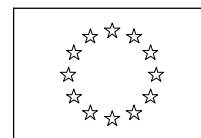




Research Executive Agency



# THE 2012 PEOPLE PROGRAMME GUIDE FOR APPLICANTS

**Marie Curie Actions**  
(Call-Specific)

International Research Staff Exchange Scheme  
Call identifier FP7-PEOPLE-2012-IRSES  
Closing Date: 18/01/2012 at 17:00:00 (Brussels local time)

To be read in conjunction with the Guides for Applicants,  
Common and Ethics Parts

Date of publication: 20/07/2011  
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**Please note**

The 2012 Marie Curie Actions are:

**FP7-PEOPLE-2012-CIG**  
**FP7-PEOPLE-2012-COFUND**  
**FP7-PEOPLE-2012-IAPP**  
**FP7-PEOPLE-2012-IEF**  
**FP7-PEOPLE-2012-IIF**  
**FP7-PEOPLE-2012-IOF**  
**FP7-PEOPLE-2012-IRSES**  
**FP7-PEOPLE-2012-ITN**

Guides for Applicants for any other action in the PEOPLE programme, or indeed in any FP7 programme, can be found by following the links at <http://ec.europa.eu/research/participants/portal>

**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 Participant Portal.**

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

# Foreword

This is the Guide for Applicants for the call:

## ***FP7-PEOPLE-2012-IRSES***

This guide for the Marie Curie International Research Staff Exchanges has been revised and some of the main changes with regard to the 2011 Guide for Applicants are:

- The last sub-criterion from the criterion "Impact" has been modified to "Potential to develop lasting collaboration with eligible third country partners, in particular in view of setting-up joint research projects";
- An additional excel table – Gantt chart is now mandatory for submission in EPSS together with the Part B.

## Definitions used throughout this Guide:

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

**Coordinator:** is the *beneficiary* who is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the *coordinator* acts as the single point of contact between the *participant organisations* and the *REA*;

**Early stage researcher:** must be, at the time of recruitment by the host organisation, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged;

**Experienced researcher:** must, at the time of the relevant deadline for submission of proposals or recruitment by the host organisation, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience;

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

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

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

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

**Partner organisation:** means research organisation which must sign the partnership agreement and which participates in the mobility activities;

**Partnership agreement:** means an agreement signed between the *beneficiaries* and the *partner organisations* for the purpose of the *project*;

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

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

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

**Staff member:** means an early stage or an experienced researcher or other technical/managerial personnel who is active at his/her beneficiary home organisation. There must be a contractual relationship between the beneficiary home organisation and the staff member that would normally consist of an employment contract. However, other forms of contractual relationships (e.g. stipends) are also acceptable.

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

## 1.1 General aspects

### Purpose

The Marie Curie International Research Staff Exchange Scheme is an action that aims to strengthen research partnerships through staff exchanges and networking activities between European research organisations and research organisations from countries with which the European Union has an S&T agreement or is in the process of negotiating one, and countries covered by the European Neighbourhood Policy (ENP). Compared to individual Marie Curie Actions that provide mobility possibilities to individual researchers, this action will provide support to research organisations to establish or reinforce long-term research cooperation through a coordinated joint programme of exchange of researchers for short periods.

### Size

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

### Balanced exchanges

In principle, independently of the size of an exchange programme, the scheme is intended to provide a balanced exchange of researchers between the European and the third country partner organisations, each respectively funding the mobility costs of their seconded staff members.

### Duration

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

### Thematic Areas of IRSES Programmes

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the EU are eligible for funding, except areas of research covered by the EURATOM Treaty (please see [http://europa.eu/legislation\\_summaries/institutional\\_affairs/treaties/treaties\\_euratom\\_en.htm](http://europa.eu/legislation_summaries/institutional_affairs/treaties/treaties_euratom_en.htm)).

### Participants

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

## General Aspects

### Grant Agreement

The *grant agreement* will be concluded between the *REA* and the *beneficiaries* located in the MS or AC.

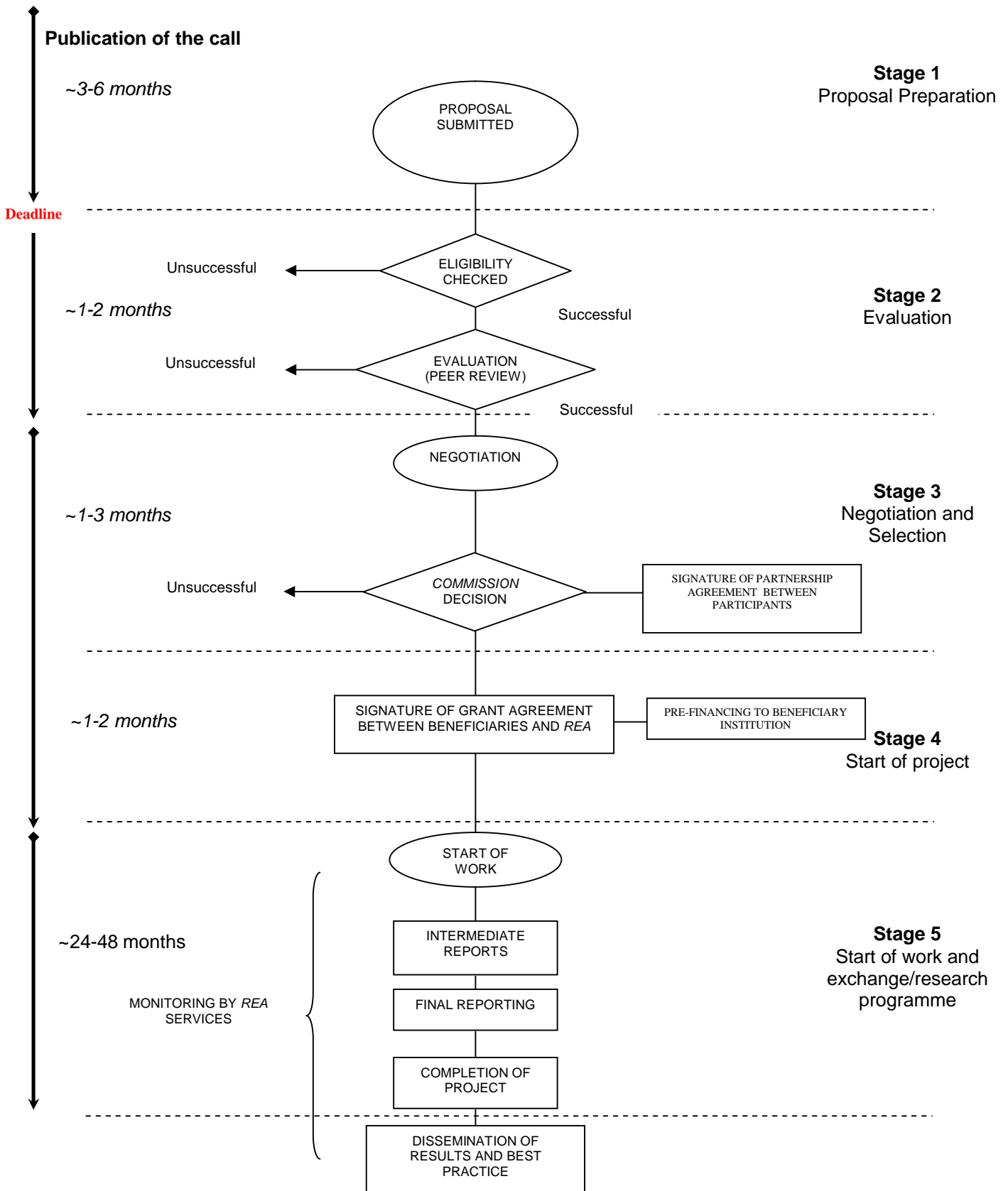
### Partnership Agreement<sup>1</sup>

The *Partnership agreement* is a mandatory agreement signed between all participants for the purpose of the *project*.

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<sup>1</sup> This agreement is signed between partners only; REA is not a party to this agreement. As a reference for your partnership agreement, you can use the checklist and critical issues to be addressed in a Partnership agreement ([ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist\\_en.pdf](ftp://ftp.cordis.europa.eu/pub/fp7/docs/checklist_en.pdf)).

LIFE CYCLE FOR INTERNATIONAL RESEARCH STAFF EXCHANGE SCHEME PROJECT



## 1.2 Eligible participants

A partnership in this action shall be composed of at least two independent beneficiaries established in at least two different MS or AC, and one or more partner organisations **either located in countries with which the EU has an S&T Agreement or in other third countries covered by the ENP**. The participant acting as *coordinator* must be from a MS or AC.

Below are indicative lists of countries for the purpose of this Call. These are subject to change, and it is the responsibility of the applicant to check their exact content at the time of application:

**The EU 27 Member States:**

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

**The Associated countries<sup>2</sup>:**

*Albania, Bosnia and Herzegovina, Croatia, Faroe Islands, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey.*

**Countries with an S&T agreement with the EC<sup>3</sup>**

*Argentina, Australia, Brazil, Canada, China<sup>4</sup>, Chile, Egypt, India, Japan, (Rep. of) Korea, Mexico, Morocco, New Zealand, Russia, South Africa, Tunisia, Ukraine, United States.*

**Other Third Countries covered by the ENP<sup>3</sup>**

**a) Eastern Europe & Central Asia (EECA)**

*Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine*

**b) Mediterranean Partnership Countries (MPC)**

*Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestinian-administrated areas, Syrian Arab Rep., Tunisia.*

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

*For the confirmation and maintenance of the data stored in the URF, the Commission asks each organisation to nominate one privileged contact person, the so-called **Legal Entity Appointed Representative (LEAR)**. The LEAR is usually a person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and financial data online and ask for corrections and changes to the data of their legal entity via the Web interface of the Unique Registration Facility.*

<sup>2</sup> Please consult list at [http://cordis.europa.eu/fp7/who\\_en.html](http://cordis.europa.eu/fp7/who_en.html)

<sup>3</sup> Countries which are **not Associated Countries (AC)** for the purpose of FP7.

<sup>4</sup> Including Hong Kong and Macao, although these territories are not eligible for funding under the IRSES scheme. Marie Curie Actions, Guide for Applicants (Call Specific)

### 1.3 Eligible staff and eligible programmes

The applicants submit a joint multi-annual programme for the exchange of staff between the project participants. For staff from MS or AC, the mobility must take place towards the *other third country* partner organisations and from the other third country partner organisations towards MS and AC participants. (See annex 1.2 of the work programme 2012.) The staff to be exchanged should be guaranteed full reintegration and the positive recognition of the mobility experience, thus maximising the benefit of this action for long term cooperation. Staff exchange between European beneficiaries or between other third country partner organisations is not eligible for funding.

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

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

#### **Examples:**

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

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

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

A French and a Swiss research institute propose an exchange programme with a university in Tunisia, coordinated by the Tunisian partner. This programme is **eligible** but the coordinator must be an EU MS/AC research organisation.

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

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

### 1.4 Typical Activities of an IRSES Project

The participants are expected to propose a multiannual joint programme as the common basis for their collaboration. This may include joint research and training activities or joint workshops and

## Typical Activities of an IRSES project

seminars, as well as other networking activities. The activities should be designed to exploit complementary expertise of the participants and to create synergies between them. In addition to achieving scientific results in a particular area, the IRSES *projects* are above all expected to create additional benefits for the participants in terms of transfer of knowledge and to generate a basis for sustainable cooperation.

## 1.5 Financial Regime

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

**The EU contribution for funding is based on a flat rate per person month of secondment. The contribution is intended to contribute to the costs for the staff exchange. These costs might include travel and subsistence, networking activities, management costs and overheads directly related to the implementation of the exchange.**

For each member of staff from a MS/AC being seconded to another *third country* partner organisation, the European Union will pay a flat rate of **€1900 per month**.

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

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

### **Financing of Other Third Country partner organisations**

In addition to EU Member States and Associated Countries the following countries are eligible for funding (see Annex 1.2 to the work programme 2012):

- Countries covered by the European Neighbourhood Policy (ENP) are eligible for funding for **incoming (if requested) and outgoing staff members<sup>5</sup>**;
- Countries **with** EU International agreements on Science and Technology are eligible for funding for **incoming (if requested) and outgoing staff members**;

<sup>5</sup> The terms "incoming" and "outgoing" are used within this guide from the perspective of EU MS/AC countries.

## Financial Regime

- For **Industrialised Countries** with EU International agreements on Science and Technology (Australia, Canada, Japan, Rep. of Korea, New Zealand, United States) secondments are eligible for funding for **outgoing staff members** (from the EU/associated countries) towards these countries. However, partner organisations from Industrialised Countries are supposed to cover the costs for their seconded staff members themselves.

The EU contribution will be administered by the Member State or associated country beneficiaries involved in the secondment either by receiving incoming staff members or by sending outgoing staff members.

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

*Proposals may involve (in addition to the required eligible partnership) partner organisations from countries that are not eligible for funding. Mobility involving these partner organisations (in both directions) must be financed **from their own sources**. During the evaluation, the expert evaluators will take into account the benefit of these partners for the project.*

### Example:

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

Countries eligible for a European Union contribution					
Participant number	Participant country	Staff to be exchanged	Duration in months	Total person months	Requested European Union contribution
1	<i>Beneficiary 1</i> (coordinator) EU MS/AC e.g. ES	5 early stage researchers	12	60	(60 x 1900€) €114 000
	*eligible for the additional long distance allowance	5 early stage researchers*	12	60	(60 x 2100€) €126 000
		10 experienced researchers	10	100	€190 000
		1 management staff	3	3	€5 700

Financial Regime

	*eligible for the additional long distance allowance	5 management staff*	3	15	€31 500
		2 technical staff	2	4	€7 600
<b>Total</b>				<b>242</b>	<b>€74 800</b>
<b>2</b>	<i>Beneficiary 2</i> EU MS/AC e.g. CH	5 early stage researchers	12	60	€114 000
		4 experienced researchers	9	36	€68 400
	*eligible for the additional long distance allowance	4 experienced researchers*	9	36	€75 600
		1 technical staff	6	6	€11 400
<b>Total</b>				<b>138</b>	<b>€269 400</b>
<b>Total beneficiaries from EU MS/AC</b>				<b>380</b>	<b>€744 200</b>
<b>3</b>	Partner organisation 1 Eligible Other Third Country e.g. UA	10 early stage researchers	8	80	€152 000
		5 experienced researchers	9	45	€85 500
		7 technical staff	6	42	€79 800
		5 management staff	3	15	€28 500
<b>Total</b>				<b>182</b>	<b>€345 800</b>
<b>4</b>	Partner organisation 2 Eligible Other Third Country- ICPC eligible for the additional long distance allowance e.g. BR	10 early stage researchers	10	100	€210 000
		5 experienced researchers	4	20	€42 000
		2 technical staff	3	6	€12 600
<b>Total</b>				<b>126</b>	<b>€264 600</b>
<b>Total joint Programme EU contribution request</b>				<b>688</b>	<b>€1 354 600</b>

Countries ineligible for a European Union contribution					
Participant number	Participant country	Staff to be exchanged	Duration in months	Total person months	Matching funds or own resources (indicative)
5	Partner organisation 3 Eligible Other Third Country – non ICPC e.g. US	5 early stage researchers	5	25	€52 500
		5 experienced researcher	5	25	€52 500
		5 technical staff	3	15	€31 500
<b>Total matching funds (indicative)</b>				<b>65</b>	<b>€136 500</b>

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

### Financial reporting

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

When reporting to the *REA*, *beneficiaries* will not have to provide evidence<sup>6</sup> of actual costs (e.g. cost statements for travel, evidence for how much each *researcher* has received individually, etc.). Reporting will be limited to showing the accomplished results, i.e. number of person-months exchanged and scientific results achieved, according to the grant agreement.

<sup>6</sup> Proof of the costs of the exchanges and networking activities must be kept available by the beneficiaries as a normal accounting procedure.  
Marie Curie Actions, Guide for Applicants (Call Specific)  
International Research Staff Exchange Scheme 2012

## **Annexes**

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

## Annex 1 – Timetable and specific information for this call

- The "**PEOPLE**" Work Programme provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The Work Programme is available on the Participant Portal call page (please see <http://ec.europa.eu/research/participants/portal/page/people>). 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>20 July 2011</b>
Deadline for submission of proposals	<b>18 January 2012 at 17:00:00 Brussels local time</b>
Evaluation of proposals	<b>February 2012</b>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<b>March 2012</b>
Invitation letter to successful coordinators to launch contract negotiations with REA services	<b>April 2012</b>
Letter to unsuccessful applicants	<b>From April 2012</b>
Signature of first contracts	<b>From July 2012</b>

- **Further information and help**

The Participant Portal call page: <http://ec.europa.eu/research/participants/portal/page/people> 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:**

Participant Portal call page and Work Programme  
<http://ec.europa.eu/research/participants/portal/page/people>

**General sources of help:**

The *Commission's* FP7 Enquiry service <http://ec.europa.eu/research/enquiries>  
 National Contact Points [http://cordis.europa.eu/fp7/ncp\\_en.html](http://cordis.europa.eu/fp7/ncp_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 helpdesk <http://www.ipr-helpdesk.org>

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

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

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

**Specific Programmes** at [http://cordis.europa.eu/fp7/home\\_en.html](http://cordis.europa.eu/fp7/home_en.html)

**Rules for proposal submission, evaluation selection and award** at <http://ec.europa.eu/research/participants/portal/page/people>

**Other supporting information**

Brochure “**The FP7 in Brief**” can be downloaded from the Europa website at [http://ec.europa.eu/research/fp7/pdf/fp7-inbrief\\_en.pdf](http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf)

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from

[http://ec.europa.eu/euraxess/index\\_en.cfm?CFID=1103254&CFTOKEN=cbe7f11239e89043-623CD4EF-F017-1878-081E5961BD335995](http://ec.europa.eu/euraxess/index_en.cfm?CFID=1103254&CFTOKEN=cbe7f11239e89043-623CD4EF-F017-1878-081E5961BD335995)

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

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

### 1. General

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

*REA* staff ensure that the process is fair and in line with the principles contained in the *Commission's* rules<sup>7</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 *REA* staff member if one becomes apparent during the course of the evaluation. The *REA* will take whatever action is necessary to remove any conflict.

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

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

### 2. Before the evaluation

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

- It is received by the *REA* before the deadline given in the call fiche;
- It involves at least the minimum number of participants 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<sup>8</sup>.

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.

<sup>7</sup> "Rules for submission of proposals, and the related evaluation, selection and award procedures" (available under additional documents at <http://ec.europa.eu/research/participants/portal/page/people>)

<sup>8</sup> Please consult the 2012 Work Programme at <http://ec.europa.eu/research/participants/portal/page/people>.

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

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

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

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

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

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

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

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

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

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

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'

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

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

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

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

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

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

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

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

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

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 *REA* staff member will be informed immediately, and the views of the other experts will be sought.

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

## 4. Consensus meeting

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

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

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

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

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

### Ethics issues (above threshold proposals)

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

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

### Outcome of consensus

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

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

The signing of the consensus report completes the consensus step.

## 5. Panel review

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

The tasks of the panel will also include:

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

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

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

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

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

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

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

In **Part A**<sup>9</sup> applicants will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. **Part A** forms an integral part of your proposal. Details of the work applicants intend to carry out will be described in **Part B** (annex 4).

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

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

You must complete **one A2 form** for each participant.

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

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

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

**Note:** Mac OS 9 and Safari are not supported

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<sup>9</sup> In the given templates, participants mean MS/AC and third country partners

<b>Section A1 – Information on the Proposal</b>	
<b>Proposal number</b>	Automatically prefilled by EPSS
<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 <b>Part B</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>Scientific Panel</b>	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the <i>REA</i> in the organisation of the evaluation of proposals. Chemistry <b>CHE</b> Social and Human Sciences <b>SOC</b> Economic Sciences <b>ECO</b> Information science and Engineering <b>ENG</b> Environment and geosciences <b>ENV</b> Life sciences <b>LIF</b> Mathematics <b>MAT</b> Physics <b>PHY</b> * To help you select the most relevant panel code please refer also the breakdown of each scientific area into a number of sub-disciplines at the end of this section
<b>Marie Curie Action code</b>	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training ( <b>ITN</b> ) Industry-Academia Partnerships and Pathways ( <b>IAPP</b> ) Co-funding of Regional, National and International Programmes ( <b>COFUND</b> ) Intra-European Fellowships ( <b>IEF</b> ) Career Integration Grants ( <b>CIG</b> ) International Outgoing Fellowships ( <b>IOF</b> ) International Incoming Fellowships ( <b>IIF</b> ) <b>International Research Staff Exchange Scheme (IRSES)</b> Researchers Night ( <b>NIGHT</b> )
<b>Total Duration in months</b>	Insert the estimated duration of the <i>project</i> in full months (from 24 to 48 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 Participant Portal call page. A call identifier looks like this: <i>FP7-PEOPLE-2012-IRSES</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. There is <u>a limit of 2000 characters</u> .
<b>Similar proposals</b>	A 'similar' proposal or contract is one that differs from the current one in minor ways.
<b>Ethics Issues in Part B</b>	Please choose YES or NO on the following basis: In the <b>Part B</b> Proposal Description you are asked to describe any ethics issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethics issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the <i>REA</i> to flag proposals with potential ethics issues that need further follow-up (but not necessarily a formal ethics review).

## List of scientific panels

(Please indicate the corresponding short name in form A1)

### CHEMISTRY (CHE)

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

### SOCIAL SCIENCES AND HUMANITIES (SOC)

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

### ECONOMIC SCIENCES (ECO)

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

### ENGINEERING & INFORMATION SCIENCE (ENG)

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

### ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)

- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture
- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology
- Other Environment and Geosciences

### LIFE SCIENCES (LIF)

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

### MATHEMATICS (MAT)

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

### PHYSICS (PHY)

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

<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 identity code</b>	The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the <i>Commission</i> are encouraged to use it when submitting proposals. An online tool to search for existing PICs and the related organisations is available at <a href="http://ec.europa.eu/research/participants/portal/page/searchorganisations">http://ec.europa.eu/research/participants/portal/page/searchorganisations</a> . Organisations not yet having a PIC are strongly encouraged to self-register (at <a href="http://ec.europa.eu/research/participants/portal/page/registerorganisation">http://ec.europa.eu/research/participants/portal/page/registerorganisation</a> ) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
<b>Legal name</b>	<p><b>For a 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 a 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 e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, or 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 (./:…), e.g. CNRS and not C.N.R.S. It should be preferably the one commonly used, 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 Union, 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 <i>Commission's</i> Joint Research Centre
<b>Entity composed of one or more legal</b>	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003

<b>entities</b>	
<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 Européenne". Please select <b>one</b> activity from the list that <b>best</b> describes your professional and economic ventures. If you are involved in more than one economic activity, please select the <b>one</b> activity that is <b>most</b> relevant in the context of your contribution to the proposed <i>project</i> . 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>	Not applicable
<b>Person in charge</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 <i>REA</i> 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 <i>grant agreement</i> with the <i>REA</i> 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>Proposal Submission Forms</b>		
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions <b>International Research Staff Exchange Scheme (IRSES)</b>	<b>A1</b>

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

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

<b>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B? .....</b> YES/NO	
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	<h1>Proposal Submission Forms</h1>	
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions <b>International Research Staff Exchange Scheme (IRSES)</b>
		<b>A2</b>

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']
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Organisation legal name	
-------------------------	--

Organisation short name	
-------------------------	--

### Administrative data

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

### Status of your organisation

#### status of your organisation

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

The guidance notes will help you complete this section.

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

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

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

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

an SME			
	<b>Proposal Submission Forms</b>		
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions <b>International Research Staff Exchange Scheme (IRSES)</b>	<b>A2</b>

### 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>Proposal Submission Forms</b>	
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions <b>International Research Staff Exchange Scheme (IRSES)</b>
		<b>A4</b>

<b>Proposal Number</b>		<b>Proposal Acronym</b>	
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**FUNDING REQUEST**

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

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

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

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

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

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

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

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

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

Please make sure that:

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

# **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**International Research Staff Exchange Scheme**

**Call: FP7-PEOPLE-2012-IRSES**

PART B

“PROPOSAL ACRONYM”

## Part B – Table of Contents

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

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

**DO NOT FORGET TO SUBMIT THE GANTT CHART AS AN EXCEL FILE IN EPSS**

### **B 1 Quality of the Exchange Programme**

B 1.1 Objective and relevance of the joint exchange programme

B 1.2 Research quality of the partners

B 1.3 Complementarities/synergies between the partners

### **B 2 Transfer of Knowledge**

B 2.1 Quality and mutual benefit of the transfer of knowledge

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

### **B 3 Implementation**

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

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

### **B 4 Impact**

B 4.1 Relevance of the proposed partnership to the area of collaboration and for the ERA

B 4.2 Potential to develop lasting collaboration with eligible third country partners, in particular in view of setting-up joint research projects

### **B 5 Ethics Issues**

## B 1 Quality of the Exchange Programme

### B 1.1 Objective and relevance of the joint exchange programme

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

Please provide in this section:

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

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

Table 1: List of Work Packages

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

Table 2: Work Packages<sup>10</sup>

The work packages should be described one by one.

Work package number	1	Start date or starting event:	Month..
Work package title	...		
<i>Beneficiary/Partner</i> Organisation short names	...		

<sup>10</sup> The planning of a work package should be sufficiently detailed to justify the proposed effort and to allow progress monitoring by the REA. A work package of an IRSES proposal may concern the exchange of researchers, the joint research and training activities or joint workshops and seminars, as well as other networking activities.

<p><b>Objectives</b></p> <p>...</p>
-------------------------------------

<p><b>Description of work</b></p> <p><u>Task 1.1:</u></p> <p><u>Task 1.2:</u></p> <p><u>Task 1.3:</u></p> <p>....</p>
---

<p><b>Deliverables</b></p> <p><u>D1.1:</u></p> <p><u>D1.2:</u></p> <p>...</p>
---

<p><b>Researchers involved</b></p> <p>...</p>
---

Table 3: List of Milestones

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



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

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

#### B 1.2 Research quality of the partners

- Describe the expertise of the partners in the relative scientific field(s)
- Describe the experience of the partners in international cooperation

#### B 1.3 Complementarities/synergies between the partners

- Describe the complementarities and synergies between the partners

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

### **B 2 Transfer of Knowledge**

#### B 2.1 Quality and mutual benefit of the transfer of knowledge

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

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

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

### **B 3 Implementation**

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

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

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

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

- Give details of the available matching funds

## **B 4 Impact**

B 4.1 Relevance of the proposed partnership to the area of collaboration and for the European Research Area<sup>11</sup>

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

B 4.2 Potential to develop lasting collaboration with eligible third country partners, in particular in view of setting-up joint research projects

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

## **B 5 Ethics Issues**

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

This should be done in conjunction with the information provided in Guide for Applicants, Marie Curie Actions (Ethics) and for all proposals the following table must be completed.

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<sup>11</sup> Towards a European Research Area, Brussels, 18 January 2000. COM (2000)6

## ETHICS ISSUES TABLE

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

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

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

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

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

<b>Research Involving Developing Countries</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		

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

**ENDPAGE**

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