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MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2017

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

[ETN] [EID] [EJD]
[delete as appropriate]

TABLE OF CONTENTS (*max. 1 page*)

LIST OF PARTICIPATING ORGANISATIONS (*max. 2 pages*)

Please provide a list of the consortium's members (both beneficiaries and partner organisations) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action.

For non-academic beneficiaries, please provide additional data as indicated in the table below.

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept. / Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation ¹
<u>Beneficiaries</u>								
- NAME								
<u>Partner Organisations</u>								
- NAME								

Data for non-academic beneficiaries:

Name	Location of research premises (city / country)	Type of R&D activities	No. of full-time employees	No. of employees in R&D	Web site	Annual turnover ² (in Euro)	Enterprise status (Yes/No)	SME status ³ (Yes/No)

- The information in the above table **must be based on current data, not projections**
- The financial and operational capacity of organisations participating in successful proposals will be subject to verification during the grant preparation phase

Declarations

Name (institution / individual)	Nature of inter-relationship

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

¹ For example, delivering specialised training courses, hosting secondments, etc.

² Defined as the total value of sales of goods and services during the last accounting period.

³ As defined in [Commission Recommendation 2003/361/EC](#)

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1. Excellence (starting on p.5)

1.1 Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

- Introduction, objectives and overview of the research programme. For ETN, it should be explained how the individual projects of the recruited researchers will be integrated into – and contribute to – the overall research programme. EJD and EID proposals should describe the research projects in the context of a doctoral training programme
- Research methodology and approach
- Originality and innovative aspects of the research programme (in light of the current state of the art and existing programmes / networks / doctoral research trainings)

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 1.1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1.1: Work Package⁴ (WP) List

WP No.	WP Title	Lead Beneficiary No.	Start Month	End month	Activity Type ⁵	Lead Beneficiary Short Name	ESR involvement ⁶

1.2 Quality and innovative aspects of the training programme (including transferable skills, inter/multi-disciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

- Overview and content structure of the training (ETN) or doctoral programme (EID/EJD), including network-wide training events and

⁴ A work package is defined as a major subdivision of the proposed action.

⁵ For example, research, management, dissemination, etc.

⁶ Indicate which ESR(s) will participate in the Work Package in question

complementarity with those programmes offered locally at the participating organisations (please include table 1.2a and table 1.2b)

- Role of non-academic sector in the training programme

Table 1.2 a Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	Planned Start Month 0-45	Duration (months) 3-36
1.			
2.			
3.			
...			
Total			

Table 1.2 b Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	ECTS ⁷ (if any)	Lead Institution	Action Month (estimated)
1				
2				
3				
4				

1.3 Quality of the supervision (including mandatory joint supervision for EID and EJD)

Required sub-headings:

- Qualifications and supervision experience of supervisors
- Quality of the joint supervision arrangements (mandatory for EID and EJD).

To avoid duplication, the role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (see section 5 below).

The following section of the European Charter for Researchers refers specifically to supervision:

Supervision

Employers and/or funders should ensure that a person is clearly identified to whom Early-Stage Researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge,

⁷ ECTS: European Credit Transfer and Accumulation System.
http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

1.4 *Quality of the proposed interaction between the participating organisations*

Required sub-headings:

- Contribution of all participating organisations to the research and training programme
- Synergies between participating organisations
- Exposure of recruited researchers to different (research) environments, and the complementarity thereof

2. Impact

2.1 *Enhancing the career perspectives and employability of researchers and contribution to their skills development*

In this section, please explain the impact of the research and training on the fellows' careers.

2.2 *Contribution to structuring doctoral/early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:*

- a) Meaningful contribution of the non-academic sector to the doctoral / research training (as appropriate to the implementation mode and research field)
- b) Developing sustainable joint doctoral degree structures (for EJD only)

2.3 *Quality of the proposed measures to exploit and disseminate the results*

Required sub-headings:

- Dissemination of the research results
- Exploitation of results and intellectual property

2.4 *Quality of the proposed measures to communicate the activities to different target audiences*

Required sub-heading:

- Communication and public engagement strategy

Concrete plans for sections 2.3 and 2.4 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. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

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 H2020 Online Manual](#).

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 (including awarding of the doctoral degrees for EID and EJD)

Required **sub-headings**:

- Work Packages description (please include table 3.1a);
- List of major deliverables (please include table 3.1b), including the awarding of doctoral degrees, where applicable⁸;
- List of major milestones (please include table 3.1c)
- Fellow's individual projects (please include table 3.1d);
- Gantt Chart, including secondment plan (please use template [below](#))⁹.

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

Table 3.1 a Description of Work Packages

WP Number	Start Month – End Month
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⁸ This could also be after the end of the action

⁹ Note that although the Gantt Chart will be assessed under section 3, the chart itself does not count towards the page limit and should be included under section 4.

WP Title	<i>(e.g. including Research, Training, Management, Communication and Dissemination...)</i>
Lead Beneficiary	
Objectives	
Description of Work and Role of Specific Beneficiaries / Partner Organisations <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations</i>	
Description of Deliverables <i>(brief description and month of delivery)</i>	

Table 3.1 b 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. These should be divided into scientific deliverables and management, training, recruitment and dissemination deliverables. Scientific deliverables have technical/scientific content specific to the action. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.

Scientific Deliverables						
Deliverable Number¹⁰	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type¹¹	Dissemination Level¹²	Due Date
Management, Training, Recruitment¹³ and Dissemination Deliverables						
Deliverable Number	Deliverable Title	WP No.	Lead Beneficiary Short Name	Type	Dissemination Level	Due Date

Table 3.1 c Milestones List

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

¹⁰ 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.

¹¹ Please indicate the nature of the deliverable using one of the following codes:
R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination and/or exploitation of results; **OTHER** = Other, including coordination

¹² 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;

¹³ **CI = Classified:** classified information as intended in Commission Decision 2001/844/EC. Including overall recruitment (e.g. advertising vacancies), Researcher Declarations on Conformity, Career development Plan, training deliverable x, etc. The individual recruitments should only be listed in Table 1.2a

may be a critical decision point in the action where, for example, the consortium must decide which of several technologies to adopt for further development.

Number	Title	Related Work Package(s)	Lead Beneficiary	Due Date ¹⁴	Means of Verification ¹⁵

Table 3.1 d Individual Research Projects

If applicable and relevant, linkages between the individual research projects and the work packages should be summarised here (one table /fellow).

Fellow (e.g. ESR1)	Host institution	PhD enrolment (Y/N)	Start date (e.g. Month 6)	Duration (e.g. 36 months)	Deliverables (refer to numbers in table 3.1b)
Project Title and Work Package(s) to which it is related:					
Objectives:					
Expected Results:					
Planned secondment(s): <i>Host, supervisor, timing, length and purpose</i>					

3.2 Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD)

Required sub-headings:

- Network organisation and management structure, including financial management strategy, strategy for dealing with scientific misconduct
- Joint governing structure (mandatory for EID and EJD actions)
- For EJD, joint admission, selection, supervision, monitoring and assessment procedures
- Supervisory board
- Recruitment strategy
- Progress monitoring and evaluation of individual projects
- Risk management at consortium level (including table 3.2a)
- Intellectual Property Rights (IPR)
- Gender aspects (both at the level of recruitment and that of decision-making within the action)
- Data management plan (*only if participating in Open Research Data pilot – see page 21 above*)

¹⁴ Measured in months from the action start date (month 1).

¹⁵ Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

Table 3.2a Implementation Risks

Risk No.	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. Delay in recruitment	WP x	

The following sections of the European Code of Conduct for the Recruitment of Researchers refer specifically to recruitment and selection:

Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (academic and non-academic) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

3.3 Appropriateness of the infrastructure of the participating organisations

Explain the appropriateness of the infrastructure of each participating organisation, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the action.

3.4 Competences, experience and complementarity of the participating organisations and their commitment to the programme

Required sub-headings:

- Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to each beneficiary/partner organisation in the action, including in light of their experience;
- Commitment of beneficiaries and partner organisations to the programme (for partner organisations, please see also sections 5 and 7).

i) Funding of non-associated third countries (if applicable): Only entities from EU Member States, from Horizon 2020 Associated Countries or from countries listed in General Annex A to the Work Programme are automatically eligible for EU funding. If one or more of the beneficiaries requesting EU funding is based in a country that is not automatically eligible for such funding, the application shall explain in terms of the objectives of the action why such funding would be essential. Only in exceptional cases will these organisations receive EU funding.¹⁶ The same applies for **international organisations** other than IEIO.

ii) Partner organisations: The role of partner organisations and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in section 7 (included within the PDF file, but outside the page limit).

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¹⁶ Article 10.2 of the Rules for participation and dissemination in "Horizon 2020" (Regulation (EU) No. 1290/2013 of the European Parliament and of the Council of 11 December 2013).

PROPOSAL ACRONYM - ETN / EID / EJD
(delete as appropriate and include as header on each page)