Individual Fellowships
Marie Sklodowska-Curie Actions
MSCA IF 2018 Call – Tips for a good proposal

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Salamanca, June, 13th 2018

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MINISTERIO DE ECONOMÍA, INDUSTRIA Y COMPETITIVIDAD

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CONTENT

I. MSCA Evaluation Process
II. Excellence
III. Impact
IV. Implementation
V. Part B2
VI. General comments, useful resources

I. MSCA IF 2018: Evaluation criteria

FORM B
TECHNICAL PROPOSAL

Evaluation Criteria

Criteria	Weight	Priority (ex.aequo)
Excellence	50%	1
Impact	30%	2
Implementation	20%	3

Threshold: 70%

No individual thresholds

Part B-1:
The start page and table of contents are no longer part of the template B1

NEW

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.

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)

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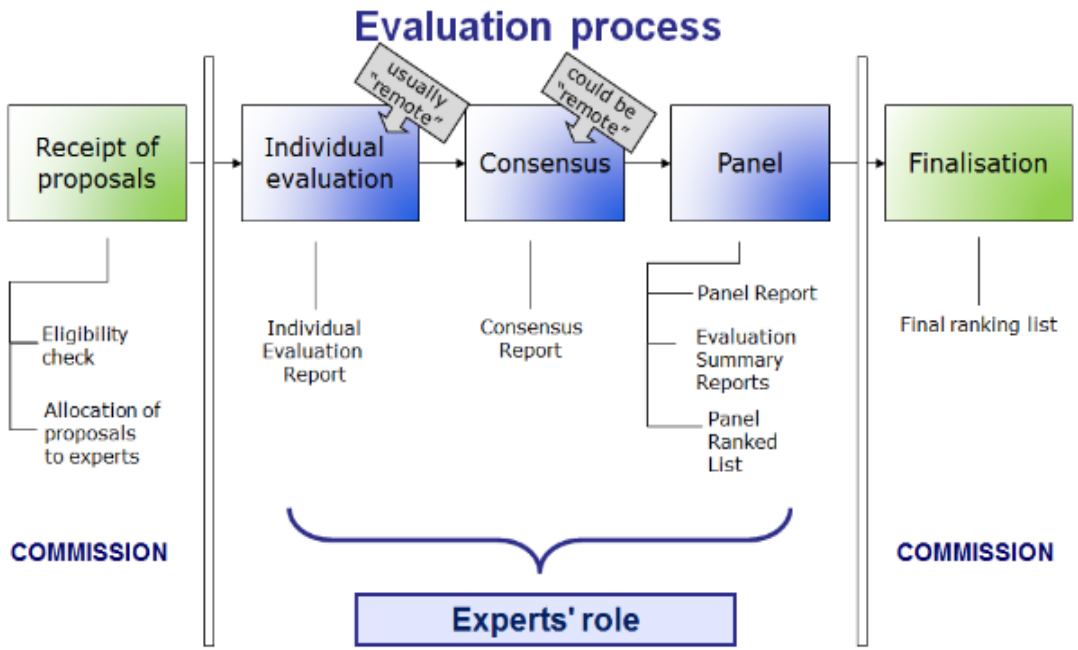
I. MSCA: Evaluation Process

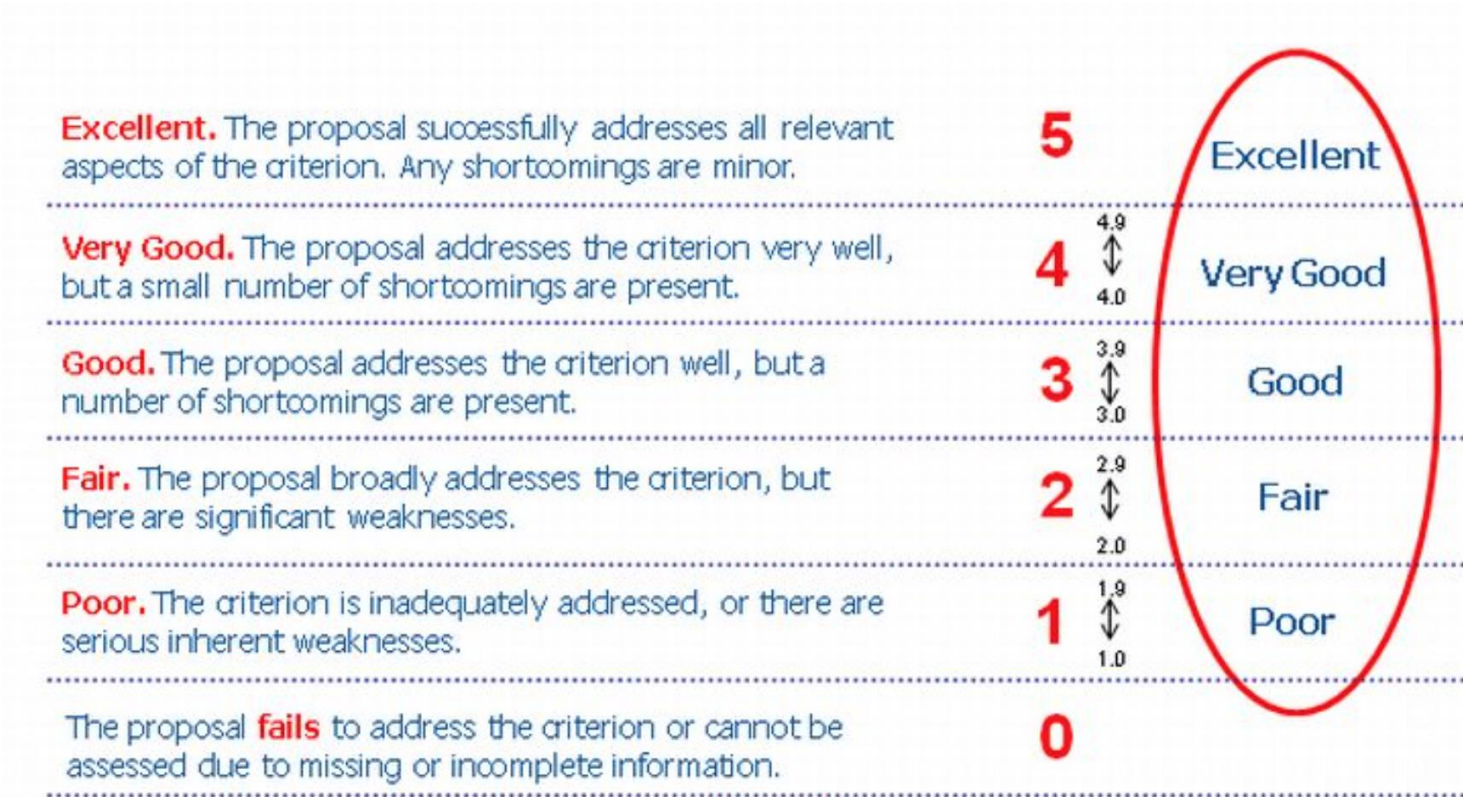
The diagram below depicts the main steps of the evaluation process and highlights at which stages the experts intervene.



FULL REMOTE EVALUATION

- **3** evaluators per proposal;
- **2** Vice-Chairs (VCs) of which 1 is rapporteur, and 1 cross-reader;
- **SEP Hands-on** Training for VCs;
- **Improved briefing for experts**: web-briefing (unconscious bias added), Q&A chat sessions, evaluators guide, SEP guidance movie;
- **SEP workflow and functionalities** adjusted to ease the remote consensus discussion;
- **Minority views:** Specific slots for teleconferences will be foreseen in order to solve critical cases remotely, before the central phase.

I. Evaluation: Scoring the proposal



Full scoring scale consistent with the comments

I. Evaluation: Individual Evaluation Report

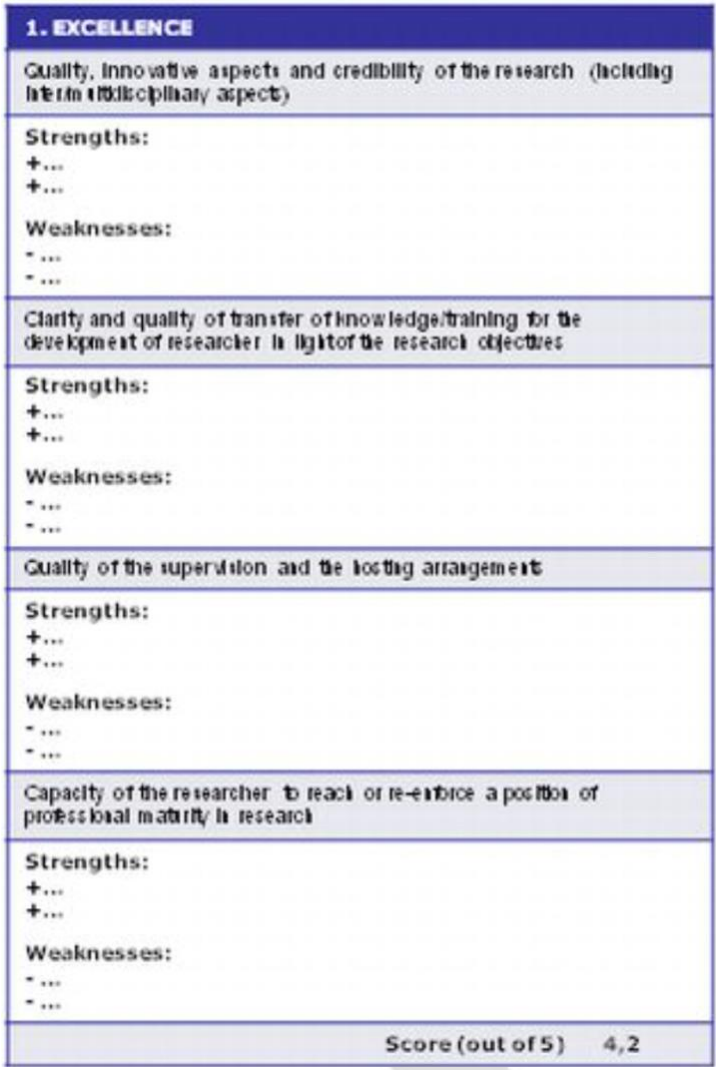
Each expert draft a IER (individual evaluation report) for each proposal assigned

In the IER:

List **strengths and weaknesses** in bullet point format

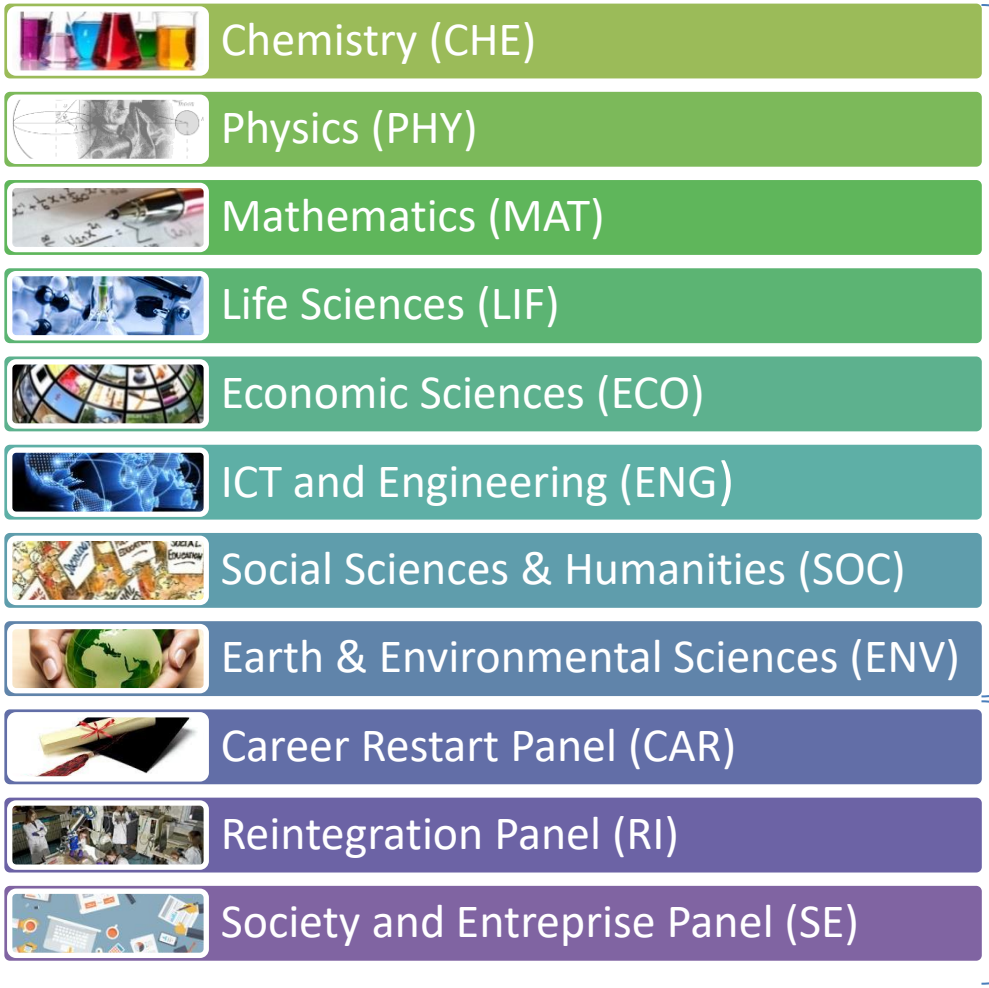
- Under each sub-criterion
- For each criterion (excellence, Impact and Implementation)

They will Score each Criterion



1. EXCELLENCE
Quality, innovative aspects and credibility of the research (including interdisciplinary aspects)
Strengths: +... +... Weaknesses: - ... - ...
Clarity and quality of transfer of knowledge/training for the development of researcher in light of the research objectives
Strengths: +... +... Weaknesses: - ... - ...
Quality of the supervision and the hosting arrangements
Strengths: +... +... Weaknesses: - ... - ...
Capacity of the researcher to reach or re-enforce a position of professional maturity in research
Strengths: +... +... Weaknesses: - ... - ...
Score (out of 5) 4,2

I. MSCA – IF 2018: Evaluation panels



EF: 8 scientific panels
GF: 8 scientific panels

CAR + RI + SE: multidisciplinar panels

- Choose from 1 of the 8 panels
- Choose your descriptors (3 at least)
  - ✓ 1 and 2: specific panel
  - ✓ 3-4-5: any of the scientific panels

- Descriptors will help matching the proposal to evaluators with adecuate expertise

- A list of Descriptors = Guide for Applicants

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II. Evaluation Criteria: Document 1 – PART B1

2017

IF - Marie Skłodowska-Curie Individual Fellowships		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	**Enhancing the potential and future career prospects of the researcher**	Coherence and effectiveness of **the work plan**
Quality and appropriateness of the training and of the two way **transfer of knowledge** between the researcher and the host	Quality of the proposed measures to exploit and **disseminate** the project results	Appropriateness of the allocation of **tasks and resources**
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to **communicate** the project activities to different target audiences	Appropriateness of the **management structure and procedures**, including risk management
Capacity of the researcher to reach or re-enforce a position of professional maturity/independence		Appropriateness of the **institutional environment** (infrastructure)
50%	**30%**	**20%**

2018

IF - Marie Skłodowska-Curie Individual Fellowships		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	Enhancing the future career prospects of the researcher after the fellowship	Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the management structure and procedures, including risk management
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the institutional environment (infrastructure)
Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship		
50%	**30%**	**20%**

NEW!

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II. MSCA IF 2018: Excellence

EXCELLENCE
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects
Quality and appropriateness of the training and of the two way **transfer of knowledge** between the researcher and the host
Quality of the supervision and of the integration in the team/institution
Potential of the researcher to reach or re-enforce a position of professional maturity/independence

Excellence 50% of the score

- Coherence and credibility
- Research and training
- Excellence of the researcher, of the supervisor, host institution

II. MSCA IF 2018: Excellence

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.

Guide For Applicants

II. MSCA IF 2018: Excellence

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.

Guide For Applicants

II. MSCA IF 2018: Excellence

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 transferrable skills (entrepreneurship, proposal preparation to request funding, 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)
- Taking part 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

NEW! + **Career Development Plan information to be included under this section**

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II. MSCA IF 2018: RRI aspects

Engagement

Gender Equality

Science Education

Ethics

Open Access

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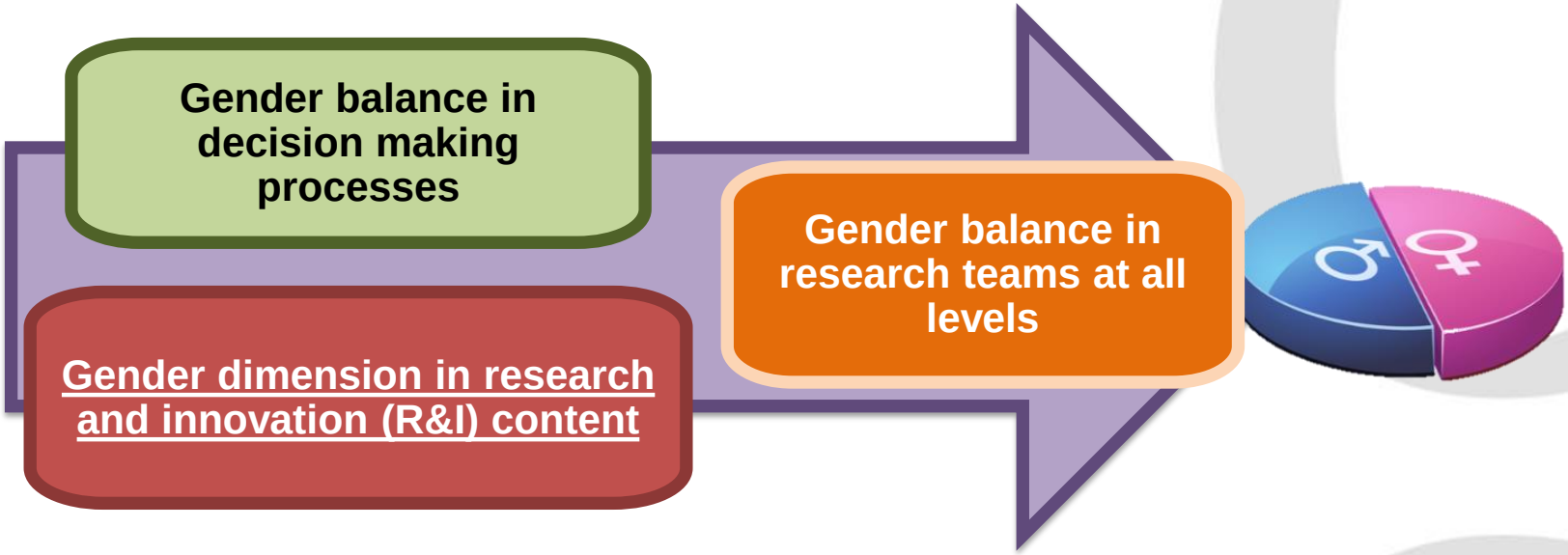
II. Gender aspects



Gender Equality as a **cross-cutting issue** in Horizon 2020 and its three objectives:

- ✓ **Gender** dimension in **Research** & Innovation content
- ✓ **Gender balance** in decision-making in managing Horizon 2020
- ✓ **Gender balance** and equal opportunities in **project teams** at all levels

II. Gender aspects

Sex refers to biological characteristics of women and men, boys and girls, in terms of reproductive organs and functions based on chromosomal complement and physiology. As such, sex is globally understood as the classification of living beings as male and female, and intersexed.

Gender refers to the social construction of women and men, of femininity and masculinity, which varies in time and place, and between cultures.

Gender dimension in research and innovation (R&I) content

- Gender dimension in research content means **integrating** sex and **gender analysis** into **research**.
- In other words, **taking into account** biological characteristics and social/cultural features of both women and men in R&I.
- It is an **added-value** in terms of innovation, creativity, excellence and returns on investments

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II. MSCA IF 2018: Excellence

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.

- Describe the **hosting arrangements**. The application must show that the experienced researcher will be well-integrated within the team/institution so that all parties gain 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.

Guide For Applicants

II. MSCA IF 2018: Excellence

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**.

Guide For Applicants

II. Excellence section: strenghts and weaknesses

+

"The proposed research is of very high quality utilising cutting-edge approaches."

""The training activities are well described and have specific, important and credible scientific objectives, complementing the researcher's background."

"Scientific quality & originality are excellent"

"The approach is perfectly suited to achieve the objectives."

"The project is original and innovative, and the timeliness matches the European and international research areas."

"It is an innovative and very interesting proposal with the potential to make a significant contribution to the field."

−

"The proposal is vague in terms of working methods, theories and scientific hypotheses."

"The proposal does not provide sufficient information to demonstrate that the research project has the potential to be applied more generally."

"The advancement of the state of the art that the project is expected to make lacks detailed justification."

"The description of the training objectives lacks detail."

"The proposal does not present sufficient data to assess the advantages and drawbacks of the proposed methods."

II. Excellence section: strenghts and weaknesses

The state-of-art in the field is adequately reviewed; the proposed approach and research methodology are clear and sound.

The high quality of the training program proposed to the researcher and the two way transfer of knowledge are convincingly demonstrated in the proposal.

The host institution has a recognized experience in supporting the development of researchers, and offers a good collaborative environment and opportunities for international networking.

The supervisor is fully appropriate to manage the proposed project.

The researcher has a strong experience in materials science and ******** ********, is highly motivated, has published many excellent scientific papers and has experience in (co)supervising MSc and PhD students.

The state-of-the-art presented is incomplete and does not adequately acknowledge previous work on **********. Besides, the specific research gaps that need to be addressed, including the approach (******* *******) that the researcher proposes to investigate, are not clearly discussed.

The proposal does not sufficiently demonstrate that the project involves significant innovative content. Some of the claimed novelties are rather overstated

The transfer of knowledge from the researcher to the host organization is not sufficiently described in the proposal.

The hosting arrangements are described in a too general way and the efficient integration of the fellow into the host team and institution is not enough demonstrated.

III. MSCA IF 208: Impact

IMPACT
Enhancing the future career prospects of the researcher after the fellowship
Quality of the proposed measures to exploit and **disseminate** the project results
Quality of the proposed measures to **communicate** the project activities to different target audiences

Impact 30% of the score

- Customize the section for the future prospects
- Science needs to reach further
- Expertise from both institutions and researcher from the dissemination/communication point of view

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III. MSCA IF 2018: Impact

2.1 Enhancing the future career prospects of the researcher after the fellowship

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.

- ✓ *Articulate clearly the advantages of this fellowship for your personal career development.*
- ✓ *Demonstrate to what extent competences acquired during the fellowship (described in Excellence), including any secondments, will maximise the impact on the researcher's future career prospects = describing the impact they will have*
- ✓ *Present the way in which the fellowship will contribute in the medium and long term to the development of the researcher's career.*
- ✓ *How will the training received help broaden – diversify the researcher's career and skillset?*
- ✓ *What's the next step in your career*
- ✓ *What do you learn in the IF to get there?*
- ✓ *What will you have achieved after the project?*

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III. MSCA IF 2018: RRI aspects

Engagement

Gender Equality

Science Education

Ethics

Open Access

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III. MSCA IF 2018: Communication vs. Dissemination

Dissemination (section 2.2)	Communication (section 2.3)
About **results only**	About the **project** and **results**
Audiences that may use the results in their own work e.g. peers (scientific or the project's own community), industry and other commercial actors, professional organisations, policymakers	**Multiple audiences** beyond the project's own community (include the media and the public)
Enable use and **uptake** of **results**	**Inform** and **reach out to society**, show the benefits of research
Grant Agreement art. **29**	Grant Agreement art. **38.1**
When results are available	Starts at the outset of the project

III. MSCA IF 2018: Communication Vs. Dissemination

What are the audiences we are addressing our messages to:

- Scientific Community
- Stakeholders
- Policy makers
- Final Users
- Industry…

DISSEMINATION
EXPLOTATION

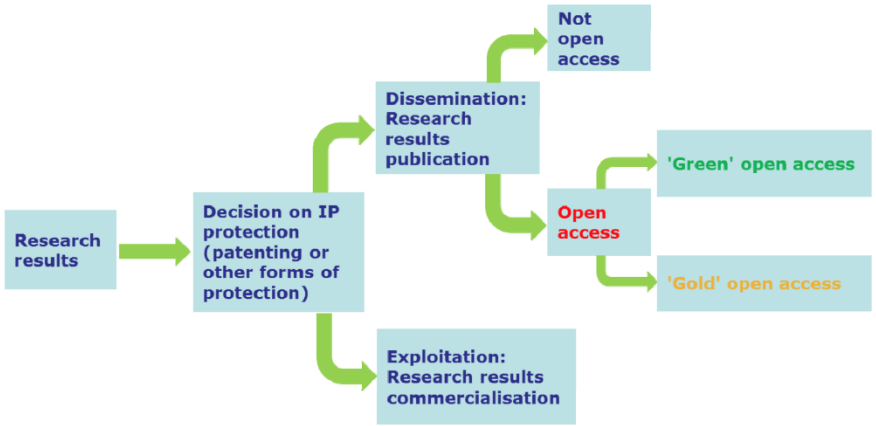
- General Public / Society

COMMUNICATION
OUTREACH

III. Open Science – Open Access (section 2.2)

- Applicants and beneficiaries should respect the **Horizon 2020 strategic priority of Open Science.**
- **Open Science** is an inclusive process aimed at **promoting diversity in science across the European Union** and opening it to the general public, in order to better address the H2020 societal challenges and ensure that **science becomes more responsive** both to **socio-economic demands** and to those of **European citizens**.

Open Science also provides significant new **opportunities for researchers to disseminate**, share, explore and collaborate with other researchers.



https://ec.europa.eu/programmes/horizon2020/en/h2020-section/open-science-open-access

III. Outreach/Public Engagement (section 2.3)

- Outreach activities are developed to **attract a broad audience** on a specific topic primarily to the general public

- The objective is to explain the **benefits of research** to a broad **public** (mainly citizens who pay our research with their taxes)

- Outreach activities can be developed in various ways; **presentations in schools**, **workshops**, **talks**, visits to laboratories, etc..

- The outreach implies **interaction** between the researcher and the recipient, there is a relationship between both and the communication that is maintained is "back and forth”

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III. Communication (section 2.3)

- The **Communication** only presents an address from the researcher to the recipient.
- By Communication means **articles in newspapers** or **generalist** magazines, **TV** or Radio. **Social media** is essential when communicating.
- Successful communication requires **clear language**, an **attractive** scientific **theme** where interesting results are highlighted to **attract the attention** of both the general public and the media.

http://www.irishtimes.com/news/health/fat-fighter-1.538013

http://www.lemonde.fr/arts/article/2015/03/17/projet-mossoul-un-musee-virtuel-pour-reagir-face-a-la-barbarie-de-l-etat-islamique_4595546_1655012.html

https://projectmosul.org/

https://www.youtube.com/watch?v=znMRm8FHa7A

How to Crowdsource the Reconstruction of Lost Heritage

On June 8th, we enjoyed the opportunity to share Rekrei's developments at the annual TEDx event in Hamburg, Germany. It was a pleasure to share the collaborative effort of our many volunteers and partners. Thanks to the Economist Media Lab, we also had 3D printed objects for the audience to witness up close following the talk.

We'd like to thank the organizers for the invitation and the audience who showed so much enthusiasm towards collaborative efforts for preserving the memory of lost heritage.

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III. Impact section: strenghts and weaknesses

+

"The proposal clearly describes how the completion of the project and the acquired skills will improve the career prospects of the applicant."

"The proposal demonstrates convincingly how the fellowship will contribute to the development of the applicant's career, particularly in terms of international links and potential future international collaborations."

"The relevance and quality of additional research training as well as of transferable skills offered are clearly demonstrated."

"The outreach activities are described in detail and include knowledge transfer to undergraduate students, press articles and workshops."

−

"Much of the work to be done is a continuation of previous work of the applicant, which limits its impact on their career."

"It is not comprehensively explained in the proposal how the training provided will influence the researcher's career development."

"The relevance and quality of transferable skills offered are not substantiated."

"The outreach plan is rather vague and lacks detail of how the public would be engaged through each activity."

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III. Impact section: strenghts and weaknesses

+

The work programme is clearly divided into logical work packages, effectively supporting the progression of the project's goals

Deliverables and milestones are very well planned and realistic; resources and number of person month are appropriately identified

The progress monitoring plan is carefully prepared to ensure that the research and training monitoring are achieved

“The work plan is well laid out, detailed, very clear and feasible.”

The institutional environment and active participation of the beneficiary in the action are very well described and will facilitate the progress of project.

-

The work plan is minimalist, providing an insufficient description of the work packages. This is particularly true for the training events, which are not presented in detail.

The public engagement actions reported in the work plan are not fully coherent with those indicated in the proposal.

The risks associated with the proposed studies are not sufficiently considered and the contingency plan is largely insufficient, as mainly referring to a single specific problem.

The work package descriptions lack important details about the connection between the methodologies and the actual steps taken.

IV. MSCA IF 2018: Implementation

IMPLEMENTATION
Coherence and effectiveness of **the work plan,** including appropriateness of the allocation of **tasks and resources**
Appropriateness of the **management structure and procedures**, including risk management
Appropriateness of the **institutional environment** (infrastructure)

Quality and Efficiency of the Implementation: 20% of the score

- Convince the EC you have the resources and structure to manage the project
- Problems can be encountered, but you have the means to overcome them
- Essential: support of the host institution

IV. MSCA IF 2018: Implementation

NEW!

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.

IMPORTANCE OF A GOOD GANTT CHART.

IV. MSCA IF 2018: Implementation

IMPORTANCE OF A GOOD GANTT CHART.

This is an example Gantt chart only.

Notes:

- The titles of the WP's indicated here do not have to be stricly 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.

		Year 1												Year 2												Year 3											
Work Package	Title	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.

IV. MSCA IF 2018: Implementation

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

The evaluator will assess:

1. The **project organization** and **management structure**, including the **financial management** strategy and the progress monitoring mechanism
2. Remark possible risks for project objectives and concrete contingency plan and mitigation actions.

Your institution services here is **crucial**. Work together with your colleagues from Project Office or Tech Transfer Office.

IV. MSCA IF 2018: Implementation

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

The evaluator will assess:

1. Main tasks and commitments of the beneficiary and partner organization with the project. For GF also the role of partner organisations in Third Countries for the outgoing
2. The infrastructure, logistics, facilities offered to the fellow for the good implementation of the action
3. Section 5 (Capacities of the participating organizations) is evaluated here.

IV. Implementation section: strenghts and weaknesses

+

"The work-plan is credible, comprehensive and well-structured for both periods at the outgoing and return institutes."

"A very detailed work plan is given, which includes milestones and deliverables. Project is highly feasible and credible."

"The technical objectives of the implementation plan are clearly identified."

"The fellow will have access to outstanding equipment, collaboration network and high level academic associations."

"Despite the ambitious nature of the project a credible timeline has been demonstrated."

−

"Despite the clear contingency plan, aim 1 will be very challenging and the proposal does not convincingly demonstrate that sufficient time has been allocated for its completion."

"A very ambitious project at an appropriate institution, but the description of actually how the desired aims would be achieved is not very clear."

"The overall work plan is overambitious."

"The work plan is presented in terms of key events, but it is not clear 'how' these will bemanaged, monitored and achieved."

"The quality of the host's infrastructure is not assessed against the specific needs set out for the execution of the project."

IV. Implementation section: strenghts and weaknesses

+

The work programme is clearly divided into logical work packages, effectively supporting the progression of the project's goals

Deliverables and milestones are very well planned and realistic; resources and number of person month are appropriately identified

The progress monitoring plan is carefully prepared to ensure that the research and training monitoring are achieved

“The work plan is well laid out, detailed, very clear and feasible.”

The institutional environment and active participation of the beneficiary in the action are very well described and will facilitate the progress of project.

-

The work plan is minimalist, providing an insufficient description of the work packages. This is particularly true for the training events, which are not presented in detail.

The public engagement actions reported in the work plan are not fully coherent with those indicated in the proposal.

The risks associated with the proposed studies are not sufficiently considered and the contingency plan is largely insufficient, as mainly referring to a single specific problem.

The work package descriptions lack important details about the connection between the methodologies and the actual steps taken.

V. Part B2 – MSCA IF 2018

DOCUMENT 1

1. Excellence
2. Impact
3. Implementation

Page limit: 10
No limit per section

DOCUMENT 2

4. CV
5. Capacities of the Participating Organisations (list + tables)
6. Ethical Aspects
7. Letters of Commitment

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V. Part B2

FORM B2
TECHNICAL PROPOSAL

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 your 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.

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[24]) 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[25]
Beneficiary				
- NAME				
Entity with a capital or legal link				
- NAME				
Partner Organisation				
- NAME				

List of participants here, before tables

V. Part B2 – Ethical Aspects

All proposals will undergo an ethics review

- Human Embryos / Foetuses
- Humans
- Human Cells / Tissues
- Protection of Personal Data
- Animals
- Third Countries
- Environmental Protection and safety
- Dual Use
- Misuse
- Other Ethics Issues

Participants have to:

- **Identify** all potential ethical aspects
- Explain their future **management**
- Give a detailed explanation at **proposal stage**

Description on Ethics:

- Ethic Issues Table en part A
- Ethics Self-Assessment en part B

VI. In a nutshell: When preparing a proposal

- **Read the Call Documents:**
  - ✓ Work Programme, Guide for Applicants, Horizontal Issues: Gender / Ethic Issues, etc, FAQ

- **Use the official template:**
  - ✓ Include the information where requested, evaluators will look at all headings and sub-headings
  - ✓ **"Una imagen vale más que mil palabras":** use visuals to provide global information at a glance.
  - ✓ Be aware of all criteria weight, it is not all about Excellence!
  - ✓ What is not written will not be evaluated

- **Ask for support:**
  - ✓ Own institution: **European Projects Offices** / Transfer of Technology Offices / HR Departments
  - ✓ National Contact Points (+ doc. Compiled)

- **Do not leave it for the last minute!**
  - ✓ Get familiar with the Participants´Portal
  - ✓ Upload a version, you will be able to rewrite it.

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VI. Resources on gender issues /expertise

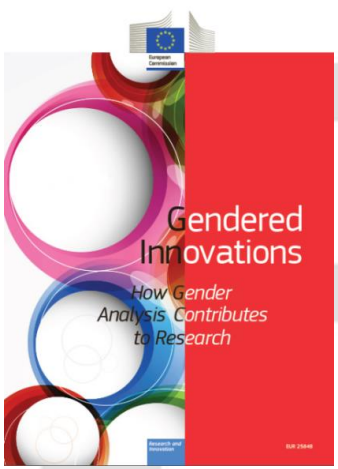
"Gendered Innovations" http://ec.europa.eu/research/gendered-innovations/

employs methods of sex and gender analysis to create new knowledge.

GenPORT
On-line community of practionners for sharing knowledge and inspire collaboration
www.genderportal.eu

Gender Toolkit
http://www.yellowwindow.be/genderinresearch/

Cost Action GenderSTE
http://www.genderste.eu



More videos:

- Introduction to Gendered Innovations
https://www.youtube.com/watch?v=aoGqpvO27QQ&feature=youtu.be
- Definition of sex and gender & how sex and gender interact
https://www.youtube.com/watch?v=nETPIfrIf0A&feature=youtu.be
- Understanding gender dimension for MSCA projects
https://www.youtube.com/watch?v=Hq4eWo30RfY

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VI. Resources on Science Communication & Dissemination

- **Communicating EU Research & Innovation - Guidance for project participant"**

http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

- **The Plan for the Exploitation and Dissemination of Results in Horizon 2020**

https://www.iprhelpdesk.eu/sites/default/files/newsdocuments/FS-Plan-for-the-exploitation-and-dissemination-of-results_1.pdf

- **Outreach and Communication Activities in the MSCA under Horizon 2020**

http://ec.europa.eu/assets/eac/msca/documents/documentation/publications/outreach_activities_en.pdf

- **Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020**

https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

- **Open Access in Horizon 2020**

https://www.openaire.eu/h2020openaccess/

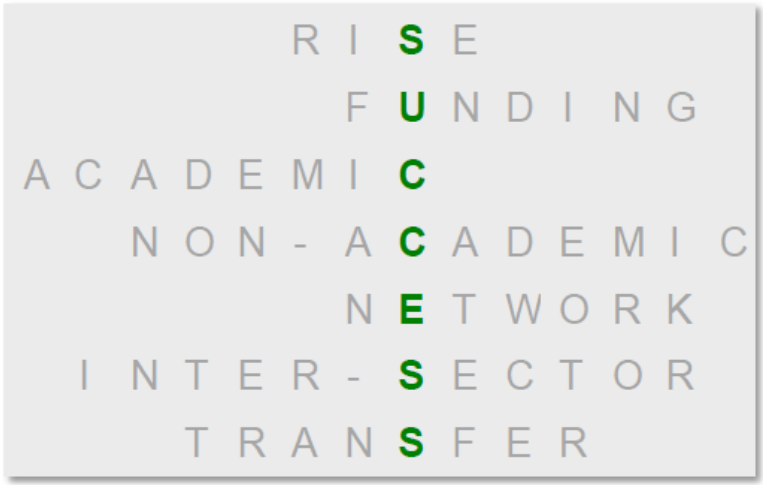
VI. Resources on Ethical Aspects

Participant Portal H2020 Ethics section:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Ethics issues table-Checklist:
http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2014/1597698-itn_2014_-_ethics_issues_checklist_en.pdf

Ethics Guidance
http://ec.europa.eu/research/participants/portal/doc/call/h2020/h2020-msca-itn-2015/1620147-h2020_-_guidance_ethics_self_assess_en.pdf

¡Muchas gracias!
Thank you!



USEFUL LINKS

- Research and Innovation Participants´Portal : http://ec.europa.eu/research/participants/portal/desktop/en/home.html
- Web and Blog Marie Curie Sklodowska-Curie Actions: http://mariecurieactions.blogspot.com.es/ - http://www.madrimasd.org/blogs/msca
- European Charter & Code: http://ec.europa.eu/euraxess/pdf/brochure_rights/eur_21620_es-en.pdf
- EURAXESS Spain: http://www.euraxess.es/
- Oficina Europea MINECO/FECYT: http://eshorizonte2020.es

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