H2020 Programme

Proposal template 2018-2020

Administrative forms (Part A)
Project proposal (Part B)

Marie Skłodowska-Curie Actions Research and Innovation Staff Exchange (RISE)

Version 4.0

22 November 2017

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted .via the online proposal submission system under the Participant Portal.

HISTORY OF CHANGES			
Version	**Date**	**Change**	**Page**
1.0	06.01.2015	▪ Initial version	
2.0	08.12.2015	Part A ▪ At least 3 descriptors should be selected ▪ Better instructions for free keywords	 4 4
3.0	01.12.2016	Part B ▪ Call year ▪ Maximum total page for document Part B.1 is 32 pages ▪ Clarification on the distinction of Dissemination and Exploitation versus Communication in sections 3.4 and 3.5 ▪ Other minor corrections	 16 17 19 -
4.0	22.11.2017	Part B ▪ Call year ▪ Editing of the gender aspects ▪ Table B3d listing entities under a capital link ▪ Other minor corrections	 3 18 25 -

Horizon 2020

Call: H2020-MSCA-RISE-2018

(Marie Skłodowska-Curie Research and Innovation Staff Exchange)

Topic: MSCA-RISE-2018

Type of action: MSCA-RISE

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

How to fill in the forms?

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

1 - General information

Topic

Call Identifier

Type of Action

Deadline Id

Acronym

Proposal title *The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Insert the estimated duration of the project in full months - typically 48 months.*

Panel

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to support REA services in identifying the best qualified evaluators for your proposal.

Descriptor 1 Add

Free keywords *You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.*

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .
- *Do not include any confidential information.*
- *Use plain typed text, avoiding formulae and other special characters.*

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Declarations

1) The coordinator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.	☐
2) The information contained in this proposal is correct and complete.	☐
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	☐

4) The coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- as sole participant in the proposal is exempt from the financial capacity check.	○

5) The coordinator hereby declares that each applicant has confirmed:

- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	☐
- they have the financial and operational capacity to carry out the proposed action.	☐

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the privacy statement. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the Privacy statement for the EDES Database).

List of participants

#	Participant Legal Name	Country
1		

2 - Administrative data of participating organisations

Coordinator

PIC ***Legal name***

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body ..... no
Non-profit ..... no
International organisation ..... no
International organisation of European interest ..... no
Secondary or Higher education establishment ..... no
Research organisation ..... no
Legal person ..... no
Academic Sector ..... no

Enterprise Data

SME self-declared status ..... unknown
SME self-assessment ..... unknown
SME validation sme ..... unknown

Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Nace code

Department(s) carrying out the proposed work

Department 1

Department name ☐ not applicable

☐ Same as organisation address

Street *Please enter street name and number.*

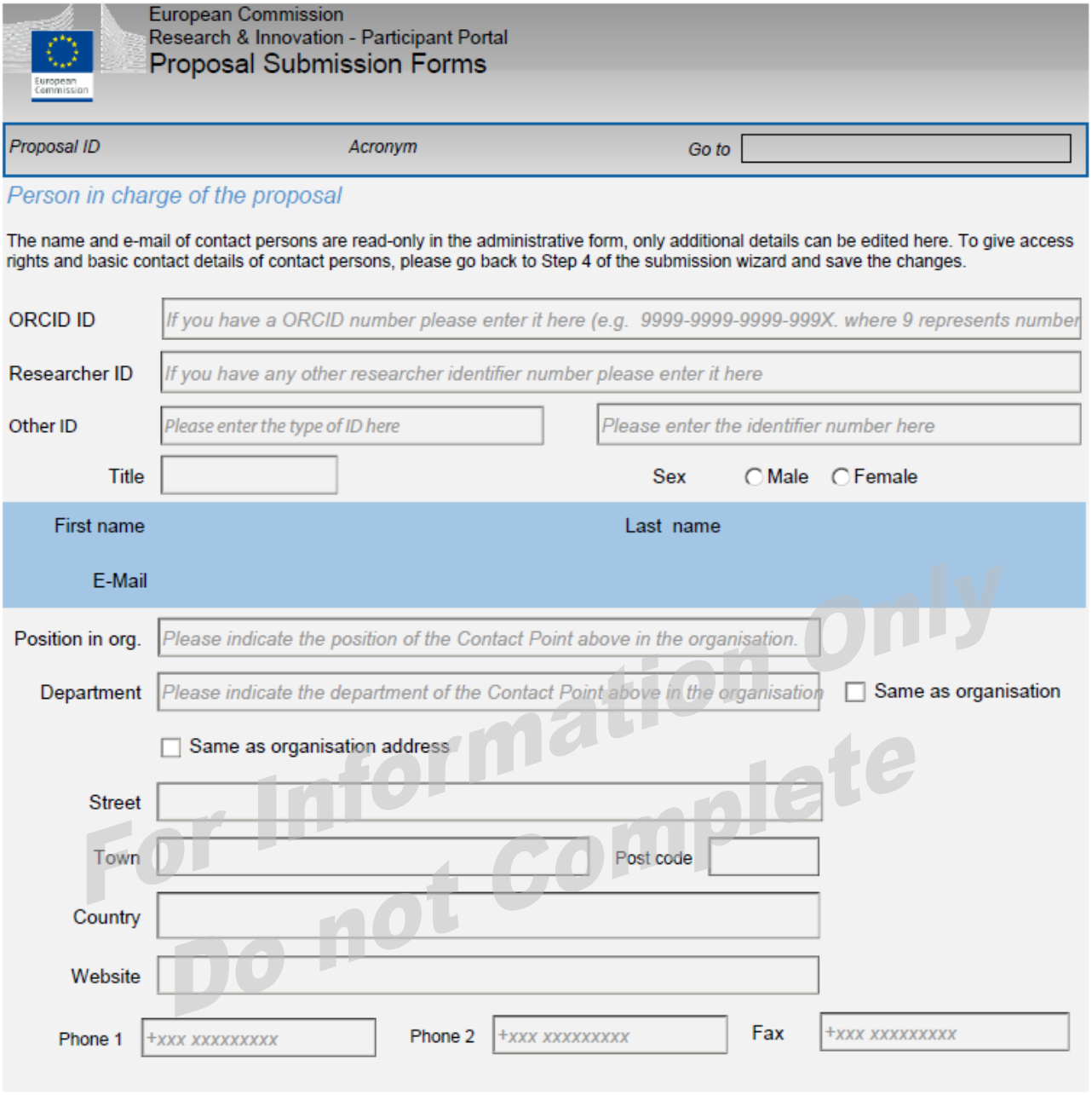
Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant	


European Commission
Research & Innovation - Participant Portal
Proposal Submission Forms
Proposal ID
Acronym
Go to
Person in charge of the proposal
The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.
ORCID ID
If you have a ORCID number please enter it here (e.g. 9999-9999-9999-999X. where 9 represents number
Researcher ID
If you have any other researcher identifier number please enter it here
Other ID
Please enter the type of ID here
Please enter the identifier number here
Title
Sex
Male
Female
First name
Last name
E-Mail
Position in org.
Please indicate the position of the Contact Point above in the organisation.
Department
Please indicate the department of the Contact Point above in the organisation
Same as organisation
Same as organisation address
Street
Town
Post code
Country
Website
Phone 1
+xxx xxxxxxxxx
Phone 2
+xxx xxxxxxxxx
Fax
+xxx xxxxxxxxx
For Information Only
Do not Complete

3 - Budget

Table A3.1 – List of secondments

Staff Member		Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Researcher-Months)
ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			

Table A3.2 – Summary of secondments per participant (Beneficiaries + Partner Organisations)

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	
Total										

Table A3.3 – Summary of secondments per EU Beneficiary

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	
1				0	0	0,00	0,00	0,00	0,00	0,00
Total				0	0	0,00	0,00	0,00	0,00	0,00

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does your research involve the use of human embryos?	○ Yes ◉ No	
Does your research involve the use of human foetal tissues / cells?	○ Yes ◉ No	
2. HUMANS		**Page**
Does your research involve human participants?	○ Yes ◉ No	
Does your research involve physical interventions on the study participants?	○ Yes ◉ No	
3. HUMAN CELLS / TISSUES		**Page**
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	○ Yes ◉ No	
4. PERSONAL DATA		**Page**
Does your research involve personal data collection and/or processing?	○ Yes ◉ No	
5. ANIMALS		**Page**
Does your research involve animals?	○ Yes ◉ No	
6. THIRD COUNTRIES		**Page**
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	○ Yes ◉ No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	○ Yes ◉ No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	○ Yes ◉ No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ◉ No	
In case your research involves low and/or lower middle income countries, are any benefits-sharing actions planned?	○ Yes ◉ No	
Could the situation in the country put the individuals taking part in the research at risk?	○ Yes ◉ No	

Proposal ID	*Acronym*	*Go to*

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ◉ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ◉ No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ Yes ◉ No	
8. DUAL USE		**Page**
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	○ Yes ◉ No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		**Page**
Could your research raise concerns regarding the exclusive focus on civil applications?	○ Yes ◉ No	
10. MISUSE		**Page**
Does your research have the potential for misuse of research results?	○ Yes ◉ No	
11. OTHER ETHICS ISSUES		**Page**
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ◉ No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

How to Complete your Ethics Self-Assessment

5 - Call specific questions

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[1] , which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	○ Yes	◉ No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	☐
- to allow the protection of results (e.g. patenting)	☐
- incompatibility with the need for confidentiality linked to security	☐
- incompatibility with privacy/data protection	☐
- achievement of the project's main aim would be jeopardised	☐
- other legitimate reasons	☐

Please specify the reason:

Remaining characters 300

Further guidance on open access and research data management is available on the participant portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.

START PAGE

Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE)

Call: H2020-MSCA-RISE-2018

PART B

"PROPOSAL ACRONYM"

Table of Contents

In drafting PART B of the proposal, applicants must follow the structure outlined below.

DOCUMENT 1 ***(MAX 32 PAGES)***

START PAGE (*MAX 1 page*)

1 TABLE of CONTENT (*MAX 1 page*)

START PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

2. EXCELLENCE (*starting page 3*)

3. IMPACT

4. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

DOCUMENT 2 ***(NO OVERALL PAGE LIMIT APPLIED)***

5. REFERENCES

6. CAPACITIES OF THE PARTICIPATING ORGANISATIONS

7. ETHICS ASPECTS

8. LETTERS OF COMMITMENT OF TC PARTNER ORGANISATIONS

END PAGE (*1 page*)

Please note that:

- Applicants must ensure that document 1 does not exceed the total page limit of maximum 32 pages (1 start page + 1 table of content page + 30 pages for Sections 2-4).
- *No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references*

2. Excellence

2.1 Quality and credibility of the research/innovation action; level of novelty and appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation action including its potential for scientific breakthroughs in relation to the "state of art". The methodology, transfer of knowledge, secondments, training, dissemination, work plan, etc. described in the rest of the proposal must relate to research and innovation objectives described in this section.*
- *Methodological approach: detail the research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, where applicable.*
- *Gender aspects in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed adequately.*

Table B1 – Work Package (WP) List[1]

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination…)	Number of person-months involved	Beneficiary leading	Start Month	End month

The title of the scientific WPs should give a good idea of the scope of the research/innovation objectives of that WP.

2.2 Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives

Please develop your proposal according to the following line:

- *Approach and methodology used for knowledge sharing (secondments, workshops/trainings/conferences, etc.). It should be clear how the knowledge sharing will directly contribute to achieving the aims of the research and innovation activities described in section 2.1.*

[1] A work package is defined as a major subdivision of the proposed project

2.3 Quality of the proposed interaction between the participating organisations

Please develop your proposal according to the following lines:

- *Contribution of each participating organisation in the activities planned and expertise provided to reach the action's objectives, with particular emphasis on the scientific objectives described in section 2.1.*
- *Justification of the main networking activities.*

3. Impact

3.1 Enhancing the potential and future career prospects of the staff members

Please develop your proposal according to the following line:

- *Describe how the action contributes to realising the potential of individuals and provides new skills, enhances their knowledge and career perspectives.*

3.2 Developing new and lasting research collaborations, achieving transfer of knowledge between participating organisations and contribution to improving research and innovation potential at the European and global levels

Please develop your proposal according to the following lines:

- *Describe the development and sustainability of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.*

3.3 Quality of the proposed measures to exploit and disseminate the action results

Please develop your proposal according to the following lines:

- *Describe the dissemination strategy about the results - targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve the potential impact of the action. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Elaborate on how results (when available) will be taken up/used. Also the expected impact of the proposed exploitation, commercial application and dissemination measures.*
- *Expected impact of the proposed measures (e.g. addressing societal needs/challenges).*
- *Indicate intellectual property rights aspects (if applicable) and exploitation of results.*

3.4 Quality of the proposed measures to communicate the action activities to different target audiences

Please develop your proposal according to the following lines:

- *Describe the communication strategy of the project and its results, outreach plan and the activities envisaged to engage the public. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Consider how activities will be targeted at multiple audiences, beyond the action's own community (including the media and the public).*
- *From the beginning of the project, indicate which channel(s) will be used to inform and reach out to society, and to show the benefits of research.*
- *Elaborate on the expected impact of the proposed activities.*

⚠ **Important!** The following sections of the European Charter for Researchers refer specifically to outreach and dissemination:

Communication

Researchers should ensure that their research activities – both the action and, when available, its results – are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Dissemination and exploitation

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated (in line withH2020 open access policy) and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

4. Quality and efficiency of the implementation

Please note that the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoting open recruitment and attractive working conditions are recommended to be endorsed and applied by all the funded participating organisations in the MSCA.

In all cases, the Beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers[2] and the Code of Conduct for their Recruitment[3].

[2] Available at http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter
[3] Available at http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct

4.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan and the activities proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.).*
- *Credibility and feasibility of the action through the activities proposed.*

⚠ **Important!** Please read this section carefully as there is information on what is understood as WPs, tasks, deliverables, and milestones. Also, Tables provided to include as part of your description (Tables B2, B3a, B3b).

Table B2: Work Package Description

Work Package Number	"**X***"			**Start/End Month**		__/__
Work Package Title	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)					
Lead Beneficiary[4]						
Participating organisation Short Name**						
Total Person Months per Participating organisation:						
Objectives: **-** *explain the main objectives of the WP*						
Description of Work and Role of Specific Beneficiaries / Partner Organisations broken down and listed into numbered tasks including the following details: **Task "X.1"** • *Total number of Person Months allocated = "_"* • *Brief description of the task in terms of relevant information concerning the specific activity/goal, the leading organisation of the task, the role(s) of the participating organisation(s), the profiles of the involved staff members, etc.* **Task "X.X"** • *…*						

[4] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

Description of Deliverables:
- provide a brief description of the planned deliverables that is consistent with the deliverables to be listed from all WPs in Table B3a
- i.e. consider consolidating the above listed tasks into a reasonable number of concrete outcomes (scientific and/or management, training and dissemination deliverables)

**Add a table for each work package with a number*

***The participating organisation short name and person-months allocated to each participating organisation should be coherent with the tables in Part A of the proposal.*

Deliverables List

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content and the associated secondments. Deliverables shall be encoded in Table B3a. Table B3a requires that deliverables should be divided into (a) scientific deliverables (i.e. scientific and technical content specific to the action) and (b) management, training exploitation, dissemination and communication deliverables.

⚠ **Important!** The secondments encoded in Part A should NOT be entered in this deliverable Table B.3a. Moreover, note that the Grant Agreement requires yearly reporting by the consortium to follow-up implementation and to process requests for payments. Please include these reports (e.g. for a 48 month-project, year 1 and 3 progress report, year 2 and 4 activity report) as managerial deliverables.

Table B3a – Deliverables list

Scientific Deliverables						
Deliverable Number[5]	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name[6]**	**Type[7]**	**Dissemination Level[8]**	**Due Date[9]**
Management, Training, and Dissemination Deliverables						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name[10]**	**Type**	**Dissemination Level**	**Due Date**

Milestones List

Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key achievement, allowing the next phase of the work to begin. Milestone shall be encoded in Table B3.b. They may also be needed at

[5] Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from Work Package 4.

[6] A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

[7] Please indicate the nature of the deliverable using one of the following codes:
R = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination

[8] Please indicate the dissemination level using one of the following codes:
PU = Public: fully open, e.g. web; **CO = Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services; Important: please note that upon approval by the REA Project Officer, the deliverables with Public dissemination level (PU) will be automatically published on CORDIS, the European Commission's primary portal for results of EU-funded research projects. Therefore, make sure the content is appropriate both in terms of quality and confidentiality.

CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

[9] Measured in months from the project start date (month 1).

[10] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the consortium must decide which of several technologies to adopt for further development. In principle milestones should not be repetitions of deliverables already defined in Table B3.a.

Table B3b – Milestones list

Number	Title	Related WPs	Lead Beneficiary[11]	Due Date	Means of Verification[12]

4.2 Appropriateness of the management structures and procedures, including quality management and risk management

Please develop your proposal according to the following lines:

- *Describe the action organisation and management structure, including any relevant elaborations of the role of the coordinator/WP leaders, financial management strategy, as well as the progress monitoring mechanisms put in place.*
- *Elaborate on quality management, relating to the availability of adequate resources of the coordinating organisation in support of the day-to-day management of the project in accordance with the obligations described in the Grant Agreement.*
- *Consider the risks that might endanger reaching the action's objectives and the contingency plans to be put in place should risk occur.*

Table B3c – Risk List

Risk No	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. delay in planned secondments		

[11] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

[12] Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running; software released and validated by a user group; field survey complete and data quality validated.

4.3 Appropriateness of the institutional environment (hosting arrangements, infrastructure)

Please develop your proposal according to the following lines:

- *Explain the availability of the expertise and human resources, to carry out the proposed research action as well as the hosting arrangements/infrastructure.*
- *Describe the necessary infrastructures and any major items of technical equipment (if required) relevant to the proposed action.*
- ***If applicable, include and list in Table B3d** the beneficiaries/partners organisations that will participate together with other entities under a capital link and shortly describe the legal arrangement and the roles of each affiliated entity in the proposal (i.e. the tasks and the secondments allocated to affiliated entities should be included)*

Table B3d – Secondments allocated to affiliated entities

WP	Task name	Staff member profile (ER/ESR/MNG/ ADM/TECH)	Beneficiary /partner short name	Affiliated entity short name	Country of the affiliated entity	Person-months allocated

4.4 Competences, experience and complementarity of the participating organisations and their commitment to the action

Please develop your proposal according to the following lines:

- *Describe the adequacy of the consortium to carry out the action by explaining how participating organisations' synergies and complementarities will be exploited.*

NB: The individual members of the consortium are described in Section 6. There is no need to repeat that information in this section.

STOP PAGE COUNT – MAX 30 PAGES

5. References

Add all relevant references in a standard scientific citation form.

6. Participating organisations

Note that:

- *Any inter-relationship between different participating institutions or individuals (e.g. shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, family-ties, etc.) must be declared and justified in this part of the proposal;*
- *All information provided (including table B4) must be based on current data, not on projections; For the annual turnover, approximations are acceptable and any other additional explanations to help assess operational capacity.*
- *The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase;*
- *The absence of sufficient information in this section may be considered by the REA as a ground to disregard the participation of an organisation based on insufficient operational capacity.*

Table B4 – Data for non-academic Beneficiaries

Name	Location of research premises (city/country)	Type of R&I activities	No. of full - time employees involved in the project	No. of employees in R&I	Web site	Annual turnover (approx. in Euro)

⚠ **Important!** This table is mandatory to correctly assess the operational capacity of non-academic beneficiaries.

All organisations (whether Beneficiaries or TC Partner organisations) must complete the appropriate table below. Complete one table of maximum one page per Beneficiary and half a page per TC Partner organisation. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5 – Organisations (Beneficiaries and TC Partner organisations) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the action.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
Independent research premises?	Please explain the status of the Beneficiary's research facilities – i.e. are they owned by the Beneficiary or rented by it? Are its research premises wholly independent from other Beneficiaries and/or TC Partner organisations in the consortium?
Previous Involvement in Research and innovation actions	Describe relevant research/ innovation actions in which the organisation took part
Current involvement in Research and Innovation actions	Describe relevant research/ innovation actions in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

Partner Organisations in TC Legal Name	
General Description	
Role and Profile of key people	As above
Key Research Facilities, Infrastructure and Equipment	As above
Do you have independent research premises?	As above
Previous Involvement in Research and innovation actions	As above
Current involvement in Research and Innovation actions	As above
Relevant publications and/or research/innovation products	Max 3

7. Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union[13]. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review procedure.

Ethics Review is part of the overall H2020 Appraisal Scheme and Ethics Review concerns all proposals and actions including Ethics Screening and Ethics Assessment (if necessary). Under the H2020 Ethics Appraisal Scheme, Ethics Checks can be carried out during the action's implementation and for a period of up to two years afterwards.

When preparing a proposal, **it is required to conduct an Ethics Self-assessment** starting with the completion of an Ethics Issues Table (Part A). In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them. **Please refer to the Ethics Self-Assessment Guidelines under Horizon 2020**[14].

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B2 Section 7.

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law;
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities.

⚠ **Important!** Note that according to the revised Art. 34.2 Grant Agreement, before the beginning of an activity raising an ethical activity, the appropriate ethics committee opinions required under national law or any

[13] Charter of Fundamental Rights of the European Union, 2000/C 364/01.
See also http://www.europarl.europa.eu/charter/default_en.htm

[14] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

notification/authorisation for activities raising ethical issues required under national and/or European law must be obtained. The documents must be kept on file and be submitted upon request to the Executive Agency. If they are not in English, they must be submitted together with an English summary which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned.

2) Explain in detail how you intend to address the issues mentioned in the ethics issues table (Part A), in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);
- Research **methodology** (e.g. protection of any personal data collected, consent procedures, involvement of children, clinical trials, etc.);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
- Include a table explaining the task and the WP where the activities will be performed to fulfil the ethical requirements.

Make sure to follow the guidance provided in the ethics self-assessment guidance note when addressing the different issues raised by your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will consider this section.

⚠ **Important!** Please indicate which WP, deliverable, and/or task concerns the ethical issue you describe to avoid any unnecessary confusion during the Ethics Evaluation process.

8. Letters of Commitment of Third Country Partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC Partner organisations (see details Annex 4 - point 2 of the Guide for Applicants). The letter of commitment must explicitly refer to the proposal (call and acronym) as well as to motivate/explain the engagement to implement the secondments planned in the proposal. Please note that the letter must be signed by the legal representative of the concerned institution. Template provided in Annex 6 of the Guide for Applicants.

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Research and Innovation Staff Exchange (RISE)

Call: H2020-MSCA-RISE-2018

PART B

"PROPOSAL ACRONYM"