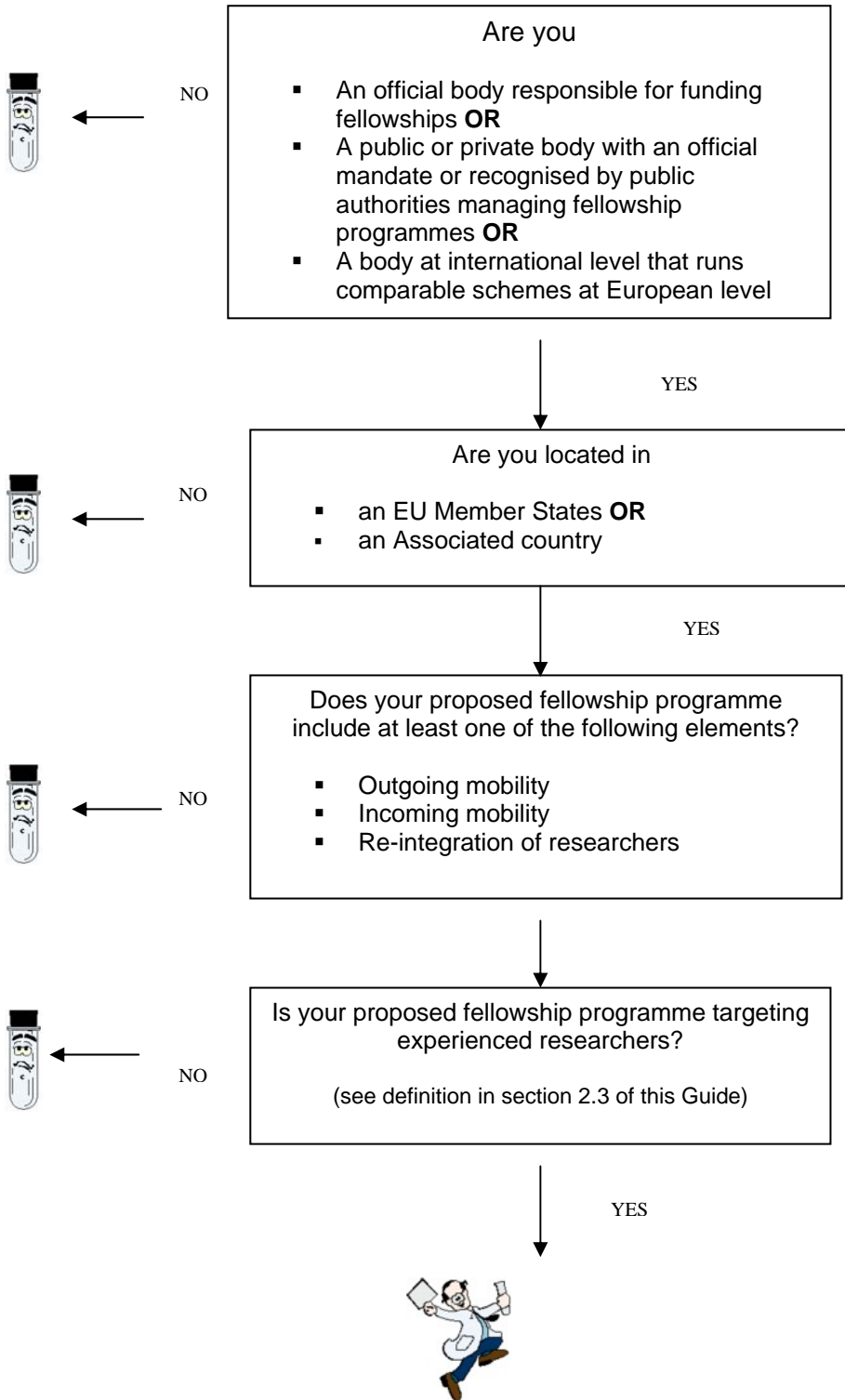
To find your way through the eligibility criteria see the following chart:



You are probably not eligible



You might be eligible



## 2.5. Typical Activities of a COFUND Programme

The main activities of a COFUND programme will be to award fellowships to experienced researchers, with a training and career development objective. The fellowship would normally include a research project prepared by the research fellow in coordination with a host organisation. This project should be tailored to the needs of the researcher to allow him/her to reach a realistic and well-defined objective in terms of gaining new experience, or career advancement such as strengthening or attaining a leading independent position, resuming a research career after a break, etc. Due to his/her very specific and individual needs, it is crucial that there is a maximum of freedom for the researcher to choose freely his/her host organisation and project.

The project should be shaped in order to significantly develop and widen the competences of the researcher, in particular in terms of multi- or interdisciplinary expertise, inter-sectoral (private-public) experience and complementary skills.

Such training/career development activities may include:

- Primarily, training-through-research under supervision by means of an individual personalised project;
- Hands-on training activities for developing scientific (new techniques or instruments, etc.) and complementary skills (communication techniques, proposal preparation to request funding, patent applications, project management, tasks coordination, technical or scientific staff supervision, etc.)
- Inter-sectoral (private – public sector) or interdisciplinary transfer of knowledge,
- Developing capacity to build collaborations, in particular through the participation in scientific conferences
- Taking active part in the scientific and financial management of research projects,
- Developing organisational skills through organisation of training or dissemination events.

## 2.6 Financial Regime

### HOW MUCH IS THE COFUND-CONTRIBUTION?

The Community contribution is fixed at 40% of the fellowship costs for eligible researchers.

This contribution will take the form of reimbursement of scale of unit costs. The scale of unit contribution consists of a fixed amount per fellow-year, determined for each type of mobility (incoming, outgoing, re-integration) at the negotiation stage, based on evidence of the expected average costs. The requested Community contribution will be the fixed-amount contribution multiplied by the number of fellowship-years.

In any case the maximum overall Community contribution<sup>3</sup> to a **single applicant entity will be limited to 5 million EUR** per call, as defined in the People Work Programme. In case an applicant entity applies for more than one fellowship programme, the ceiling of 5 million EUR in total applies for all proposals that will be retained for funding.

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<sup>3</sup> The EC contribution only applies to the trans-national fellowship element (including a possible return phase) of the respective programme.

**HOW CAN THE COMMUNITY CONTRIBUTION BE USED?**

The Co-funding contribution can be used to

- Open up an existing programme for trans-national mobility
- Create new trans-national programmes
- Increase the number of trans-national fellowships awarded by a programme
- Improve the conditions of the fellows or to contribute to the training and career development objective of the COFUND action (e.g. by extending the duration of the fellowships, by improving the contributions for the fellow's research, by paying higher monthly rates, improving social security and/or pension conditions, and more generally by promoting the implementation of the " The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers "<sup>4</sup> )

**HOW IS THE CO-FUNDING CONTRIBUTION CALCULATED?****Own budget of programmes**

As stated in the Work Programme, the co-funding contribution should **not replace or substitute the existing funding** of fellowship programmes. On the contrary, a proposal for COFUND is strongly encouraged to demonstrate its own efforts by showing an increase in the programme's own budget contribution in order to contribute to the objective of the COFUND action. Where this is not the case, the concerned programme should **at least** maintain the amount of own budget as in the year prior to the COFUND application. In cases where a programme's budget depends on external resources, which were reduced prior to the COFUND application, the reasons for the decreased own budget contribution must be well explained and duly justified. Applications, which show a decrease of own budget contribution without very well justified and valid reasons will be marked low in the evaluation.

**Examples how the COFUND contribution is calculated:*****Example 1: Increase of own budget***

An existing trans-national programme has the possibility to increase its own budget contribution. The programme has an annual budget of 1,000,000 EUR and funds on average 10 two-year fellowships at an annual rate of 50,000 EUR (i.e. 100,000EUR/fellowship). The programme has the possibility to increase its own contribution by 200,000 EUR and would like to double the number of fellows with the help of the COFUND action.

<b><i>Budget in the year prior to the COFUND application</i></b>	<b><i>1,000,000 EUR (10 fellowships)</i></b>
<b><i>Proposed increase of the programme</i></b>	<b><i>1,000,000 EUR (10 fellowships)</i></b>
<b><i>Total cost of the programme</i></b>	<b><i>2,000,000 EUR (20 fellowships)</i></b>
<b><i>COFUND contribution (40 % of Total):</i></b>	<b><i>800,000 EUR</i></b>
<b><i>Own contribution:</i></b>	<b><i>1,200,000 EUR</i></b>

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<sup>4</sup> The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers (C(2005)576 of 11.03.2005 (see also [http://ec.europa.eu/eracareers/index\\_en.cfm](http://ec.europa.eu/eracareers/index_en.cfm)))

**Example 2: Own budget unchanged**

An existing trans-national programme does not have the possibility to increase its own budget contribution. The programme has an annual budget of 900,000 EUR and funds on average 9 two-year fellowships at an annual rate of 50,000 EUR (100,000EUR/fellowship). The programme would like to increase the number of fellows to be funded at the same conditions, but does not have the possibility to increase its own budget.

Programmes that do not have additional budget resources can use the Community contribution to increase their impact with exclusively the COFUND contribution (they should however not reduce their own budget). In such a case of unchanged own contribution, the COFUND contribution of 40% will allow the total budget of the programme to increase by two thirds of the existing budget. This will allow the Community contribution to entirely fund the additional budget (see calculation here below).

<b>Budget in the year prior to the COFUND application</b>	<b>900,000 EUR (9 fellowships)</b>
<b>Proposed increase</b>	<b>600,000 EUR</b>
<b>Total cost of the programme</b>	<b>1,500,000 EUR (approx 15 fellowships)</b>
<b>COFUND contribution (40 % of Total):</b>	<b>600,000 EUR</b>
<b>Own contribution:</b>	<b>900,000 EUR</b>

**Note:** At equal quality, programmes which increase their own contribution will during evaluation be marked higher than programmes with unchanged budget.

**Example 3: Amelioration of conditions of the fellows.**

A programme exclusively funds trans-national fellowships at an annual budget of 0.9 million EUR and funds on average 18 two-year fellowships as stipends (without social security contributions) at a yearly rate of 25,000 EUR (i.e. 50,000EUR/fellowship). The programme would now like to offer the fellows employment contracts including social security contributions, which would double the total cost of the programme. However, this programme does not have the resources to increase its own budget contribution.

By maintaining the previous own budget contribution, the programme can propose an increase of two thirds of the budget of the previous year for the amelioration of the fellow's employment conditions.

<b>Budget in the year prior to the COFUND application</b>	<b>900,000 EUR</b>
<b>Proposed increase for social security contributions</b>	<b>600,000 EUR</b>
<b>Total cost of the programme</b>	<b>1,500,000 EUR</b>
<b>COFUND contribution (40 % of Total):</b>	<b>600,000 EUR</b>
<b>Own contribution:</b>	<b>900,000 EUR</b>

If the cost of a trans-national fellowship including social security contributions is on average 50.000 EUR per year, the programme can finance 1,500,000 EUR/50,000EUR = 30 fellow-years or 15 two-year fellowships.

The programme would thus in the next year fund fewer fellows than before, but at significantly improved conditions. This decrease in numbers would in this case be acceptable as the improvement of the fellow's employment conditions is one of the goals of the COFUND action.

**Example 4: National programme opening up for trans-national mobility**

A **national** fellowship programme would like to open up for trans-national mobility. The programme so far had an annual budget of 2 million EUR, entirely spent on national fellowships. The Programme now decides to keep 0.8 million EUR per year for national mobility and to use 1.2 million EUR to offer trans-national fellowships.

<b><i>National fellowships (not co-funded by definition):</i></b>	<b><i>800,000 EUR</i></b>
<b><i>Trans-national fellowships :</i></b>	
<b><i>own contribution :</i></b>	<b><i>1,200,000 EUR</i></b>
<b><i>co-funding (40 % of total trans-national):</i></b>	<b><i>800,000EUR</i></b>
<b><i>Total trans-national:</i></b>	<b><i>2,000,000 EUR</i></b>
<b><i>Total budget</i></b>	<b><i>2,800,000 EUR</i></b>

**Example 5: New trans-national programme**

Three regions of a country propose a new fellowship programme for incoming fellows and the re-integration of researchers who spent three years in a Third Country, to make their regions more attractive for scientists. The three regions decide to provide a yearly budget for this new programme of 1,200,000 EUR (own contribution). The programme applies for an additional contribution from the COFUND action.

<b><i>Own budget provided for the new programme</i></b>	<b><i>1,200,000 EUR</i></b>
<b><i>Community contribution (40% of Total)</i></b>	<b><i>800,000 EUR</i></b>
<b><i>Total costs of the proposed new programme</i></b>	<b><i>2,000,000 EUR</i></b>

**IMPLEMENTATION PLAN**

Applicant programmes must provide a detailed implementation plan as part of their proposal. This will include proposed numbers and costs of fellowships to be awarded on a yearly basis. Template tables to be used in Part B of the proposals are included in Annex 4.

All Community co-funded fellowships must be evaluated and started within the duration of the grant agreement, and no fellowship costs can be claimed after its end. If e.g. a 24-month fellowship starts 18 months before the end of the grant agreement, the programme can only claim fellowship costs for 18 months under the COFUND grant agreement; the remaining six months must be financed from its own budget. It is therefore in the interest of the applicants to plan their programmes in such a way that the fellowships end within the duration of the grant agreement.

**NEGOTIATION PHASE OF SELECTED PROGRAMMES**

The Community contribution will be implemented in the form of scale of unit costs. These fixed amounts in EUR per fellow/year will be determined at the negotiation phase of the COFUND project, and will be used for the reimbursement of actual fellow-years selected and funded as part of it.

For each programme selected for funding, the total Community contribution will be determined during negotiation of the grant agreement, based on:



- the average yearly fellowship costs for each type of mobility (i.e. outgoing, incoming, re-integration) offered. Evidence that these amounts correspond the real costs will be required;
- and the total number of expected trans-national fellow-years for each type of mobility.

**Example:**

A programme offers 2 types of trans-national mobility: outgoing and incoming. The programme presents evidence of the following average costs over the lifetime of the COFUND action (i.e. taking into account the estimated cost inflation). The budget calculation and Community contribution are presented in the table below:

**Cost breakdown per fellowship type**

*(Template to be provided by applicants in part B of the proposal)*

Cost categories (average costs)	Outgoing fellows	Incoming fellows
Living allowance (EUR/year)	44,550	39,000
Travel/mobility allowance (EUR/year)	1,000	2,200
Research cost contribution (EUR/year)	0	4,000
Overheads (EUR/year)	1,000	1,000
Management costs (EUR/year)	2,000	2,000
<b>TOTAL (EUR/year)</b>	<b>48,550</b>	<b>48,200</b>
<b>Community contribution (EUR/year) (40% of Total)</b>	<b>19,420</b>	<b>19,280</b>
<b>Number of eligible fellows</b>	<b>25</b>	<b>15</b>
<b>Average duration of fellowships (months)</b>	<b>24</b>	<b>24</b>
<b>Number of eligible fellow-years</b>	<b>50</b>	<b>30</b>
<b>Total budget (EUR)</b>	<b>2,427,500</b>	<b>1,446,000</b>
<b>Community Contribution (EUR)</b>	<b>971,000</b>	<b>578,400</b>

Based on the presented proposal and the evidence provided during negotiation, the reference values of 19,420 and 19,280 EUR/year will be retained as fixed-amount contributions for the grant agreement with the Commission. In the above example, the Community contribution will be 1,549,400 EUR (971,000EUR + 578,400EUR).

**Note on Management costs/Overheads:**

*For management cost and overheads, the reference frame is the maximum rates in the other Marie Curie Actions, i.e. a maximum of 10% for overheads and 7% for management costs.*

## **FINANCIAL REPORTING**

When reporting to the Commission, beneficiaries will have to provide evidence of the numbers of actual researcher-years successfully executed in each category of mobility. The EC contribution will be based on the fixed amount and **not** on evidence of actual costs.

**Summary:** *The COFUND contribution can only cover fellowship costs under the following conditions:*

- *The fellows are "Experienced researchers" as defined in 2.3;*
- *For fellowships during a trans-national mobility period as defined in 2.4;*
- *For fellowship calls published; and for fellows evaluated, selected and fellowships started within the period of the COFUND Grant agreement;*
- *For Fellowship periods covered by the COFUND Grant agreement (any periods of fellowships selected and started within the grant agreement will be eligible for claims up to the end date of the agreement, but not beyond that period)*

## 2.7 Important elements for a successful proposal

The intention of the COFUND action is to increase the trans-national mobility of researchers, to give them the opportunity to deepen and widen their skills and to provide them with adequate working conditions. Therefore, programmes applying for this action should fulfil the following conditions:

- Calls for fellowships are open and publicised widely
- Researchers should have the possibility to choose the research topic and the destination of their fellowship freely
- The selection criteria are transparent and focus on the excellence of the researchers
- The selection committee's composition follows the "European Charter for Researchers and Code of Conduct for their Recruitment"<sup>5</sup>, notably in terms of diverse competence, gender balance, and inclusion of members from different sectors (private and public) and from other countries
- The programme offers adequate working conditions for the fellows in line with the European Charter for Researcher and Code of Conduct for their Recruitment

### ***Outgoing fellowships with return phase***

In case of an outgoing mobility scheme with a return phase, the return phase should be appropriate in value and duration (not overweighed compared to the outgoing phase). The return and re-integration elements in Marie Curie Actions (IOF, ERG) can be used as a reference frame.

### ***Freedom of choice of destination and of research topic***

The aim of this action is to enhance the careers of the researchers through a trans-national mobility experience. To achieve this objective, the freedom of the fellow to choose a research topic fitting his/her individual needs and an adequate host institution providing the best conditions for his/her personal objectives, are of primary importance. Programme proposals that do not guarantee the fellow's freedom of choice (*e.g. of research topics, destinations, research group or supervisors, etc*) will be marked lower. However, under certain conditions there might be reasons why this freedom is restricted (*e.g. the applicant organisation is of outstanding international reputation and/or has the necessary size to guarantee a large enough spectrum of possibilities for the fellows; limited amount of excellent research organisations within a specific discipline; etc*). In such cases the applicant programme should justify well the limitation of choice.

Participating organisations that will at the same time be the employer of selected researchers in this action should remember that COFUND is not supporting fellowship schemes that aim at filling their own job vacancies. A successful proposal should allow the fellows to choose their research topic and destination freely in line with their own interest and to enhance their careers.

### ***Restrictions for participating fellows***

Applicants are encouraged to open their programmes to all researchers, independently of nationality, scientific background, language, etc. **Any** restriction of access of a programme to a subset of researchers will be taken into account during evaluation. However restrictions imposed by national legislation (*e.g. restriction to be resident of a country, obligation to have accomplished military service, etc*) should be specified and will not influence the marks. Also, a national or

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• <sup>5</sup> (C(2005)576 of 11.03.2005)

regional programme restricting the fellowships to host institutions in their own country or region will normally not be considered negatively.

***Important:*** All **limits of free choice** for the applicant fellows or **restrictions** will be analysed and evaluated very critically during evaluation. In particular, fellowship programmes run by single organisations that will be the employer of the selected fellows (e.g. research institutions, universities), will be assessed with special care with regards to the freedom of choice criterion.

### **Examples:**

- A fellowship programme offers outgoing fellowships with a re-integration phase. The total duration of the fellowships is 24 months, of which the outgoing phase (to another MS, AC or Third Country) is 3 months and the re-integration phase to their country of origin (or country where the researcher has the assimilated nationality) is 21 months. ☹️ (The outgoing phase is too short to justify a re-integration phase)
- A fellowship programme offers outgoing fellowships with a re-integration phase. The total duration of the fellowships is 36 months, of which the outgoing phase (to another MS, AC or Third Country) is 24 months and the re-integration phase to their country of origin (or country where the researcher has the assimilated nationality) is 12 months. 😊 (The outgoing phase is long enough to justify a re-integration phase)
- A fellowship programme offers stays in a specified country but the fellows can choose freely to which research organisations in this country they want to go. 😊 (Freedom of choice of destination)
- A fellowship programme run by a national research organisation offers fellowships only at its own departments ☹️ (No freedom of choice of destination) 😊 (However if the size of the organisation and the number of its departments is sufficiently high to create a critical mass, this restriction may be acceptable)
- A fellowship programme run by a highly specialised research organisation offers fellowships at its own institution, because it is the only one widely recognised in the discipline the programme targets. 😊 (The unique features of the host institution may in this case be more beneficial for the career development of the researchers than the freedom of choice of destination. This will however be a subject of the evaluation)
- A university creates a trans-national fellowship programme, open for researchers from Europe and Third Countries. It publishes a call for fellowships in different disciplines, defining clearly the research tasks to be carried out. ☹️ (This is an employment programme. The fellows have no possibility to choose their research topic or their destination)
- Five universities from two different countries recognised as being excellent in a specific discipline create a new programme. Incoming fellows have the free choice of destination within the programme partner universities. 😊 (Freedom of research topic and free (however limited) choice of destination)

*The above given examples are not exhaustive. Applicants should refer to the evaluation criteria and procedures for the COFUND action described in Annex 2 of this Guide.*

## 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". For a given proposal, the coordinator acts as the single point of contact between the applicants and the Commission.

#### 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. Applicants are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS Call page – see [http://cordis.europa.eu/fp7/get-support\\_en.html](http://cordis.europa.eu/fp7/get-support_en.html) or 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. Please see <http://ec.europa.eu/research/enquiries>.
- 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 (see CORDIS under [http://cordis.europa.eu/fp7/how\\_en.html#ipr](http://cordis.europa.eu/fp7/how_en.html#ipr))
- 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 (see [http://cordis.europa.eu/fp7/partners\\_en.html](http://cordis.europa.eu/fp7/partners_en.html)).

#### Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>6</sup>. These

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<sup>6</sup> Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also [http://www.europarl.europa.eu/charter/default\\_en.htm](http://www.europarl.europa.eu/charter/default_en.htm)

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 research proposals when appropriate. Given the specific nature of the COFUND action, this ethical review is delegated to the fellowship programmes requesting co-funding. Programmes must ensure that proposals which do not respect the ethical principles applied in FP7 are not co-funded by the Community.

Applicant programmes will be requested to explain the ethical rules they employ on research projects applying for their fellowships. The treatment of ethical issues is included in evaluation criterion 1 "Selection process for the fellows under the programme" (sub criterion 1.3 Criteria and method of judging merit).

Programmes selected for co-funding will have to report to the Commission on the handling of ethical issues as part of the usual reporting procedures in FP7.

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>7</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**

A proposal has two parts:

**Part A** will contain the administrative information about the proposal and the applicant programme. 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). Applicants should follow this structure when presenting the scientific and technical content of their proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed 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 applicants are strongly recommended, therefore, not to use colour.

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

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<sup>7</sup> Research relating to cancer treatment of the gonads can be financed.

*It is in the applicant's interest to keep the 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 the proposal is not in English, the abstract in Part A of the proposal should be in English. A translation of the full proposal would be of assistance to the experts.

## **3.2. Proposal submission**

### **About the EPSS**

Proposals must be submitted electronically, using the Commission's **Electronic Proposal Submission Service (EPSS)**. Applicants can access the EPSS from <https://www.epss-fp7.org>. Proposals arriving at the Commission by any other means are regarded as 'not submitted', and will not be evaluated<sup>8</sup>.

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

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

The most important points are explained below.

### **Use of the EPSS 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".

As coordinator you can:

- register as interested in submitting a proposal to a particular call
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your 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>8</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: +800 6 7 8 9 10 11 from inside Europe; or +32 2 299 96 96 from anywhere in the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the Commission no later than one month before the call deadline. The Commission will reply within five working days of receipt. If a derogation is granted, a proposal on paper may be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

## **Submitting the proposal**

Only the coordinator is authorised to submit the proposal.

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

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

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

After reading the information page that then appears, it is possible to submit the proposal using the button marked "*Press this button to submit the proposal*".

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

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

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

If the submission sequence described above is not followed, the Commission considers that no proposal has been submitted.

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

## **About the deadline**

Proposals must be submitted 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 final and are strictly enforced.**

Please note that applicants may submit successive drafts of their proposal through the EPSS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline.**

*Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*

*Submission is deemed to occur at the moment when the proposal coordinator presses the "submit" button. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*



*If you have registered and submitted your proposal in error to another call which closes after this call, the Commission will not be aware of it until it is discovered among the downloaded proposals for the later call. It will therefore be classified as ineligible because of late arrival.*

*The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise.*

***Applicants are advised not to delegate the job of submitting their proposal.***

In the unlikely event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by 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 (see <http://cordis.europa.eu/fp7/calls>) or go to the "People" Programme pages (see [http://cordis.europa.eu/fp7/people/home\\_en.html](http://cordis.europa.eu/fp7/people/home_en.html) and follow the "call" link) and on the web site of the EPSS.

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

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

### **Correcting or revising your proposal**

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

Once the deadline has passed, however, the Commission can accept no further additions, corrections or re-submissions. The last 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**

For this action it will be possible to upload additional documents besides part B of the proposals. Please follow the instructions on the EPSS system for this Call.

### **Withdrawing a proposal**

Applicants may withdraw a proposal by submitting a revised version with an empty part B section, with the following words entered in the abstract field of form A:

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

## 4. Checklist

### 4.1. Preparing your proposal

- **Does your planned work fit with the call for proposals?** Check that your proposed work does indeed address the topics open in this call. (See the current version of the work programme).
- **Are you applying for the right funding scheme?** Check that your proposed work falls within the scope of this call, and that you have applied for one of the eligible funding schemes (see the work programme). If there is a choice, have you opted for the one that best suits your needs?. Check the Part A and Part B formats shown in annexes 3 and 4 to this Guide<sup>9</sup>
- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also annex 2 to this Guide. In particular, make sure that you satisfy the minimum requirements for the makeup of your consortium. Have any additional eligibility criteria been set for this call? Check that you comply with any budgetary limits that may have been fixed on the requested EU contribution. 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 proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 to 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 to 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 to this Guide). Remember the Enquiry service listed in annex 1.

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<sup>9</sup> If you have in error registered for the wrong call or funding scheme, discard that registration (usernames and passwords) and register again before the call deadline. If, after the close of the call, you discover that you have submitted your proposal to the wrong call, notify the EPSS Helpdesk.

## **4.2. Final checks before submission**

- **Do you have the agreement** of all the members of the consortium 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.
- **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.
- **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 completed the submission process for your latest version?**

## **4.3 Following submission**

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

## 5. What happens next

Shortly after the call deadline, 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, 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 . 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**" (see [ftp://ftp.cordis.europa.eu/pub/fp7/docs/negotiation\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/negotiation_en.pdf))

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 the relevant principles contained in the European Charter for Researchers and the Code of Conduct for their Recruitment.

## 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 (see <http://cordis.europa.eu/fp7/calls> ). The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). Applicants must consult these documents.
- Indicative timetable for this call**

Publication of call	<b>16 November 2007</b>
Deadline for submission of proposals	<b>13 March 2008, at 17.00.00 Brussels local time</b>
Evaluation of proposals	<b>April 2008</b>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<b>April/May 2008</b>
Invitation letter to successful coordinators to launch grant agreement negotiations with Commission services	<b>Early June 2008</b>
Letter to unsuccessful applicants	<b>From June 2008</b>
Signature of first grant agreements	<b>From September 2008</b>

- Further information and help**

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

### Call information

CORDIS call page and work programme <http://cordis.europa.eu/fp7/dc/index.cfm>  
Evaluation forms

### General sources of help:

The Commission's FP7 Enquiry service <http://ec.europa.eu/research/enquiries>

National Contact Points <http://cordis.europa.eu/fp7/ncp.htm>

National Contact Points in third countries [http://cordis.europa.eu/fp7/third-countries\\_en.html](http://cordis.europa.eu/fp7/third-countries_en.html)

### Specialised and technical assistance:

CORDIS help desk [http://cordis.europa.eu/guidance/helpdesk/home\\_en.html](http://cordis.europa.eu/guidance/helpdesk/home_en.html)

EPSS Help desk [support@epss-fp7.org](mailto:support@epss-fp7.org)

IPR help desk

<http://www.ipr-helpdesk.org>

You may also wish to consult the following documents that can be found at  
[http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html)

### **FP7 Legal basis documents generally applicable**

- Decision on the Framework Programme
- Rules for Participation
- Specific Programmes
- Work Programmes

### **Legal documents for implementation**

- Rules for submission, evaluation, selection, award
- Standard model grant agreement
- Rules on verification of existence, legal status, operational and financial capacity

### **Guidance documents**

- Guidance Notes on Audit Certification Guide for beneficiaries Guide to Financial Issues
- Guide to IPR
- Checklist for the Consortium Agreement
- Negotiation Guidance Notes and Templates for Description of Work

### **Other supporting information**

- Brochure "The FP7 in Brief"
- European Charter for researchers and the Code of Conduct for their recruitment
- International cooperation
- Risk Sharing Financing Facility and the European Investment Bank

### **Ethics Review**

- Ethics check list
- Supporting documents

## 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 ensure that the process is fair, and in line with the principles contained in the Commission's rules<sup>10</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 an agreement of non-disclosure/confidentiality and conflict of interest before beginning their work. These rules must be adhered to at all times, before, during and after the evaluation.

**Conflicts of interest:** Under the terms of the appointment letter, experts must disclose beforehand any known conflicts of interest, and must immediately inform a 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.

**Non-disclosure/Confidentiality:** The appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the 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.

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 observer is to give independent advice to the Commission on the conduct and fairness of the evaluation sessions, as well as on possible improvements of the evaluation procedures. The observer will not express views on the proposals under examination or the opinions of the experts on the proposals.

### 2. Before the evaluation

On receipt by the 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 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 is complete (i.e. both the requested administrative forms and the proposal description are present)
- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the Work Programme

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

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<sup>10</sup> Rules on Proposal Submission, Evaluation, Selection and Award Procedures  
([ftp://ftp.cordis.europa.eu/pub/fp7/docs/erc-evrules\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/erc-evrules_en.pdf))

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 allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### 3. Individual evaluation of proposals

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

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

Marie Curie Co-funding of Regional, National and International Programmes		
Selection process for the fellows under the programme	Management of the Programme	Relevance and impact to "Life-long training and Career development"
Transparency of the selection process for fellows under the programme	Appointment conditions of selected fellows	Openness of the programme to trans-national mobility
Composition and organisation of selection committees	Quality of programme management	Contribution to diverse career development of researchers (broadening or deepening)
Criteria and method of judging merit	Client-friendliness towards applicant researchers	Career development support to fellows
	Administrative capacity to implement the programme	Equal opportunities including for resuming a research career after a break



	Appropriateness of the scale of the programme	Relevance for the ERA of the scientific field covered by the programme's calls
	Future development of the programme	Impact of the programme to the development of the researchers' careers in the ERA

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

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

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

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

Evaluation Criterion	Weighting (in %)	Threshold
Selection process for the fellows under the programme	30	N/A
Management of the Programme	30	N/A
Relevance and impact to "Life-long training and Career development"	40	N/A

Although there are no thresholds for individual evaluation criteria, an overall threshold of 70% will be applied to the total weighted score.

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

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

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

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

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

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

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

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

#### **4. Consensus meeting**

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

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

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

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

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

#### Outcome of consensus

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

The 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 main task of the panel is to establish a ranked list of the proposals which passed all evaluation thresholds. The panels are organised according to the scientific disciplines and comprise experts involved at the consensus step.

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report
- recommending a priority order for proposals with the same consensus score;

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

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

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

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

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

Section A1 gives a snapshot of your proposal, section A2 concerns the Host organisation (beneficiary) , section, while section A4 deals with financial matters. There is no A4.1 form but only A4.2. There is no A3 form in this Action.

### **How to complete the forms (A1 to A4).**

When you complete part A, please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in Euros (not thousands of Euros), and must exclude value added tax.*

**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 and options 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>	Please provide a short title or acronym, which 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> ) Researchers Night ( <b>NIGHT</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> )
<b>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.  Panel A) Existing transnational fellowship programmes (including those opening for first time for transnational mobility)  Panel B) New fellowship programmes with transnational mobility
<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-200X-Y-Z-COFUND</i>
<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>Section A2 – Information on 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 Identification Code</b>	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. The allocation of PICs will be done progressively, starting with larger organisations. It is expected that the PIC field will be implemented in the EPSS during Spring 2008. An announcement will be made on CORDIS when this possibility becomes available. From then on, organisations who have received a PIC from the Commission are encouraged to use it when submitting proposals.
<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>	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (./:…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
<b>Legal address</b>	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
<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>	<b>NACE</b> means " <u>N</u> omenclature des <u>A</u> ctivités économiques dans la <u>C</u> ommunauté <u>E</u> uropéenne". 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> .
<b>Small and Medium-Sized Enterprises (SMEs)</b>	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> To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a>
<b>Contact point</b>	It is the person 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 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 A4 – Funding Request:</b>	
<b>National / regional fellowships with no trans-national mobility</b>	Such schemes are not eligible for a Community contribution, this line will be filled in for information purposes only.
<b>Total number of fellow-years</b>	The estimated total number of fellow-years funded by the programme should be indicated for each of the different fellowship schemes
<b>Average annual cost per fellow</b>	The estimated average cost per fellow (in EUR) should be inserted for each of the different fellowship schemes. Supporting information on the calculation of the figures provided in this column should be provided in part B
<b>Total cost</b>	The fields in this columns will be calculated automatically by the system on the basis of the information provided in the previous two columns
<b>Requested contribution</b>	The amounts of requested Community contribution (in EUR) for each of the three qualifying schemes will be calculated as 40% of the corresponding estimate of the total cost of the scheme



# Proposal Submission Forms



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

Marie Curie Actions

**Co-funding of Regional, National and  
International Programmes (COFUND)**

# 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>Panel</i>	<i>(Drop down menu: A or B)</i>
<i>Total duration in months</i>		<i>Call identifier</i>	<i>FP7-PEOPLE- 2007-2-3-COFUND</i>
<i>Keywords (up to 200 characters)</i>	<i>If structured keywords are offered the list should be the same as the one used in EMI to facilitate search for experts – should also include option to add free text</i>		
<i>Abstract (up to 2000 characters)</i>			

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

<b><i>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?</i></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

Co-funding of Regional, National and  
International Programmes (COFUND)

# A2

Proposal Nr	Proposal Acronym	Participant Nr
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## INFORMATION ON ORGANISATIONS

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

## Administrative data

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

## Status of your organisation

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

The guidance notes will help you complete this section.

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

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

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

1. Is your number of employees smaller than 250? (full time equivalent)	[yes/no]
2. Is your annual turnover smaller than EUR 50 million?	[yes/no]
3. Is your annual balance sheet total smaller than EUR 43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]

You are **not an SME** if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. **Please check** the additional conditions given in annex X.

<b>Following this check, do you conform to the Commission's definition of an SME</b>	[yes/no]
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# Proposal Submission Forms



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

Marie Curie Actions

Co-funding of Regional, National and  
International Programmes (COFUND)

# A2

## Dependencies with (an)other participant(s)

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

## Contact points

<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

**Co-funding of Regional, National and International Programmes (COFUND)**

**A4**

<b>Proposal Number</b>		<b>Participant Number</b>		<b>Proposal Acronym</b>	
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## FUNDING REQUEST

Type of mobility	Total Number of fellow - years	Average annual cost per fellow	TOTAL COST	Requested contribution  (40% of Total costs)
National/regional fellowships with no trans-national mobility (if applicable)				n.a.
Outgoing fellowships				
Incoming fellowships				
Re-integration of researchers				
<b>Total</b>				<sup>1</sup>

<sup>1</sup> Subject to the limit set out in the Work Programme

## **Annex 4 - Instructions for drafting "Part B" of the proposal**

### **Instructions for preparing proposal Part B for COFUND**

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

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

The font should correspond to Times New Roman size 12 pt with single line spacing and standard margins of 2 cm.

Please make sure that:

- You use the correct 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. Incomplete proposals are not eligible and will not be evaluated.

# **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Co-funding of regional, national and international  
programmes**

**Call: FP7-PEOPLE- 2007-2-3-COFUND**

PART B

“PROPOSAL ACRONYM”

## **Part B -Table of Contents**

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

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

### **B 1 Selection process for the fellows under the programme**

- 1.1 Transparency of the selection process for the fellows under the programme
- 1.2 Composition and organisation of selection committees
- 1.3 Criteria and method of judging merit

### **B.2 Management of programme**

- 2.1 Appointment conditions of selected fellows
- 2.2 Quality of the programme management
- 2.3 Client-friendliness towards applicant researchers
- 2.4 Administrative capacity to implement the programme
- 2.5 Appropriateness of the scale of the programme
- 2.6 Future development of the programme

### **B 3 Relevance and Impact to "Life-long training and Career development"**

- 3.1 Openness of the programme to trans-national mobility
- 3.2 Contribution to diverse career development of researchers (broadening and deepening)
- 3.3 Career development support to fellows
- 3.4 Equal opportunities including for resuming a research career after a break
- 3.5 Relevance for the ERA of the scientific field covered by the programme's calls
- 3.6 Impact of the programme to the development of the researchers careers in the ERA

## Part B

To draft PART B of proposals applicants should take into account the following structure and subheadings. Each heading corresponds to an evaluation criterion and each sub-heading to a sub-criterion. If required for an adequate description of their project, applicants may wish to add further headings.

### **B 1 Selection process for the fellows under the programme (Weight 30/100 )**

#### 1.1 Transparency of the selection process for the fellows under the programme

- Describe the efforts made to promote the programme and its calls, both nationally and abroad, in order to reach the target audience.
- Describe how applicants are informed about the evaluation and the selection process, in particular about the evaluation criteria used to grade applications.
- Describe how and at what stage applicants are informed about the evaluation results.

#### 1.2 Composition and organisation of selection committees

- Describe your criteria for the selection and balance of experts on the selection committee(s)
- Describe how these criteria for selecting experts follow the "Code of Conduct for the Recruitment of Researchers"<sup>12</sup>(e.g. is the gender balance adequate, are different disciplines and sectors (private and public) represented, are there experts from other countries)?
- Explain how your selection process is organised (e.g. how many experts read a proposal, who takes the final decision about the selection/rejection of a proposal, etc.)
- How do you handle potential and actual conflicts of interest of the experts?

#### 1.3 Criteria and method of judging merit

- Describe the criteria for the selection of fellows. Explain how they allow the identification of the scientific capability of the applicants. Do they take into account diverse knowledge and qualifications (e.g. scientific/practical/management experience, trans-national mobility, inter-sectoral mobility, etc.)
- Explain how your ethical rules align with the Commission's ethical principles for FP7.
- If relevant, describe how you treat ethical issues that might appear in an applicant's research.
- Explain how the merit of returnees from a career break is valued, if relevant.

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<sup>12</sup> The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers (C(2005)576 of 11.03.2005)(Section 2 Recruitment of Researchers..."Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience (...)") (see [http://ec.europa.eu/eracareers/index\\_en.cfm](http://ec.europa.eu/eracareers/index_en.cfm))



## **B.2 Management of the programme (Weight 30/100)**

### 2.1 Appointment conditions of selected fellows

- Describe how you assure that appropriate technical conditions are provided for the selected fellows in terms of office/lab space, access to appropriate equipment and material etc.
- Describe the employment conditions provided to the fellows, including statutory working practices, social security coverage and social benefits (contribution to pension funds, health and accident insurance, parental leave etc.)
- Explain how these conditions align with regional, national or sectoral conditions, as specified in the "European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers"?

### 2.2 Quality of the programme management

- Describe the management plan of the programme and the resources; include a chart giving an overview over the deliverables and milestones of the programme and its implementation.
- If several organisations propose a joint programme, please describe the responsibilities of each partner organisation.
- Describe any review process that is associated with the programme, and which may have already been carried out for existing programmes.
- Give an overview over the qualification and experience of the senior staff responsible for the management of the programme.
- Give an overview of the estimated programme budget including the requested co-funding contribution (use table as appropriate). Demonstrate that you will use the Community contribution in line with the objectives and scope of the COFUND action as described in the Work programme.

### 2.3 Client-friendliness towards applicant researchers

- Describe your application documentation, with particular view to accessibility and usability.
- Do you offer support to applicants? If so, describe the individual functions (e.g. help-desk, FAQ's, Quality assurance)?
- Describe the information to applicants about the expected time to receive evaluation results and to start fellowships
- Illustrate the feed-back given to the applicants about the evaluation results (e.g. are the reasons for rejection explained in detail? Are strengths and weaknesses of the proposal mentioned?).

### 2.4 Administrative capacity to implement the programme

- Show that your organisation/institution has the necessary infrastructure to carry out the administrative tasks of the proposed fellowship programme,
- Show that your organisation has the required financial expertise and audit function for the programme.

- Give an overview over the qualification and experience of the general staff responsible for the execution of the programme.

### 2.5 Appropriateness of the scale of the programme

- Demonstrate that the number of fellowships suggested in your programme is appropriate in terms of achieving a strategic impact.
- Describe the programme design elements that give it the capacity to adapt or expand easily?

### 2.6 Future development of the programme

- Describe the longer-term strategy of the programme and how you see its future development beyond the Community co-funded phase.
- Describe how foreseen impact assessment and key indicators may serve to improve the evolution of the programme.

## **B 3 Relevance and Impact to "Life-long training and Career development" (Weight 40/100)**

### 3.1 Openness of the programme to trans-national mobility

- Explain in detail the trans-national elements of your programme (e.g. the importance of incoming, outgoing, re-integration components as relevant).
- If applicable, describe the reasons for the chosen combination of trans-national elements.
- What specific efforts are made to attract non-nationals?

### 3.2 Contribution to diverse career development of researchers (broadening and deepening)

- Explain how the programme helps the fellows to deepen the skills within their discipline and/or to gain new skills in other disciplines/sectors (private-public)
- Does the programme also offer support or training in non-scientific skills (e.g. management, presenting and publishing research results etc.)?

### 3.3 Career development support to fellows

- Explain how the programme contributes to the career development of the fellows.
- Explain any specific mentoring or support schemes in place to support career development
- Describe any specific schemes to follow up career re-integration or return mechanisms if appropriate?
- Describe any post-scheme network support offered to maintain relationships established during the fellowship?

### 3.4 Equal opportunities, including for resuming a research career after a break

- Explain the measures the programme takes to ensure equal opportunities.
- Describe the monitoring of success ratios of men/women, and appropriate targeting of fellows in areas where they are imbalanced, etc.).

- Does the programme encourage applications from researchers after a career break?

**3.5 Relevance for the European Research Area<sup>13</sup> (ERA) of the scientific field covered by the programme's calls**

- How does the programme proposed contribute to the general policy objectives of ERA?
- Demonstrate that your programme contributes to the overall objective and expected impact of the COFUND action (developing of the trans-national dimension, increasing the number of trans-national fellows or improving the fellows' conditions)
- Indicate the evolution of own budget over time. If relevant, justify any reductions from previous years' budget.
- How does your programme contribute to specific ERA goals (e.g. efforts to overcome fragmentation and to contribute to long-lasting international cooperation, development of common research methods/approaches, etc.)?
- For fellowships awarded outside of ERA, is there a suitable return element foreseen?

**3.6 Impact of the programme to the development of the researchers careers in the ERA**

- Describe how the programme assures that the researchers can choose as freely as possible their research topics and research institutions/supervisors according to their individual career development needs
- Explain how and why the award of a fellowship under your programme will help to boost the researchers' careers after the end of the fellowship.

**Attention**

**The following tables must be filled in for each type of mobility proposed by the applicant programme (Incoming, Outgoing, Re-integration):**

**Table 1: Indicative long-term strategic programming of the programme**

Proposal Acronym:			Type of mobility:				
	Average 2003-2007)*	2007	2008	2009	2010	2011	
Own long-term indicative funding planned by the programme (MEUR)							
Year of start of the programme:							

*\* for years only where the programme was fully operational*

<sup>13</sup> Towards a European Research Area, version Brussels, 18 January 2000. COM (2000) 6

**Table 2: Yearly breakdown of requested Co-funding**

Proposal Acronym:		Type of mobility:				
	Year before COFUND Action	COFUND action				
		Year 1	Year 2	Year 3	Year 4	TOTAL
<b>Total budget of calls (committed as a result of calls under that year) (MEUR)</b>						
<i>of which - own budget</i>						
<i>- Community contribution</i>						
<b>Fellowship-years selected</b>						
<b>Fellowship-years executed under COFUND</b>						

**Table 3: Cost breakdown per fellowship type**

Proposal Acronym:			
Cost categories (average costs)	Outgoing fellows	Incoming fellows	Re-integration phase
Living allowance (EUR/year)			
Travel/mobility allowance (EUR/year)			
Research cost contribution (EUR/year)			
Overheads (EUR/year)			
Management costs (EUR/year)			
<b>TOTAL (EUR/year)</b>			
<i>Community contribution (EUR/year) (40% of Total)</i>			
Number of eligible fellows			
Average duration of fellowships (months)			
Number of eligible fellow-years			
Total budget (EUR)			
Community Contribution (EUR)			

## **Possible Attachments**

Typical documents that may be attached (as pdf files) to Part B could include

- An overall description of the fellowship programme
- Promotional material associated with the programme
- The Legal base of the programme
- A typical Guide for applicants
- A guide for evaluators
- A set of Application forms
- The home page of the principle web site of the programme
- Any reviews/evaluations of the programme carried out to-date

## **ENDPAGE**

### PEOPLE MARIE CURIE ACTIONS

### **Co-funding of regional, national and international programmes**

**Call: FP7-PEOPLE-2007-2-3-COFUND**

### PART B

“PROPOSAL ACRONYM”