Horizon Europe Programme

Marie Skłodowska-Curie Actions
Postdoctoral Fellowships (HE MSCA SE)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 1.0
28 October 2021

Application form (Part A)

Call:
()

Topic:

Type of Action:
()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

How to fill in the forms

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

Proposal ID

Acronym

1 - General information

Fields marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists 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 *Estimated duration of the project in full 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.

Descriptor1 Word or words that best describe(s) the subject of your project. Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract *

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? ○ Yes ○ No

Please give the proposal reference or contract number.	
	Remove

Application forms

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Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *	☐
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	☐
3) We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project.	☐
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.	☐
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	☐
6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity, as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.	☐
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 428/2009, or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	☐
8) We confirm that the activities proposed do not - aim at human cloning for reproductive purposes; - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or - intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. - lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding.	☐
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State.	☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Organisation data

PIC	**Legal name**

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown

SME Data

Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.

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

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name *Name of the department/institute carrying out the work.* ☐ not applicable

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Links with other participants

Type of link	Participant

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title _____ Gender ◯ Woman ◯ Man ◯ Non Binary

First name* Last name*

E-Mail*

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.* ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx* *Phone 2* *+xxx xxxxxxxxx*

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage	Role of researcher (in the project)	Reference Identifier	Type of identifier	
										Remove

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Role of participating organisation in the project

Project management	☐
Communication, dissemination and engagement	☐
Provision of research and technology infrastructure	☐
Co-definition of research and market needs	☐
Civil society representative	☐
Policy maker or regulator, incl. standardisation body	☐
Research performer	☐
Technology developer	☐
Testing/validation of approaches and ideas	☐
Prototyping and demonstration	☐
IPR management incl. technology transfer	☐
Public procurer of results	☐
Private buyer of results	☐
Finance provider (public or private)	☐
Education and training	☐
Contributions from the social sciences or/and the humanities	☐
Other If yes, please specify: (Maximum number of characters allowed: 50)	☐

Proposal ID

Acronym **Acronym is mandatory**

Short name

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)

Proposal ID

Acronym **Acronym is mandatory**

Short name

Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below? ○ Yes ◉ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas** to be **covered** and addressed via concrete measures and targets are:
    - work-life balance and organisational culture;
    - gender balance in leadership and decision-making;
    - gender equality in recruitment and career progression;
    - integration of the gender dimension into research and teaching content;
    - measures against gender-based violence including sexual harassment.

3 - Budget

Participant number	Organisation short name	Role	Country	Academic sector	IO	No of seconded researchers	Number of person months	Contributions for seconded researchers	Institutional contributions		Total
								Staff Member Unit Costs	Research, training and networking costs	Management and indirect costs	
1				No	No	0					
Total						0	0		0	0	

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.

4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos			Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	○ Yes	◉ No	
Does this activity involve the use of human embryos?	○ Yes	◉ No	
2. Humans			**Page**
Does this activity involve human participants?	○ Yes	◉ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	○ Yes	◉ No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	○ Yes	◉ No	
3. Human Cells / Tissues (not covered by section 1)			**Page**
Does this activity involve the use of human cells or tissues?	○ Yes	◉ No	
4. Personal Data			**Page**
Does this activity involve processing of personal data?	○ Yes	◉ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	○ Yes	◉ No	
Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	○ Yes	◉ No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	○ Yes	◉ No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	○ Yes	◉ No	
5. Animals			**Page**
Does this activity involve animals?	○ Yes	◉ No	
6. Non-EU Countries			**Page**
Will some of the activities be carried out in non-EU countries?	○ Yes	◉ No	
In case non-UE countries are involved, do the activities undertaken in these countries raise potential ethics issues?	○ Yes	◉ No	
It is planned 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	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	○ Yes	◉ No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	○ Yes	◉ No	
Does this activity involve low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)	○ Yes	◉ No	
Could the situation in the country put the individuals taking part in the activity at risk?	○ Yes	◉ No	
7. Environment, Health and Safety			**Page**

Proposal ID

Acronym

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes	◉ No	
Does this activity deal with endangered fauna and/or flora / protected areas?	○ Yes	◉ No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes	◉ No	

8. Artificial Intelligence			Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	○ Yes	◉ No	

9. Other Ethics Issues			Page
Are there any other ethics issues that should be taken into consideration?	○ Yes	◉ No	

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines How to Complete your Ethics Self-Assessment ☐

Application forms

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Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:
- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters 5000

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters 5000

Security issues table

1. EU Classified Information (EUCI)[2]			Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	○ Yes	◉ No	
Does this activity involve non-EU countries?	○ Yes	◉ No	
2. Misuse			**Page**
Does this activity have the potential for misuse of results?	○ Yes	◉ No	
3. Other Security Issues			**Page**
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes	◉ No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes	◉ No	

[2]According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

[3]Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

[4]EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

Project proposal – Technical description (Part B)

Instructions for Drafting Part B of the Proposal

Part B of the proposal contains the details of the proposed research and innovation activities along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the relevant sections, using both the descriptive text and the tables provided. Please note that the explanatory notes included in the Part B proposal template explain the award criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme.

Applicants must structure their proposal according to the headings indicated in the Part B proposal template.

Please note that this call will be a single-stage proposal submission and evaluation procedure. **An RTF (rich text format) version** of the submission template can be downloaded from the Electronic Submission Service. Applicants must ensure that their proposals conform to this layout and to the instructions given.

Note: For the 2021 call, applicants must submit Part B of their proposal as two separate documents:

Document 1 (part B1): must comprise the Start Page, Table of Contents, List of Participating Organisations data (including non-academic sector and declarations tables), and Part B sections 1-3. **The maximum length for this document is 32 pages**. The Start Page must consist of **one whole page**. The Table of Contents must consist of **one whole page**. **Section 1 must start on page 3 of the document**. Of the **maximum 30 pages applied to sections 1, 2 and 3**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **The expert evaluators will disregard any excess pages above the 32-page limit,** *since all pages in excess will automatically be blanked out once the application is submitted*.

Document 2 (part B2): must consist of Part B sections 4-5. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per associated partner).

Note that applicants will not be able to submit their proposals in the submission system unless both documents 1 and 2 are provided.

Size limit of the documents: Please note that the **maximum size for each document is 10 MB**. The upload of any documents above this size limit will fail in the submission system. Applicants are reminded to test the system in advance, and avoid submitting their proposal at the last minute.

The **minimum font size** allowed for the main text is **11** points. Standard character spacing and a minimum of single line spacing has to be used. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). The reference font for the body text of proposals is **Times New Roman** (Windows platforms), **Times/Times New Roman** (Apple platforms) or **Nimbus Roman** No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font is legible and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit).

As an indication, such a layout should lead to a maximum of between 5.000 and 6.000 possible characters per page (including spaces).

For the tables, the font size chosen must be clearly legible by the expert evaluators. The minimum font size is therefore **9** points. **Tables should not be used to circumvent the minimum font size indicated for the main text**. Literature references should be listed in footnotes, font size **8**. All footnotes will count towards the page limit. Please note that the experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the

page limit. Please make sure that both documents comprising Part B of the proposal carry as a header to each page the proposal acronym.

All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to apply the following numbering format: "Part B - Page X of Y". For both documents comprising Part B of the proposal, applicants must use exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the Electronic Submission Services of the Commission. Applicants are instructed to **name their part B1 and B2** as follows: **Proposal Number-Acronym-Part B1.pdf / Proposal Number-Acronym-Part B2.pdf.**

DEFINITIONS	
Deliverable	A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).
Impacts	Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). Impacts generally occur sometime after the end of the project.
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.
Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project.
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.
Research output	Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.
Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'.

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Staff Exchanges (SE)

Call: HORIZON-MSCA-SE-2021

PART B

“PROPOSAL ACRONYM”

TABLE OF CONTENTS (*max. 1 page*)

START PAGE COUNT – MAX 30 PAGES

1. Excellence

1.1. Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

Required sub-headings:

- Introduction, objectives and overview of the research and innovation programme. Detail the research and innovation objectives. Are the objectives measurable and verifiable? Are they realistically achievable?
- Pertinence and innovative aspects of the research programme (in light of the current state of the art and existing programmes / networks). Describe how your project goes beyond the state-of-the-art, how the overall research programme will deliver scientific breakthroughs, and the extent to which the proposed work is ambitious.

The action should be divided in **Work Packages** and described in the table below. The Work Packages should reflect the research objectives. Only brief headings and overviews of the Work Packages should be presented in Table 1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1 – Work Package[1] (WP) List

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination)[2]	Number of person-months involved per secondment[3]	Lead beneficiary	Startmonth	End month

The title of the scientific Work Packages should give a good idea of the scope of the research & innovation objectives of that Work Package.

1.2. Soundness of the proposed methodology (including international, interdisciplinary and inter-sectoral approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices)

Required sub-headings:

- Overall methodology: Describe and explain the overall methodology including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.
- Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives (fill in Table 2 with the interdisciplinary secondments). If you consider that an

[1] A work package is defined as a major subdivision of the proposed project.
[2] Encode person months for R&I activities only
[3] The same person-month should not be declared in multiple WPs.

interdisciplinary approach is unnecessary in the context of the proposed work, please provide a justification.

⚠ *Same-sector secondments (that meet the interdisciplinary conditions) in EU Member States and Horizon Europe Associated Countries (MS/AC) are eligible for funding for up to 1/3 of the project total eligible person-months funded by the EU.*

⚠ *Secondments are considered as Interdisciplinary if the activities performed during the secondment integrate aspects (information, data, techniques, tools, perspectives, concepts or theories) from two or more different scientific disciplines.. In assessing the interdisciplinary dimension of proposals, expert evaluators will consider the descriptors (keywords) available in part A of the proposal form making reference, in principle, to the* ***first level of MSCA keywords****. You may refer to a few examples in our FAQ.*

Table 2 – Interdisciplinary secondments between beneficiaries

N.	(from) Sending beneficiary	Sector Keyword/ Discipline	(to) Receiving beneficiary	Sector Keyword/ Discipline	Work Package no.	Total n. of secondments (Total Person months per beneficiary*

* Please, list only the total amount per beneficiary and do not list all individual secondments

- Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account in the project's research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.

  ⚠ *Remember that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*

  ⚠ *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.*

  ⚠ *Sex, gender and diversity analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to Gender equality in research and innovation | European Commission (europa.eu). For further information, you can refer to the "gendered innovation" project page on Europa website, where a report with methodology and tools on integration of gender dimension in research content is available.*

- Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices is appropriate for your project, please provide a justification here.

  Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).

⚠ *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'*

- Research data management and management of other research outputs: Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide maximum one page on how the data will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):
  - Types of data/research outputs/research outputs (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.
  - Findability of data/research outputs: Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.
  - Accessibility of data/research outputs: IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.
  - Interoperability of data/research outputs: Standards, formats and vocabularies for data and metadata.
  - Reusability of data/research outputs: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.
  - Curation and storage/preservation costs; person/team responsible for data management and quality assurance.

⚠ *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data findable, accessible, interoperable and reusable (FAIR) as a deliverable at mid-term and revised towards the end of a project's lifetime.*

⚠ *For guidance on open science practices and research data management, please refer to the relevant section of the Horizon Europe Programme Guide on the Funding & Tenders Portal.*

1.3. Quality of the proposed interaction between the participating organisations in light of the research and innovation objectives

Required sub-headings:

- Contribution of each participating organisation in the activities planned, with particular emphasis on the scientific objectives described in section 1.1.
- Justification of the main networking activities (e.g. workshops/trainings/conferences, etc.).

2. Impact

2.1. 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 level

Required sub-headings:

- Describe the development and sustainability of new and lasting research collaborations resulting from international, interdisciplinary and/or inter-sectoral secondments and the networking activities implemented.
- Describe how the project will generate knowledge transfer that will benefit the participating organisations.
- Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.

2.2. Credibility of the measures to enhance the career perspectives of staff members and contribution to their skills development

Required sub-headings:

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

2.3. Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

Required sub-headings:

- Plan for the dissemination and exploitation activities, including communication activities:

Describe the planned measures to maximise the impact of your project by providing a first version of your '*plan for the dissemination and exploitation including communication activities*'. Regarding communication measures and public engagement strategy, the aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.

⚠ *In case your proposal is selected for funding, a more detailed plan will need to be provided as a mandatory project deliverable submitted at mid-term stage with an update towards the end of the project.*

⚠ *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, describe the measures for a plausible path to commercialise the innovations.*

- Strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

⚠ *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*

⚠ *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is*

best suited to reach the target group addressed. Where relevant, describe the measures for a plausible path to commercialise the innovations.

Concrete plans for sections 2.3 must be included in the corresponding implementation tables.

⚠ *Note that the following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:*

Dissemination, Exploitation of Results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. It should be 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. Ensure that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Public engagement

Researchers should ensure that their research activities 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.

⚠ *You can also refer to the Communicating EU research and innovation guidance for project participants as well as to the "communication" section of the Online Manual.*

2.4. The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts.

Required sub-headings:

⚠ *Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.*

⚠ *Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit.*

- Expected scientific impact(s), e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);
- Expected economic/technological impact(s), e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.
- Expected societal impact(s), e.g. decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision-making, raising consumer awareness.

⚠ *Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts.*

⚠ *Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful. 'Magnitude' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; 'Importance' refers to the value of*

those benefits. For example, number of additional healthy life years; efficiency savings in energy supply, etc.

3. Quality and Efficiency of the Implementation

3.1. Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

Required sub-headings:

- Work Packages description (please include table 3);
- List of major deliverables (please include table 4);
- List of risks (please include table 5).

Note - Due date: The schedule should indicate the **number of months** elapsed from the start of the action (Month 1).

You should describe:

- *Consistency and adequacy of the work plan and the activities proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.). Describe how the proposed secondments are necessary to implement the activities described and their duration is appropriate to achieve the objectives.*
- *Credibility and feasibility of the action through the activities proposed.*
- *Credibility and feasibility of the allocation of secondments proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.). Describe how the number of staff available and the staff member profiles are appropriate to implement the activities linked to the different secondments.*

⚠ *Important! Please read this section carefully as there is information on what are Work Packages, tasks, deliverables. The tables provided (Table 3 and Table 4) must be included as part of your description*

⚠ *In all cases, the beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers and the Code of Conduct for their Recruitment*[4].

⚠ *Please consider the environmental aspects in light of the MSCA Green Charter*[5]

[4] Both available at https://euraxess.ec.europa.eu/jobs/charter/european-charter

[5] Available at https://ec.europa.eu/research/mariecurieactions/green-charter. The MSCA Green Charter constitutes a code of good practice for all recipients of MSCA funding – both individuals and institutions – and promotes the mainstreaming of environmental considerations in all aspects of project implementation. In so doing, the Charter seeks to reduce the environmental footprint of MSCA-funded projects, to raise awareness of environmental sustainability, and to serve as a catalyst in promoting best practice in sustainable research management.

Table 3: Work Package description

Work Package no.	"X*"			**Start/Eend month**[6]		__/__	
Work Package title	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)						
Lead beneficiary[7]							
Participating organisation short name**							
Total person months per Participating organisation:							
Objectives: *Explain the main objectives of the Work Package (e.g. R&I, Training, Transfer of Knowledge (Through secondments, After secondments /Through reintegration)*							
Description of Work and role of specific beneficiaries/associated partners broken down and listed into numbered tasks including the following details: **Task "X.1"** • *Total number of person months allocated to secondments= "__" :* • *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"** • …							
Description of deliverables: *- provide a brief description of the planned deliverables that is consistent with the deliverables to be listed from all Work Packages in Table 4* *- 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 4.

Table 4 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.

[6] **Start/End Month** refers to months of the project not calendar months

[7] **A "lead beneficiary" must be a beneficiary (= organisation established in a Member State/Associated Countries)** and cannot be an associated partner

⚠ ***Important!*** *The secondments encoded in Part A should NOT be entered in this deliverable Table 4. 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 reports) as managerial deliverables.*

⚠ ***Important!*** *Any secondments planned to do "purely management activities" (e.g. project coordination meetings, report drafting, etc.) will not be supported. Encode person months for R&I activities only.*

Table 4 – Deliverables list

Scientific deliverables						
Deliverable no[8]	**Deliverable title**	**WP no.**	**Lead beneficiary short name[9]**	**Type[10]**	**Dissemination level[11]**	**Due date[12]**
Management, Training, and Dissemination Deliverables						
Deliverable Number	**Deliverable title**	**WP no.**	**Lead beneficiary short name[13]**	**Type**	**Dissemination level**	**Due date**

- Consider the risks that might endanger reaching the action's objectives and the contingency plans to be put in place should risk occur.

Table 5 – Risks List

Risk no.	Description of risk	WP no.	Proposed mitigation measures
R1	e.g. delay in planned secondments		

⚠ ***A critical risk*** *is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.*

[8] 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.

[9] A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be an associated partner organisation

[10] 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

[11] 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 in terms of both quality and confidentiality.
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

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

[13] **A "lead beneficiary" must be a beneficiary (= organisation established in a MS/AC)** and cannot be an associated partner

Level of likelihood *to occur: Low/medium/high*
The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.
Level of severity*: Low/medium/high*
The relative seriousness of the risk and the significance of its effect.

3.2. Quality, capacity and role of each participant, including hosting arrangements and extent to which the consortium as a whole brings together the necessary expertise

Required sub-headings:

- Appropriateness of the infrastructure and capacity of each participating organisation, as outlined in Section 4 (Participating Organisations), in light of the tasks allocated to them in the action;
- Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to each beneficiary/associated partner in the action, including in light of their experience.

STOP PAGE COUNT – MAX 30 PAGES (SECTIONS 1-3)

DOCUMENT 2 (*no overall page limit applied*)

4. Participating Organisations

Note that:

- *Any 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 REA as a ground to disregard the participation of an organisation based on insufficient operational capacity.*

Table 6– 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 assess correctly the operational capacity of non-academic beneficiaries.

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

Table 7 – Organisations (Beneficiaries and Associated partners) 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 contribute significantly 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 associated 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	Max 5

research/innovation products	

Associated partner organisations 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

Declarations

Name (institution / individual)	Nature of relationship

- Applicants **must** use the table above to **declare any inter-relationship between different participating beneficiary institutions or individuals** (e.g. family ties, shared premises or facilities, joint or part ownership, financial interest, overlapping staff or directors, etc.)

5. Letters of Commitment

Please use this section to insert scanned copies of the required letters of commitment.

Associated partners must include a letter of commitment in Part B (document 2) of the proposal to ensure their real and active participation in the proposed network. Such letters must follow the template below and should be signed by an authorised person, scanned and included in section B.5. The expert evaluators will be instructed to disregard the contribution of any associated partners for which no such evidence of commitment is submitted.

In case the letter does not follow the template or fail to give enough information on the associated partner's role and/or enough assurance on their commitment in the project (e.g. no signature, wrong proposal references, outdated letter), the experts may penalise the proposal on these aspects under the implementation evaluation criterion.

5.1. Template of Commitment letter for associated partners

- On headed paper of the associated partner organisation

- Beyond any additional information that the associated partner wishes to indicate in its letter of institutional commitment, the following text should appear in all its parts and with no modifications:

I undersigned[14] _____, in my quality of Legal Authorized Representative of[15] _____, commit to set up all necessary provisions to send/host the secondments contributing to the development and implementation of the proposal number _____ - acronym _____ submitted within the call **HORIZON-MSCA-2021-SE-01** should the proposal be funded.

We will contribute to the [*explanation of the activities performed by the associated partner organisations in order to ensure a successful implementation of the project*].

I am aware of and agree with the principle that the setting up of such provisions is a precondition for the proposal to be funded.

[*Free field for any additional information that the participating organisation wishes to indicate*]

We are pleased to provide any additional information on our commitment towards the project upon your request or the request of the European Commission.

Name, date, signature

[14] First name and surname
[15] Name of the organisation/faculty/department

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PART B

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PART B

“PROPOSAL ACRONYM”

TABLE OF CONTENTS (*max. 1 page*)

1. Excellence

1.1 Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

- Introduction, objectives and overview of the research and innovation programme.
- Pertinence and innovative aspects of the research programme

Table 1 – Work Package (WP) List

Work Package No.	Work Package title	Activity type (e.g. research, training, management, communication, dissemination)	Number of person-months involved per secondment	Lead beneficiary	Startmonth	End month

1.2 Soundness of the proposed methodology (including international, interdisciplinary and inter-sectoral approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices)

- Overall methodology
- Integration of methods and disciplines to pursue the objectives

Table 2 – Interdisciplinary secondments between beneficiaries

N.	(from) Sending beneficiary	Sector Keyword/ Discipline	(to) Receiving beneficiary	Sector Keyword/ Discipline	WP number	Total n. of secondments (Total Person months per beneficiary*

- Gender dimension and other diversity aspects
- Open science practices
- Research data management and management of other research outputs

1.3 Quality of the proposed interaction between the participating organisations in light of the research and innovation objectives

- Contribution of each participating organisation in the activities planned
- Justification of the main networking activities

2. Impact

2.1 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 level

- Describe the development and sustainability of new and lasting research collaborations
- Describe how the project will generate knowledge transfer
- Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.

2.2 Credibility of the measures to enhance the career perspectives of staff members and contribution to their skills development

- Describe how the action contributes to realising the potential of individuals

2.3 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

- Plan for the dissemination and exploitation activities, including communication activities
- Strategy for the management of intellectual property, foreseen protection measures

2.4 The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts

- Expected scientific impact(s)
- Expected economic/technological impact(s)
- Expected societal impact(s)

3. Quality and Efficiency of the Implementation

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

- Work Packages description
- List of major deliverables

Table 3: Work Package description

Work Package no.	"X"			**Start/end month**		__/__	
Work Package title							
Lead beneficiary							
Participating organisation short name							
Total person months per participating organisation:							
Objectives:							
Description of Work and role of specific beneficiaries/associated partners broken down and listed into numbered tasks including the following details: **Task "X.1"** **Task "X.X"** • …							
Description of deliverables:							

Table 4 – Deliverables list

Scientific Deliverables						
Deliverable no.	**Deliverable title**	**WP no.**	**Lead beneficiary short name**	**Type**	**Dissemination level**	**Due date**
Management, Training, and Dissemination Deliverables						
Deliverable number	**Deliverable title**	**WP no.**	**Lead beneficiary short name**	**Type**	**Dissemination level**	**Due date**

- Consider the risks

Table 5 – Risks List

Risk No.	Description of risk	WP no.	Proposed mitigation measures

3.2 Quality, capacity and role of each participant, including hosting arrangements and extent to which the consortium as a whole brings together the necessary expertise

- Appropriateness of the infrastructure and capacity of each participating organisation
- Consortium composition and exploitation of participating organisations' complementarities

STOP PAGE COUNT – MAX 30 PAGES (SECTIONS 1-3)

DOCUMENT 2 (*no overall page limit applied*)

4. Participating organisations

Table 6– 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)

Table 7 – Organisations (beneficiaries and associated partners) data

Beneficiary (Organisations in EU MS/AC) legal name	
General description	
Role and Profile of key people	
Key Research Facilities, Infrastructure and Equipment	
Independent research premises?	
Previous Involvement in Research and innovation actions	
Current involvement in Research and Innovation actions	
Publications and/or research/innovation products	

Associated partner organisations Legal Name	
General Description	
Role and Profile of key people	
Key Research Facilities, Infrastructure and Equipment	
Do you have independent research premises?	
Previous Involvement in Research and innovation actions	
Current involvement in Research and Innovation actions	
Relevant publications and/or research/innovation products	

Declarations

Name (institution / individual)	Nature of relationship

5. Letters of Commitment

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