

# ULB Guide for Marie Skłodowska-Curie Actions - Individual Fellowships (MSCA-IF)

July 2018

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This guide follows the [official template](#) of the MSCA-IF-2018 proposal.

The editable form of the template is available when initiating a [submission in the Participant Portal](#).

In the present document, the original text of the template is in black font.

The remarks and suggestions of the ULB European Liaison Office are in blue font.

Other sources of information: [FNRS resources](#) and [Net4mobility](#).

## General remarks:

- MSCA-IF focus on the fellow (Experienced Researcher, ER) and how the proposed project will increase their skills (scientific and transferable) for better career prospects.
- MSCA belong to the “Excellence in Science” strand of H2020, so the proposal must relate to excellent scientific research. But, the training project is equally important to the research project.
- Everything in the proposal should be concrete and properly justified. The researcher should try to answer to the “why” question in all parts of the proposal (e.g. why this HI, why this supervisor, why this training course, why this secondment, why this secondment institution, why this timing for this particular activity, why this journal for publication, why this conference, etc.)
- Don’t hesitate to give a personal tone to the proposal. You are asked to describe how this project will help you to reach your future career goals, so using generic and neutral texts will not help the evaluators to understand your own career vision. You can also be creative, especially regarding activities planned to communicate your project to a large audience.
- There are parts of the template that feel like you are repeating some information (*marked in red font*). A little repetition will not harm. It is better to repeat yourself to a limited extent, than not giving the necessary information. Nevertheless we provide advice to minimize this repetition as much as possible.
- Evaluation panels are rather broad; therefore provide the reader with a concise introduction in the field and the key issues that need to be explored. Present your project in a simple and clear way because you have to convince 3 evaluators who are not necessarily experts in the exact same field of your project.
- Try to make the life of the evaluator easy: provide the information where the evaluator is expecting to find it. Evaluators score the proposal as they are reading through it and it is highly unlikely that they will go back to change a score.
- For resubmissions: No matter how obvious you think what you wrote is, no matter how irrelevant the evaluator’s remark seems, no matter how evident it is that the evaluator has misunderstood what you wrote, it is still “your fault” and you should remove any possible ambiguity.
- Please use this document as guidance and avoid copy/paste. Some information may not be relevant for your case.

For applicants that submitted also in 2017, the template of 2018 is largely the same. Here are the most important changes:

- No cover page, no table of contents
- List of participating organisations transferred from B1 to B2
- Section 1.1: **removal** of last bullet-point:

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*Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the experienced researcher and new collaboration opportunities for the host organisation(s).*

- The Career Development Plan has been transferred from section 1.4 to section 1.2
- Less details in the template on Dissemination, Exploitation and Communication in 2.2 and 2.3. the applicant is referred to links with detailed documentation.
- Merging of sections 3.1 and 3.2

Below is a list with the most important updates compared to the ULB guide 2017:

What	Where
More information on gender issues	Section 1.1
Removal on explanations on best career possibilities and new collaboration opportunities (consistent to the removal of this point from the official template)	End of section 1.1
Adding information on Career Development for post-doctoral researches with the opportunity of the MSCA COFUND action IF@ULB.	Section 1.2
Further explanation on supervision details	Section 1.3
Further rationalisation of the link between 1.4 and 2.1	Sections 1.4, 2.1
Adaptation of section 3.1 (consistent with the merger between 3.1 and 3.2 of last year)	Section 3.1

**Part B-1:**

The **maximum** total length for this document is **10 pages**. It should be composed as follows (detailed description below):

- Section 1: Excellence
- Section 2: Impact
- Section 3: Implementation

Of the **maximum 10 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: after the call deadline, **excess pages will automatically be made invisible, and will not be taken into consideration by the experts.**

It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Applicants will not be able to submit their proposal in the submission system unless **both** Parts 1 and 2 are provided **in PDF format** (Adobe version 3 or higher, with embedded fonts).

## **START PAGE COUNT – MAX 10 PAGES**

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### **1. Excellence<sup>1</sup>**

 As an orientation, the excellence part will contribute for 50% of the total score so the pages dedicated to it should not be more than 5.

#### ***1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects***

Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the action.

Discuss the research methodology and approach, highlighting the type of research / innovation activities proposed.

Explain the originality and innovative aspects of the planned research as well as the contribution that the action is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented.

Discuss the interdisciplinary aspects of the action (if relevant).

Discuss the gender dimension in the research content (if relevant). 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 as an integral part of the proposal to ensure the highest level of scientific quality.

**Quality** refers to the scientific questions, the objectives, the idea/concept behind the project, and the importance for the scientific area;

**Credibility** refers to the appropriateness of the proposed methodologies for achieving the objectives; give supportive evidence on the feasibility of the approach, for example through preliminary results. Credibility is also based on the researcher's personal track record and that he/she is the correct person to bring this particular project to a successful completion. Therefore, refer to your own work in the state of the art; if you have no experience because you are changing field then mention the work of your supervisor. You could also refer to your ability to work on the frontier of the field and to bridge between disciplines. Explain in two sentences why you are the most suitable person for the project and give proofs of feasibility. Credibility also refers to the ability of your supervisor to guide you through this research.

**Novelty** is referring to those aspects that are creative and innovative (not necessarily new, but implemented in a novel way) compared to the state of the art and therefore advance science in the particular field; for example an existing technique that has not been used before in this scientific field, but the researcher proves in the proposal that its use would offer a new insight; or a methodology that combines elements from different scientific disciplines to investigate a topic that has been so far examined with methods from only one particular discipline.

The issue of **inter/multidisciplinarity** will be taken into account in the evaluation even if it is not an innovative element but a standard situation for the specific scientific field.

**Gender** is a cross-cutting issue in Horizon 2020. It can be part of the projects research content and/or part of the project's organisation (e.g. participants). The researcher is invited to explicitly comment on any gender issues related to the research (if relevant) and how they will

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<sup>1</sup> Literature should be listed in footnotes, minimum font size 8. All literature references will count towards the page limit.

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be dealt with; for example, gender balance in a survey response. If not already familiar with addressing gender issues, the researcher could for example develop the expertise required through training (see section 1.2). ULB has developed a strong expertise in this domain and offers several seminars on Gender, especially through STRIGES at the Maison des Sciences Humaines (<http://msh.ulb.ac.be/equipes/striges/>). For information on ULB Gender policy, see also: <https://www.ulb.ac.be/ulb/presentation/genre.html>.

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Chapter 1.1 is where you introduce your project; your story should be clear, capture the reader and not leave open questions. Address the following aspects:

- **What is it about? Why is it important? Why now and why you?**

A concise, clear and up-to-date state-of-the-art is very important because it justifies the need for your project. If there is no need for research as a result of the current situation in the field, the evaluators will see no reason to suggest funding for the project.

Use a reasonable number of references in important journals of your field, to show that you are indeed following closely the state-of-the-art. If possible, add self-citations to show that you are part of the state-of-the-art, but do not limit yourself only to those, otherwise the evaluators will assume that your project concerns just you and not the entire scientific community (limited scope). Add also references to the work of your supervisor, in order to underline how this supervision is relevant for your project.

Present your key concept, the main idea addressed in the proposal. You have to bring upfront and highlight the importance of your project for the research field, how it is answering a research need, the timeliness of the project and the innovative aspects that it brings along. You will also have to present why you have what it takes to bring the project to a successful completion.

- **Objectives**

What are the research questions that are targeted by the project? The objectives, apart from being in-line with the state-of-the-art and your research idea, need to be realistic. Consider the duration of the project and the coherence of the work plan (see 3.1). Don't be overambitious because evaluators will doubt on whether you can actually do what you are proposing in the time that you have. Limit the number of objectives to the necessary ones (there is no right or wrong number) and consider whether it would suit you to have an alternative structure (e.g. one overarching goal and three objectives to reach it, etc.).

- **Research approach and methodology:**

What will you do? How will you do it (techniques, methods, analysis)? What is the degree of novelty in your approach? With whom will you do it? What is the particular challenge? Is there any risk associated (the risk management itself will be mentioned in 3.3)?

You could opt to describe the methodology and approach separately from the objectives; or you can use one paragraph under each objective and describe the methodology and novelty behind the tasks that need to be accomplished under each objective. You could opt to provide details on the work packages and related tasks here or you can give the main information here and go into the technical details in 3.1. Whatever your choice, do make sure that you provide sufficient level of detail on how you will actually carry out the work.

- **Interdisciplinary, multidisciplinary and inter-sectorial aspects**

This is explicitly mentioned in the criteria, so take into account how your project involves different scientific areas and different sectors (academia, industry). This could be in terms of impact, methods used, theoretical background, etc.

**1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host**

Outline how a two-way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain how the experienced researcher will gain new knowledge during the fellowship at the hosting organisation(s).
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

For **Global Fellowships** explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe (the beneficiary) during the incoming phase.

Describe the training that will be offered. Typical **training activities** in Individual Fellowships may include:

- Primarily, training-through-research by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferable skills (entrepreneurship, proposal preparation, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Participation in the research and financial management of the action
- Organisation of scientific/training/dissemination events
- Communication, outreach activities and horizontal skills
- Training dedicated to gender issues

A **Career Development Plan** should not be included in the proposal, but will be part of the action's implementation in line with the European Charter for Researchers. It should aim at achieving a realistic and well-defined objective in terms of career advancement (e.g. attaining a leading independent position) or resuming a research career after a break. The plan should be devised with the final outcome to develop and significantly widen the competences of the experienced researcher, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills.

This is a quite important part of the proposal and you need to be as specific as possible. Please give attention to the fact that it is a two-way transfer of knowledge and each way should be described with an equal level of detail.

! You can include some/most of the training activities in your Gantt chart. You can refer here to the symbols used in the Gantt.

**Quality of the training** means that the training is of high standards, offered by experts in their respective fields. The training provides you with the appropriate set of skills to bring this project into successful completion and your career prospects towards a step further.

**Appropriateness of the training** means that the training is suitable and adequate and you should consider the following elements:

- A careful consideration of its relevance to achieve the objectives that you have set in your project. It is important that you describe not only the type of training but also why you selected it and how it helps you to accomplish the tasks that you need to do.
- The coherence with your work plan and timeframe. It is advisable to select training that will not interfere with your research activities, but complement them.
- Your existing background and (lack of) competences. Your CV will be juxtaposed against your training plan, so you need to select training that will actually bring added value to you and your project.

The ability to identify a commensurate, concrete and suitable training plan is a sign that the project is well thought between you and your supervisor and this will be positively evaluated.

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### **From Host (and partner organisation) to ER**

There are two main training strands:

- Training through research (directly linked to the research subject) **and**
- Transferable training (soft skills, training not directly linked to the research subject).

Training through research is about the new knowledge that you will acquire by carrying out the research described in section 1.1 (this can be detailed per research objective if necessary). What exactly will you learn through your research activities during your stay in this research group/lab/department (and potential partner organisations) for two years (theoretical background, field research, methodological approaches, analytical techniques, etc.)? How will you expand or complete your existing research profile with this training through research?

Transferable training is not directly linked to the research project but is helping researchers to develop their skills for a future career and indirectly contributing to an overall meaningful fellowship. Beside the research activities, how will the fellow acquire the necessary skills for the future career? Skills of supervision, language, communication, seminar organization, research ethics, intellectual property, project management, grant writing, etc. At ULB, a broad set of transversal training topics are made accessible to Marie Curie Fellows following the ULB Human Resources Strategy for Researchers (HRS4R); please use the following link as inspiration (you may also cite it) and properly justify the topics that you select: <http://www.ulb.ac.be/recherche/presentation/euraxess/en-euraxesstraining.html>

You can also specify that in the framework of a COFUND MSCA action organized at ULB (IF@ULB), the university will organize until April 2019 a career development programme especially dedicated to postdoctoral fellows. The complete list of the training sessions offered is accessible in the website of the programme (<https://if-at-ulb.ulb.be/life-at-ulb#career-development>)

Please check with your supervisor what type of training is offered at the scale of the department/unit. This is often not known at the institutional level and is often organised ad

hoc. Please consider training that is relevant and necessary for your project. If it is not covered by the HI then search for the best Partner Organisations that can offer it (secondment).

### **From ER to Host (and/through partner organisation)**

Not only you are choosing the HI that best suits your project, but the HI is choosing you because your experience and competences fit the research line of the HI. What competences and expertise are you bringing to the HI and what kind of activities will you to transfer this knowledge to the host group (describe the specific expertise of the ER versus the expertise currently available at the host group)?

- (Co-)Supervision of PhD students
- Training of personnel on a specific technique
- Co-publishing with some other group members
- Giving lectures for advanced courses
- Being involved in organisation of doctoral schools
- Transferring back the knowledge from secondments

### ***1.3 Quality of the supervision and of the integration in the team/institution***

Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training especially at advanced level (PhD, postdoctoral researchers). Information provided should include participation in projects, publications, patents and any other relevant results.

Again a justification is necessary here. Why is this particular supervisor the most appropriate one for your project and your personal development? How will your supervisor be concretely involved in the technical/scientific/scholarly objectives addressed in the project (e.g. providing hands-on training, courses, supervision, monitoring, contributing to the research itself)? How does this expertise fit the purposes of the project and why is it needed?

The role of other people in the HI that are crucial for your project can be described here but we suggest avoiding terms like "co-supervision", which might bring confusion on who is the main reference point regarding your supervision. Be advised that you will be required to describe the key persons also in **Part B2 – Section 5**.

*To avoid repetition with section 3.2 on project/quality management*, we suggest to mention briefly the general supervision strategy here (meetings, reports) and refer to the specific details in section 3.2 (e.g. frequency, agenda, nature of reports, implication of other experts).

Describe the hosting arrangements<sup>2</sup>. The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain the maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

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<sup>2</sup> The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion.



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For GF both phases should be described - for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re)integration of the researcher.

There are two strands in this part: the integration within the research team (research oriented) and the integration within the institute (socially oriented).

#### **Concerning the integration in the research team**

Explain how the group fits your project, how the group members will help you to move forward and how you will help them to further develop their competencies. Explain how you will be integrated in the group (e.g. scientific and non-scientific group meetings, monthly presentations to the staff, contribution in publications depending on the area of expertise, participation in workshops, additional responsibilities like instrumentation maintenance, etc.).

#### **Concerning the integration in the host environment**

To facilitate his/her integration in a French-speaking environment, the fellow will be given the opportunity to attend language lessons organised by the university.

To ensure that researchers are provided with all the support they need when moving to Belgium, the ULB has set up an International Welcome Desk, which is committed to provide pro-active support and rapid follow-up on all queries regarding any administrative procedure for newcomers (<http://www.ulb.ac.be/international/international-welcome-desk-en.html>). This Welcome Desk is a Euraxess contact point managed by a native English-speaker, Sue Black (s.black@ulb.ac.be), who has extensive experience in hosting researchers and expatriates and a good understanding of their needs and concerns. The fellow will be contacted well before his/her arrival in Belgium to offer hands-on assistance with visas, work permits and residence permits, accommodation, rental contracts, medical insurance, schools and childcare, language lessons, bank accounts, tax and social security etc. On arrival in Belgium, the fellow will be offered a Welcome Pack containing maps, brochures, information in English about the university, etc. Throughout their stay in Belgium, the fellows are welcome to stop by the International Welcome Desk without prior appointment between 9h and 17h30, Monday to Friday, should they have any concerns or questions.

In addition to the support provided by the International Welcome Desk, the EU Liaison Office in the ULB's Research Administration Department is acting as a proxy and will assist with the administrative follow-up and management of the Marie Curie Grant and facilitate the fellows' contact with the university's departments (e.g. Human Resources and Financial departments).

The fellows will have the possibility to participate to a large number of social events organised in or outside the Campus (e.g. by student clubs). Furthermore, Brussels is a very active city and the ULB central administration regularly diffuses information and promotes cultural, sport and other social events throughout the entire city.

To conclude, please include elements of the following paragraph:



HR EXCELLENCE IN RESEARCH

As signatory of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, the hosting organization, Université libre de Bruxelles (ULB), guarantees optimum working conditions for researchers. ULB was awarded, based on its human resource strategy and its action plan ([https://www.ulb.ac.be/recherche/presentation/euraxess/docs/HRS4R\\_ULB\\_2018-2021.pdf](https://www.ulb.ac.be/recherche/presentation/euraxess/docs/HRS4R_ULB_2018-2021.pdf)), the EU logo "Human Resources Excellence in Research".

#### ***1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship***

Researchers should **demonstrate** how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers, **during** the fellowship. Explain the new competences and skills that will be acquired and how they relate to the researcher's existing professional experience.

Please keep in mind that the fellowships will be awarded to the most talented researchers as shown by the proposed research and their track record (Curriculum Vitae, section 4), in relation to their level of experience.

It is important to examine your CV and identify what you have already achieved and how the project will complete your track record and further develop your competences. You are coming with a certain background that will help evaluators judge whether this background, combined with the research & training received during the fellowship will be able to reinforce your potential towards professional independence.

List the new competences that you are expected to acquire during the fellowship and how these will improve your CV: For example, during the fellowship:

- you will improve your scientific knowledge, expertise on X, Y, Z;
- get the opportunity to collaborate with senior scientists and have discussions with people of different fields of expertise;
- participate to conferences and group meetings;
- follow courses; etc.

The word **during** is underlined because focus is given here on the rather "narrow" timeline of this project. **The longer-term impact will be part of section 2.1.**

**Independence** is another key word. Try to convince the reader how you are capable of taking up all the skills and knowledge you will acquire during your fellowship and implementing them to become more independent in your field (e.g. by the end of the fellowship you will be able to have your own group). You can do that by highlighting what you have been doing so far (e.g. publications record, invited talks, leadership skills, receiving grants, network collaboration) and how the new skills bring you a step further.

Don't forget to mention in what way the host institution is going to contribute to this process (e.g. through the resources made available, through the intellectual exchange within the group, through the scientific network opening up to you, etc.)

## **2. Impact**

### ***2.1 Enhancing the potential and future career prospects of the researcher***

*Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the experienced researcher **after** the fellowship.*

*Focus on how the new competences and skills (as explained in 1.4) can make the researcher more successful in their long-term career.*

This project is a step towards the next stage of your professional life and you need to state in the proposal what your ambition is in terms of a long-term career. The word **after** is underlined because this section is exceeding the "narrow" timeline of the fellowship and looking at the future.

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So, you are required to look at the longer term: where do you see yourself or where do you want to be in 5 years after the end of the project and beyond? This could for example be the start of your own research group, applying for ERC, obtaining a tenure track position, establishing scientific leadership in the field, joining an excellent non-academic research organisation, starting your own company, founding a think-tank, etc.). Other elements that could be important are the possibility to have ground-breaking and important publications independent from your PhD supervisor, the potential to extend your network that will help you to find a good research position, benefit from international recognition, etc. Explain how this fellowship contributes to achieving this goal. Explain the added value of the skills that you mentioned in section 1.4 in your further successful career.

Compared to 1.4, 2.1 is looking more towards the long-term and the extent to which this fellowship (the entire package of skills acquired) will constitute a decisive added value for the future.

**Note:** We suggest to cover **briefly** two additional items of the general impact of the project even if not explicitly mentioned in the template

- the impact of this fellowship on the field, on the society (e.g. in terms of innovative methodologies that could be taken up, new policy inputs, training of skilled personnel, transfer of knowledge for reinforced transnational collaboration, bridging disciplines)
- the long-term impact and opportunities arising for the HI (e.g. new research lines, new possibilities for collaborative research projects, etc.)

## 2.2 **Quality of the proposed measures to exploit and disseminate the project results**

Describe how the new knowledge generated by the action will be disseminated and exploited, and what the potential impact is expected to be. Discuss the strategy for targeting peers (scientific, industry and other actors, professional organisations, policy makers, etc.) and to the wider community. Also describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant.

For more details refer to the ["Dissemination & exploitation" section of the H2020 Online Manual](#).

Concrete planning for exploitation and dissemination activities must be included in the Gantt chart.

**Note:** As the titles of sections 2.2 and 2.3 reveal, the **Dissemination and Exploitation strategy is about the results** of the action, contrary to the **Communication Strategy that refers to all the different activities of the project** and not only the results. Both strategies can address different audiences but the Dissemination and Exploitation is more linked to peers (without excluding the wider community) and the Communication strategy is more linked to the general public (while not excluding the peers). Some activities are at the borderline between Dissemination and Communication (e.g. a website where you explain in layman terms an important result), but this is not problematic and you shouldn't worry on the location, as long as the activity is properly described.

How will the fellow disseminate the **results** of the project to the scientific and broader community?

- within the institution(s)
- at (inter)national conferences
- in scientific journals
- to stakeholders (industrial partners, societal organisations, policy makers, etc.)

- to a broader audience

Consider the results generated in the project: data, scientific tools, software, designs, theory, policy recommendations, proof-of-concept installations, biomarkers, molecules, etc. Some of these outcomes may be useful to others, either for further research or for commercial purposes. Clarify how you will make your scientific results available to others. Keep in mind that open access principle is an obligation for all H2020 projects, please consult the guidelines in the hyperlink provided.

Justify your strategy: Why are you selecting these specific activities? What is the target audience for each activity and how do you think you will be able to reach them effectively? What is the expected outcome of such a dissemination strategy?

You need to show that you are aware of the economic and/or societal benefits (if relevant for your project) and that you will have the support you need if any kind of commercial or societal exploitation is envisaged. Your supervisor is also expected *to take an active role in ensuring that research results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises*. Add some text adhering to the following lines:

*“In case of commercially valorisable research results I will be assisted in the exploitation process by the Technology Transfer Office (TTO) of ULB. Indeed, the TTO is in charge of Intellectual Property issues and of the protection of research results obtained within the research units of the university; it is involved in the transfer of knowledge and technologies to society and the marketplace. Moreover, the terms of each license agreement are subject to an agreement of the Valorization Committee of the ULB.”*

### **2.3. Quality of the proposed measures to communicate the project activities to different target audiences**

Demonstrate how the planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way they can be understood by non-specialists.

The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

For more details, see the guide on [Communicating EU research and innovation guidance for project participants](#) as well as the ["communication" section of the H2020 Online Manual](#).

Concrete planning for communication activities must be included in the Gantt Chart.

You should address here how you are planning to communicate the project's activities (all types of activities, not only results: organisation of a workshop, visit to a school, webpage up and running, a very important result, field trip) in simple words directed to a diversified audience (non-specialists).

Public engagement is part of Europe's firmly expressed strategy to bring science closer to society and thus create awareness of research performed with public funds. The goal of this strategy is to show how the outcomes of the research are relevant to the everyday life (creating jobs, training skilled personnel, introducing innovative ideas to real life applications thereby improving quality of life) and that everyone can access it. **This part is equally important to dissemination and exploitation.**

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List the different audiences and events to which you will have the opportunity to present your activities: scientific community, different stakeholders (and who), general public, school pupils, high school teenagers, school teachers, media coverage, newspaper articles, etc. Please don't limit yourself in simply stating which activities you will do, but try to explain **why** you want to engage in them, who concretely you are targeting and how it will help you (e.g. it will improve your communication skills, it will give you input/inspiration for your research, etc.).

These activities can be either fixed events organised by the HI, where you can be invited to participate or ad hoc events organised by your department or even by yourself. In any case, be explicit, for example:

*I will be invited by (a ULB centre) to give a lecture on (Fellow's theme) during the (event)*

Here are some suggestions of outreach activities and associated ULB resources (please adapt to your field and research):

- ✓ ULB has extensive experience in scientific outreach activities and all of the university's 13 faculties offer an outreach programme in their domain.
- ✓ The university's 12 museums (<http://www.ulb.ac.be/musees/index.html>) organize outreach programmes for the general public and schools.
- ✓ The ULB's Centre for Scientific Culture organizes science outreach activities in the city of Charleroi, where the second largest ULB campus is located. ([http://www.ulb.ac.be/ccs/Cerveaux\\_conferences.html](http://www.ulb.ac.be/ccs/Cerveaux_conferences.html))
- ✓ ULB (co-)organizes events such as:
  - "Spring Science Festival", a week-long event in March for schools and the general public: <http://sciences.ulb.ac.be/printemps/>
  - "Young researchers in the city", in collaboration with Lille 3 University: <https://jeuneschercheursdanslacite.wordpress.com/>
  - Brussels Scientific Film festival <http://www.ffsboxl.be/>; one week in March)
  - Children University <http://www.universitedesenfants.be/#presentation>, a whole year-long weekly sessions for children of 6-12 years old to discover science
- ✓ ULB is also invited to participate in regional/federal/European science outreach events such as:
  - "Brussels-Capital Region" Iris Festival (1<sup>st</sup> weekend in May) <http://irisfestival.brussels/>
  - Europe Day (1<sup>st</sup> Saturday in May) [http://europa.eu/about-eu/basic-information/symbols/europe-day/index\\_en.htm](http://europa.eu/about-eu/basic-information/symbols/europe-day/index_en.htm)
  - MSCA Researcher's night (last Friday in September) [http://ec.europa.eu/research/researchersnight/events\\_en.htm](http://ec.europa.eu/research/researchersnight/events_en.htm)
  - European Youth Event of the European Parliament (EYE) taking place every two years in May <http://www.europarl.europa.eu/european-youth-event/en/home/home.html>
  - Re@ct - Researchers at schools and universities (spring and autumn) [https://ec.europa.eu/research/mariecurieactions/events/20160503-react\\_en](https://ec.europa.eu/research/mariecurieactions/events/20160503-react_en)
  - "Jeunesses Scientifiques" ExpoScience (April) <http://www.isb.be/activites/exposciences/quest-ce-que-lexposciences/>
- ✓ ULB organises internally annual information sessions to present MSCA to a diverse student audience as well as targeted information sessions to IF candidates; the fellows of

(Delete as appropriate and include as header on each page)

ULB are regularly participating in such sessions to describe their personal experience in preparing and managing MSCA-IF. They thus help new candidates to get a realistic image of what preparing for an MSCA-IF means in practice

Public engagement and outreach activities are well in-line with ULB's third mission, Service to Society, alongside Research and Higher Education. ULB is offering personalized support to its Marie Curie fellows to enable them to design their own project-oriented outreach programme and participate in different communication events. For example: in May 2013, ULB organised the participation of three IEF/IIF fellows in Europe Day; in July 2015, a ULB IF fellow has been awarded the title of MSCA Fellow of the week; in September 2016, ULB arranged for the participation of an IF fellow in the European Youth Event; in May 2016, for the participation of 4 fellows in the Re@ct activity; in April 2017, for the participation of two fellows in the ExpoScience 2017; in May 2017, for the participation of an IF fellow in the EU Commission's Open Doors Day, etc.

- ✓ ULB's internal resources for the communication of research:
  - A dedicated department for communication events related to science & research (<http://sciences.ulb.ac.be/>).
  - A dedicated department for the communication of research results, (<http://www.ulb.be/dre/recherche/index.html>) and a dedicated website for presentation of Marie Curie fellows and their projects: (<http://www.ulb.ac.be/recherche/presentation/fr-mariecurieprojets.html>).
  - ULB's monthly Research newsletter, "Horizon Recherche" (<http://www.ulb.ac.be/newsletters/recherche.php>), devotes a special issue each year to the research activities of Marie Curie fellows at ULB. The newsletter is sent to readers outside the University, including Government bodies, funding agencies and the general public.
    - e.g. AAA, working on XXX (Project name) will be invited for an interview on his/her scientific profile, international mobility and the training he/she receives during the fellowship at ULB.
  - Esprit Libre (<http://www.ulb.ac.be/espritlibre/>) is a quarterly magazine devoted to activities ongoing at ULB. It is addressed to staff, students, alumni and a wide external audience.

⚠ Present your communication and public engagement strategy in a way that it doesn't appear as an obligation derived from the HI policy, but because it is important to do it in the context of your project.

**Note: For both communication and dissemination/exploitation**

⚠ Do refer to the mentioned guidelines in hyperlinks but in a way that it shows that you have truly read them.

⚠ Include the activities in your Gantt chart and refer in sections 2.2 and 2.3 to the symbols used in the Gantt, for easier connection. Examine also the possibility to present them in a tabular form in 2.2 and 2.3.

### 3. Quality and Efficiency of the Implementation

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

Describe how the work planning and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of person-months planned and requested for the project is appropriate in relation to the proposed activities.

Additionally, a Gantt chart must be included in the text listing the following:

- Work Packages titles (there should be at least 1 WP);
- Indication of major deliverables, if applicable;
- Indication of major milestones, if applicable;
- Secondments, if applicable.

The schedule should be in terms of number of months elapsed from the start of the action.

**A Work Package (WP)** is a logical grouping of tasks that need to be carried out to achieve the objectives set in chapter 1.1. There is no correct or wrong way of structuring the WPs, it is highly dependent on the nature of the work.

A typical structure suggests using one WP per objective and adding transversal WPs for knowledge transfer (training), for dissemination & communication and for management. Nevertheless, this is up to the researcher. The only important point is the coherence of the WP with the description of the work in chapter 1.1. It is a good opportunity to show the interrelation between the WPs (by drawing a scheme).

Typical information that should be clearly stated includes (i) the duration and the objectives of the WP (ii) the description of the tasks within each WP and how you will achieve them and (iii) the expected outcome and how this will be used eventually by other WPs.

As mentioned at the bottom of the Gantt, a **deliverable** is a distinct output within a WP, it can have a variety of forms and it is used by the Commission to monitor the progress and the quality of your project. Try to keep the number commensurate with the extent of work to be done within the respective WP. There is no right or wrong number, but keep in mind that this is an individual grant, not a collaborative project. You will be the sole responsible for the compilation of the deliverables so do not exaggerate and keep the number to the necessary.

As mentioned at the bottom of the Gantt, a **milestone** is a control point in your project and it doesn't need to take the form of a distinct output. It could be a major deliverable, a decision you will take with your supervisor, the participation in an important conference or the overcoming of a major risk point. They are equally important to the Commission and to you, because they frame the project's progress.

A **secondment** is a research/training visit to a partner organisation. If you decide to do a secondment, make sure that you abide to the rules concerning eligibility and duration (see the MSCA-IF official guide). To decide whether you will do a secondment or not, ask yourself (and/or your supervisor) **whether it is justified** for your project. A secondment must be meaningful and help to achieve the objectives of your project; without it, a successful completion may not be guaranteed. It should most certainly not be an artificial way to show mobility, if there is no specific purpose behind it.

- ✓ Is there any specific competence that you lack, that is necessary for your project and that your HI can't provide?
  - What is this missing competence exactly? How will the secondment cover it?
  - Will you gain further skills that will provide an added value to your CV?
    - e.g.: training for a specific technique in a company, will not just make you better at this technique; it will also give you the chance to become acquainted with working conditions in a non-academic environment

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- ✓ Why did you select this particular partner organisation from all the others that might offer similar training?
- ✓ Is the secondment timely? Does it make sense in the overall work plan?
- ✓ Is there complementarity with the HI?

You are asked to justify your **Gantt chart**: explain that the compiled schedule is appropriate for reaching your objectives, that the number of tasks is commensurate to the actual work that needs to be done, that the effort (in person-months) attributed to each WP/task is appropriate, that the work you are proposing is not unrealistic, that the secondments take place at an appropriate timing, that the resources at your availability will be properly spent (conferences, workshops, secondments, training).

The evaluator should understand that the planning of the project is well thought (nevertheless, evaluators are aware that there are always unexpected elements in fundamental research) because this will give them the guarantee that you know what you want to do and how.

The following **Gantt chart** is a template. You can adapt it as you see fit (see example right below the template). It should be as complete as possible, with all the information that will help the reader to follow your planning; but it should not be too heavy, otherwise the evaluators will have trouble understanding it. You can add elements from 2.2, 2.3, 3.2 (dissemination, communication, risk management, quality management, supervision) in your Gantt chart. Importantly, the Gantt chart needs to be consistent with the description of the project.



*This is an example Gantt chart only.*

**Notes:**

- The titles of the WP's indicated here do not have to be strictly followed or included in the Gantt chart for your specific proposal. Adapt as needed.
- The number of WPs provided here is an example only. Add or remove WP's as needed.
- Remove any columns for a duration longer than that of your proposal.
- Add as much detail as needed for your proposal.

Work Package	Title	Year 1												Year 2												Year 3											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
WP1	Management						D1.1																	M1.1												M2, D1.2	
WP2	Data collection						M2.1									D2.1																					
WP3	Field work						M3.1													M3.2	D3.1																
WP4	Research part x																	M4.1, D4.1																	M4.2, D4.2		
WP5	Research part y																							M5.1, D5.1													
WP6	Dissemination and communication					D6.1					D6.2			D6.3							D6.4																
WP7	Secondments																																		M7.1		
...	...																																				

Legend	Milestone	M
	Deliverable	D

A **deliverable** is a distinct output of the action, meaningful in terms of the action’s overall objectives and may be a report, a document, a technical diagram, a software, etc. Deliverable numbers should be ordered according to delivery dates. 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.

**Milestones** are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at 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 researcher must decide which of several technologies to adopt for further development.

PROPOSAL ACRONYM – Standard EF / CAR / RI / GF / SE  
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**Example**

	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
<b>Workplan &amp; Management</b>	<b>WP 1</b>	M1																										
	Task 1.1	D1.1																										
	Task 1.2				D1.2																							
	<b>WP 2</b>									M2																		
	Task 2.1									M2																		
	Task 2.2															D2.1												
	<b>WP 3</b>									M2																		
	Task 3.1																											
	Task 3.2													D3.1										D3.2				
	Risks (R)					R1									R2													
Supervision (SV)																												
<b>Training</b>	Courses (CO)		CO1			CO2									CO3					CO4								
	Secondment (S)									S1																		
	Conference (C)						C1		C2							C3								C4				
	Workshop (W)		W1									W2																
<b>Impact</b>	Dissemination (DM)					DM1				DM2													DM3		DM4			
	Communication (CM)								CM1			CM2				CM3						CM4		CM5				
	Exploitation - IPR (EX)																				EX1							

<b>Legend (examples)</b>	
<i>Deliverables</i>	D1.1: report on...; D1.2: report on...; D2.1: software...; D3.1: report on...; D3.2: report on
<i>Milestones</i>	M1: Decision on methodology; M2: Deliverable D3.1 submitted
<i>Risks</i>	R1: data availability; R2: number of interviewees
<i>Supervision</i>	(Virtual) meetings with supervisor every 4 months
<i>Courses</i>	CO1: Course at HI on...; CO2: Course at HI on ...; CO3: Course at XXX on ...; CO4: course at HI on ...
<i>Secondment</i>	S1: Secondment at XXX on...
<i>Conferences</i>	C1: Conference on XX at YY, etc.
<i>Workshops</i>	W1: Workshop on XX at YY, etc.
<i>Dissemination</i>	DM1: Presentation in department meeting; DM2: Post-doc day talk; DM3: presentation at C4; DM4: peer-review article
<i>Communication</i>	CM1: Video for ULB website; CM2: school visit; CM3: personal blog; etc.
<i>Exploitation</i>	EX1: Meeting with ULB's KTO for exploitation strategy

(Delete as appropriate and include as header on each page)

### 3.2 *Appropriateness of the management structure and procedures, including risk management*

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Describe the research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risks occur.

If applicable, discuss any involvement of an entity with a capital or legal link to the beneficiary (in particular, the name of the entity, type of link with the beneficiary and tasks to be carried out) → this is normally not applicable for ULB, please contact us in case of doubt.

If needed please indicate here the information on the support services provided by the host institution (European offices, HR services...)

The management structure depends on the nature of the work to be done, but overall we suggest to avoid a complex organisation with many bodies (it is not a collaborative project). The basic elements of the organisation of your project are you, your supervisor, the team you are working with and possibly some external advisors. You will be the main person responsible for the **day-to-day scientific and administrative management** of the project, but you will have to specify the role of the others and also a decision procedure in case decisions are to be made during the course of the project. You can refer to the supervision strategy that is described in 1.3.

Keep it simple and try to avoid giving the impression that managing the project will take up a lot of your time. It is important (it can be part of your training after all), but it is not more important than the research. You can state that you will have support from the Cellule Europe and the Financial Department for the administrative and financial management, respectively.

The progress monitoring is, in principle, the **quality management** of the project. You need to provide guarantee that there will be regular follow-ups of the progress and that you will not be left alone. It is important that the supervisor is also directly involved here, because it will prove the institutional commitment. Explain also the potential role of the rest of the team/unit/department, if applicable. Here are some options for the mechanisms:

- Written briefings every X days on prescheduled days and times
- Face-to face (or virtual) meetings with supervisor every Y months
- Presentation of progress at department meetings every Z months
- Invitation of 1-2 external experts and annual presentation of progress

Formal progress monitoring (at EU level) will be carried out through the official periodic and continuous reporting.

You can refer again to the **Intellectual Property Rights (IPR) management** of 2.2 if you like, but without any more details.

**Risks** may be related to the organization of the work (e.g. WPs relying too much on each other), the scientific approach (e.g. data for which you think it is possible to have a confidentiality agreement, an experimental technique which might not yield the results you thought it would) or external factors (e.g. unstable countries if you should go on a mission, defective instrument). You should not only describe how you will try to minimise any potential risk but also what kind of contingency plan you have if the risk does actually occur. You can envisage a table for the risk section.

#### **Example**

<b>Type of risk</b>	<b>Level of risk</b>	<b>Preventive action</b>	<b>Contingency plan</b>
Insufficient number of interviewees for a survey	Medium	Large diffusion via diverse communication channels (examples)	Expanding target group

You have already mentioned **support services** in section 1.3 when describing the measures in place for the integration in the institution. You can briefly repeat the essential here, referring also to section 1.3.

### **3.3 Appropriateness of the institutional environment (infrastructure)**

The active contribution of the beneficiary to the research and training activities should be described. For Global Fellowships the role of partner organisations in Third Countries for the outgoing phase should also appear.

Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).

Describe the infrastructure, logistics, facilities offered in as far they are necessary for the good implementation of the action.

⚠ *Do not neglect to give the information concerning the beneficiary **AND** the partner organisations.*

You are requested to provide information that will help evaluators understand that the involved institutions have the necessary operational capacity for the successful implementation of the project.

You can start by explaining where and how every institution will be involved (description of main tasks concerning research and training) and what kind of infrastructure they offer. You can do that by referring to your work plan (i.e. for WP1/Task 1.1, I will need to have access to XXX equipment that is available at my HI). The more active the participation of the HI, the clearer is the commitment and the more covered are the evaluators.

Infrastructure is basically technical like analytical platforms shared between departments for measurements, or computing servers or library facilities or online databases, etc. But you can also refer to the personnel, meaning other scientists of the department, with specific know-how in your field, that will help you with their expertise and that would also justify the choice of the HI.

If applicable, describe the complementarity between the participating organisations in terms of infrastructure, (e.g. you decided to include a secondment because you have found at a partner organisation something that is missing at the HI).

**STOP PAGE COUNT – MAX 10 PAGES**

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**Part B-2:**

Part B-2 must contain sections 4-7 as described below. **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 one page per partner organisation).

- Section 4: CV of the experienced researcher (maximum length: 5 pages)
- Section 5: Capacities of the participating organisations (1 page for the overview and 1 page for each participating organisation)
- Section 6: Ethical aspects
- Section 7: Letter of commitment of the partner organisation (for GF only)

Applicants will not be able to submit their proposal in the submission system unless **both** Parts 1 and 2 are provided **in PDF format** (Adobe version 3 or higher, with embedded fonts).

**Part B-2 Section 4 - CV of the Experienced Researcher**

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Ensure that the information provided in Parts A and B is fully consistent. Always mention full dates (dd/mm/yyyy) in your CV.

The CV should be limited to a maximum of 5 pages and should include **the standard academic and research record**. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

At a minimum, the CV should contain:

- a) the **name** of the researcher
- b) **professional experience** (in chronological order, using **exact** dates)
- c) **education** (in chronological order, using **exact** dates)

The CV should also include information on:

1. **Publications** in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** led by the experienced researcher.
6. **Organisation of International conferences** in the field(s) of research, including membership in the steering and/or programme committee.
7. Examples of **participation in industrial innovation**.
8. **Prizes and Awards**.
9. **Funding** received so far
10. **Supervising** and **mentoring** activities.

⚠ Do not forget, this is maximum 5 pages. This section will be examined in conjunction with section 1.4 and your potential to reach a position of professional maturity and independence. Your project will help cover any gaps identified in your CV and to help you reach this position.

You can present yourself (in a more personal tone) in an introductory paragraph and explain any particular elements that you want to draw attention to and any unconventional paths or decisions that you took during your research career. You should provide information on your main interests and describe your expertise and knowledge (to demonstrate that you are the right person for the project). Try to address all of the items mentioned below, as long as they are applicable. You may change the order or even add some items, e.g. international collaborations, institutional responsibilities, major achievements. The following is an example of a CV based on the MSCA template and completed with elements from the ERC template):

## Curriculum Vitae

### Personal Information

Name:

Researcher unique identifier (e.g. ORCID, Research ID, etc. ...):

Date of birth: not compulsory

URL for web site:

### Education

- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
PhD on ... with ... (mention your supervisor)
- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
Master on ...

### Current and previous position(s)

Provide an explanation on your mobility: interdisciplinary, international and inter-sectorial. It is easier to convince a reviewer that you will be able to manage your MSCA-IF project if you already have some experience in those elements. Provide information on the duties and skills you have acquired in these positions.

- DD/MM/YYYY – DD/MM/YYYY: Department/Institution/Country  
(Post-doctoral) Research fellow on ... in the team of Prof ....  
I was responsible for x, y, z and I have acquired expertise in x, y, z.
- ...

### Career breaks in research

- DD/MM/YYYY – DD/MM/YYYY:  
⚠ Particularly important for the Career Restart (CR) panel. Please indicate the reason for the break, the place of residence during this period, the duration in months and why you want to restart a career in research.

**Publications in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs** of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted

We suggest adding a few lines after each publication, where you provide a brief context, explain the authorship position and explain **your contribution** (e.g. idea and/or protocol design, concept, experiment, analysis of results, writing, supervision of work, editing, etc.). If possible, select articles where your contribution is substantial to help reviewers to evaluate your role. Indicate whether you are the main and/or corresponding author. Consider publications obtained through research conducted abroad (e.g. several short time visits to the same group leading to interesting publications could be seen as proof of independence and mobility).

Show the impact of your publications on research by providing citations (without self-citations). Consider to use, if appropriate, the options of bibliometric systems as ISI web of science or Scopus to provide graphs which demonstrate your citation growth per year.

### Granted patent(s)

If a patent has been introduced at a national level, you can also mention the countries where the patent rights have been applied for. Include information whether the patent has been successfully licensed and used for a product or a service.

**Research monographs, chapters** in collective volumes and any translations thereof

**Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools

(Delete as appropriate and include as header on each page)

If you have been invited as a speaker or keynote lecturer, mention the title of the lecture, the conference and the year. If you have no invitation as a keynote lecturer at an international conference, then list all other invitations to (inter)national workshops.

**Research expeditions** that the Experienced Researcher has led

**Organisation of International conferences** in the field of the applicant (membership in the steering and/or programme committee)

Be precise about your role in the organization of conferences/workshops (e.g. initiator, organizer, session chair, panel chair, member of the programme committee, local organization chair, technical programme committee, special chair in a particular area...)

- DD-DD/MM/YYYY: Event type & name/participant number/country  
My implication in this conference was ...

**Examples of leadership in industrial innovation**

Demonstrate this through involvement in industrial contract research or involvement in the set-up of a start-up company or secondment in a company that led to innovative developments. If you have such a role, present clearly your scientific/scholarly/engineering contribution.

**Prizes and Awards**

Concerning awards and prizes, list them with an explanation describing the nature of the award and why it is important.

- DD/MM/YYYY: Award name/Awarding authority/Country  
I have been offered this award as the result of...

**Funding** received so far

Describe your role in attracting fundings (as PI, coordinator, WP leader), the overall amount and the funding agency. Other relevant information could be the nature of the project selected for funding, the overlap with the MSCA-IF grant, the number of collaborators. If you have not obtained a research grant or fellowship yet, consider including travel or conference grants. A PhD fellowship is important to mention.

**Supervising, mentoring activities**, if applicable.

Clearly state what kind of supervision you have conducted: day-to-day, project work, bachelor, master or PhD thesis, field work supervision, experimental work. When and where? Where you the primary and direct supervisor? Were you asked for advice? Have “your” students chosen a research career? Where are they now?

- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
I was the supervisor of two master students who are currently PhD students ...

**Teaching activities**

- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
Teaching position, topic and load

**Institutional responsibilities**

Do you have other (academic) responsibilities? Interest and involvement in capacity building activities within your university or the scientific community demonstrate that you are willing to be involved with responsibilities other than research (e.g. in scientific management). Mention memberships in university committees, past or current / administrative or management roles within an institution or department.

- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
Member of intra-university selection committee for PhD applicants in the area of x, y, z.



(Delete as appropriate and include as header on each page)

- DD/MM/YYYY – DD/MM/YYYY: Department/Faculty/University/Country  
Member of the research ethics committee/ graduate student advisory group

**Commissions of trust**

- DD/MM/YYYY – DD/MM/YYYY: Advisory board member of H2020 project XX (name and reference)
- DD/MM/YYYY – DD/MM/YYYY: Review board member for Journal of XX (name, number of reviews, frequency)

**Memberships of scientific societies**

- DD/MM/YYYY – DD/MM/YYYY: Member of the European Society of XX (name and reference)
- DD/MM/YYYY – DD/MM/YYYY: Member of the Research Network XX (name and reference)

**Major collaborations**

List the institutes you are collaborating with, especially at the international level.

- Name of collaborators, Topic, Name of Department/Institution/Country

**In addition, researchers without a doctorate** at the call deadline should clearly detail any period of full-time equivalent research experience in the CV (Part B, section 4). It is essential that the CV clearly explains how the research experience is calculated, following the template below.<sup>3</sup>

If this is applicable to you, please contact us to help you complete the table correctly.

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD <sup>4</sup> :	Institution name and country	Date of award (a)	
		DD/MM/YYYY	
Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
		xx %	(b) <sup>5</sup> = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY

<sup>3</sup> More entries can be added if needed. This table is beyond the 5-page limit.

<sup>4</sup> See [Definition](#) of Full-Time Equivalent Research Experience in this Guide for Applicants

<sup>5</sup> Please count only time spent in months on research activities.

(Delete as appropriate and include as header on each page)

	Full time research experience <sup>6</sup>		Duration of research activities expressed in months
			(c)
<b>Other research activities counting towards the total full-time postgraduate research experience</b>			
Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(d)
<b>Total full-time postgraduate research experience: number of months</b>			<b>= (b)+(c)+(d)</b>

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<sup>6</sup> Please count only time spent until the **IF 2018 call deadline (12/09/2018)** or the end of the PhD, whichever comes first.

**Part B-2 Section 5 - Capacity of the Participating Organisations**

List of participating organisations (one page)

Please provide a list of all participating organisations (the beneficiary and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation<sup>7</sup>) indicating the legal entity name, the department carrying out the work and the supervisor.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation planned (academic/non-academic) must be stated.

Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**.

Participating organisations	Legal Entity Short Name	Country	Supervisor	Role of partner organisation <sup>8</sup>
<u>Beneficiary</u>				
- NAME Université libre de Bruxelles	ULB	Belgium	XXX	
Entity with a capital or legal link				
- NAME	-	-	-	
<u>Partner Organisation</u>				
- NAME				

<sup>7</sup> All partner organisations should be listed here, including secondments

<sup>8</sup> For example hosting secondments, for GF hosting the outgoing phase, etc.

1 page for each role – choose one of: — <i>beneficiary (compulsory)</i> — <i>entity with a capital or legal link to the beneficiary (optional)</i> — <i>partner organisation for GF (compulsory for GF only)</i> — <i>partner organisation for secondment (optional)</i>	
<b>[Full name + Legal Entity Short Name + Country]</b>	
<b>General description</b>	<b>Of ULB in general (optional, if you have place):</b> Founded in 1834, Université libre de Bruxelles ( <a href="http://www.ulb.ac.be">http://www.ulb.ac.be</a> ) is one of the best Research Universities in Belgium, with considerable involvement in more than 200 projects funded by both FP7 and Horizon 2020. <b>Of the specific unit/laboratory (necessary):</b> The Unit of XXX led by Prof. YYY has more than 25 years experience in ZZZ...
<b>Academic organisation</b>	(Yes / No) delete as appropriate Yes for ULB
<b>Role and profile of key persons (supervisor)</b>	(names, title, qualifications of the main supervisor) Prof. XXX will be the supervisor of the project and will be actively taking part in the research and training activities with at least 20% of his/her time. He/she has extensive experience in YYY with at least 50 publications as last/corresponding author in peer-reviewed articles the last three years. He/she has supervised over 20 PhD and post-doc researchers (of which 5 ongoing), including 10 international researchers. Prof. ZZZ will be assisting the fellow in the use of a specific technique with approximately 10% of his/her time. (note: it is important to mention the percentage of dedication)
<b>Dept./Division / Laboratory</b>	To be completed
<b>Key research facilities, Infrastructure and Equipment</b>	Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher The group has access to state-of-the-art equipment including (name the equipment) and ULB provides unconditional access to the library, IT infrastructure, scientific databases, institutional repositories, etc... If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action in the following table. This is normally not applicable for ULB
<b>Independent research premises?</b>	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 entities? The entirety of the research facilities is owned by ULB at its research premises (campus xxx) (note: this statement is most likely valid, but maybe not for all infrastructures; please check with your supervisor). The specific unit owns the majority of the equipment and shares a supercomputing platform and an analytical chemistry platform with two other units under a flexible time plan.

	<p><i>If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link in the following table.</i></p> <p><i>This is normally not applicable for ULB</i></p>
<b>Previous and current involvement in research and training programmes</b>	<p><i>Indicate up to 5 <b>relevant</b> EU, national or international research and training actions/projects in which the beneficiary has previously participated and/or is currently participating</i></p> <p><i>National FP7, H2020, COST, etc...; choose the ones that are mostly relevant with the subject. Depending on the discipline we can provide information on EU projects. We have for the moment 10 on-going MSCA-IF projects</i></p>
<b>Relevant publications and/or research/innovation products</b>	<p><i>(Max 5) Only list items (co-)produced by the supervisor choose the ones that are mostly relevant with the subject</i></p>

Repeat as necessary for all organisations involved

### **Part B-2 Section 6 - Ethical Issues**

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding for Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively that they are aware of, and will comply with, European and national legislation and fundamental ethical principles, including those reflected in the [Charter of Fundamental Rights of the European Union](#) and the [European Convention on Human Rights and its Supplementary Protocols](#).

Please be aware that it is the applicants' responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

#### **The Ethics Review Procedure in Horizon 2020**

All proposals above threshold and considered for funding will be subject to an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an Ethics Issues Table (EIT) in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to complete also a more in depth Ethics Self-Assessment in Part B.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations. The Grant Agreement can only be signed if all ethics requirements have been duly addressed. The ethics review result will distinguish between ethics requirements to be addressed before Grant Agreement signature and those that can be cleared at a later stage (e.g. ethics approvals to be submitted before the start of the action task). In the latter case, a separate work package 'Ethics Requirements' listing the deliverables will be created automatically.

For more details, please refer to the H2020 [“How to complete your Ethics Self-Assessment”](#) guide.

#### **Ethics Self-Assessment (Part B)**

The Ethics Self-Assessment must:

**1) Describe how the proposal meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.**

For more information on how to deal with Third Countries<sup>9</sup> please see Article 34 of the [Annotated Model Grant Agreement](#), as well as the [rules for the protection of personal data inside and outside the EU](#). Please ensure and confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

Please list the documents provided with their expiry date.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, you will be required - if applicable - to confirm that you have obtained the following documents needed for implementing the action tasks in question:

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<sup>9</sup> In the context of ethics appraisal, Third Country refers to non-EU country; Associated Countries are "ethics" TC

(Delete as appropriate and include as header on each page)

(a) any ethics committee opinion required under national law and

(b) any notification or authorisation for activities raising ethical issues required under national and/or European law

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will obtain the relevant approvals/authorisations and any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorizations/opinions.

*The documents must be kept on file and be submitted upon request by the beneficiary to the REA (see Article 52). 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 (if available).*

*If you plan to request these ethics documents specifically for your proposed action, your request must contain an explicit reference to the action's title.*

**2) Explain in detail how you intend to address the ethical issues flagged, in particular with regard to:**

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);
- appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;
- possible harm to the environment the research might cause (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

In order to facilitate the ethics review of the proposal, please confirm (delete as appropriate):

<b>Humans</b>	
I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Animal</b>	
I confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Environmental protection and safety</b>	
I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained, and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Third country</b>	
I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Data protection</b>	

(Delete as appropriate and include as header on each page)

I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle).	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that relevant authorisations for further processing of previously collected personal data have been obtained and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that the data used are publicly available.	Yes <input type="checkbox"/> No <input type="checkbox"/>

The explanations above from the official guidance are already sufficiently detailed to guide you through the ethics part of your project. You will have to answer to some yes or no questions on ethic issues when you complete Part A (administrative part of the proposal). These questions will involve:

- Human participation
- Personal data
- Animals
- Non-EU countries
- Environment, Health and Safety
- Dual Use
- Exclusive focus on civil applications
- Potential misuse of research results
- Others ethics issues

If you respond yes to any of them, your project has ethics implications and you have to explain how you deal with these issues in the ethics self-assessment. Please read the documentation on how to complete an [Ethics self-assessment](#). If you already know how to deal with those issues (e.g. how you will get ethical approval, use the consent forms, treat questionnaire responses and acquired data, etc.) then do provide the associated documents. If this is not possible at the time of submission, then mention an approximate date when you will be able to provide the information. **You don't need to have the necessary documents (e.g. approval of an ethics committee) at submission.** You can provide them during the project before the corresponding activity begins. You will also get assistance in this issue from the European Liaison Office when the time comes.

If you respond no to all of them, but it is clear that your project has ethics implications, the Ethics Review will pick it up and you will be required to provide the necessary information. Thus, save time and don't "hide" anything thinking that you might avoid the burden.

⚠ As far as ULB is concerned there are three Ethics Committees that deal with different research domains:

- The [Hospital/Medicine Faculty Ethics Committee of Erasme-ULB](#) that is dealing with all ethical issues linked to medical research (humans and animals).
- The [Ethics Committee of the Faculty of Psychological Studies and Education](#) that is dealing with research in this specific domain.
- The Central Ethics Committee of ULB that is dealing with research that does not fall under the other two Committees.



**Part B-2 Section 7 - Letter of Commitment (GF only)**

For Global Fellowship proposals, a *letter of commitment of the partner organisations* (hosting the outgoing phase in a Third country) must be included in Part B-2 to ensure their real and active participation. Do not attach this letter as a separate PDF file or as an embedded file since this makes them invisible in the proposal. GF Proposals which fail to include a *letter of commitment* of the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

- heading or stamp from the institution;
- up-to-date (may not be dated prior to the call publication);
- the text must demonstrate the will to actively participate in the (identified) proposed action and the precise role.

Please note that no template for this letter is provided, only general indications.

Indicative Letter of Commitment:

<a href="#">[Corporate logo/heading]</a>
<a href="#">[Corporate Address]</a>
<a href="#">[Corporate Phone number]</a>
<a href="#">[Corporate E-mail]</a>
<b>Letter of Commitment</b>
Hereby I, <a href="#">[name]</a> , as <a href="#">[title]</a> of <a href="#">[corporate name]</a> , express the intention of my organization to participate as partner organisation in <a href="#">[Name of project]</a> . The proposal will be submitted within the framework of Marie Curie Individual Fellowship – Global Fellowship (IF-GF).
By my signature I confirm that I agree with the application submitted and I confirm the intention of <a href="#">[Corporate name]</a> to contribute to <a href="#">[project name]</a> in the following way:
<ul style="list-style-type: none"><li>• <b><i>[Why is the participation important for us?]</i></b><ul style="list-style-type: none"><li>a. <i>Topic/research area (future potential/enhance competitive edge)</i></li><li>b. <i>Project (the results/the perspectives of research and collaboration being opened)</i></li></ul></li><li>• <b><i>How are we going to participate?</i></b> <i>Research activities/Facilities/Resources/Training</i></li><li>• <b><i>What kind of future collaboration do we foresee?</i></b> <i>New approach/new way/increase present collaboration/internationalisation]</i></li></ul>
<a href="#">[Name, Title and contact information]</a> has been appointed as the contact person/supervisor on behalf of <a href="#">[corporate name]</a> for the duration of the project.
Signature of the legal authorized representative:
<a href="#">[Name]</a>
<a href="#">[Title]</a>
<a href="#">[Place and Date (after March 12, 2014)]</a>
<a href="#">[Stamp]</a>