



THE 2012 PEOPLE PROGRAMME GUIDE FOR APPLICANTS

Marie Curie Actions (Call-Specific)

Marie Curie Industry-Academia Partnerships and
Pathways (IAPP)

Call identifier: FP7-PEOPLE-2012-IAPP

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To be read in conjunction with the Guides for Applicants,
Common and Ethics Parts

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Please note

The 2012 Marie Curie Actions are:

FP7-PEOPLE-2012-CIG
FP7-PEOPLE-2012-COFUND
FP7-PEOPLE-2012-IAPP
FP7-PEOPLE-2012-IEF
FP7-PEOPLE-2012-IIF
FP7-PEOPLE-2012-IOF
FP7-PEOPLE-2012-IRSES
FP7-PEOPLE-2012-ITN

Guides for Applicants for any other action in the PEOPLE programme, or indeed in any FP7 programme, can be found by following the links at <http://ec.europa.eu/research/participants/portal>

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work Programmes), all of which can be consulted via the Participant Portal.

This Guide does not in itself have any legal value, and thus does not supersede those documents.

Foreword

This is the Guide for Applicants (call-specific part) for the call:

FP7-PEOPLE-2012-IAPP

This guide for the Marie Curie Industry-Academia Partnerships and Pathways (IAPP) has been revised and **some of the main changes** with regard to the 2011 Guide for Applicants are:

- Revised structure and formatting;
- A threshold score of 3 is introduced to the evaluation criterion "impact", while the weighting of the evaluation criteria has been amended (see page 30);
- Summary "key points" table introduced on page 24.

Definitions used throughout this Guide:

Early-Stage Researchers must, at the time of secondment by the host organisation, be in the first four years (full-time equivalent research experience) of their research careers and have not yet been awarded a doctoral degree.

Experienced Researchers must, at the time of recruitment or secondment by the host organisation, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded, irrespective of whether or not a doctorate is or was ever envisaged.

Host Organisation is the legal entity established in a European Union Member State (MS) or Associated country (AC) with which the REA will sign the grant agreement.

Other Third Countries (OTCs) are countries which are neither EU Member States nor associated to FP7 (Associated Countries). These can be either International Cooperation Partner Countries (ICPCs) or non-ICPCs, such as the USA or Japan.

Coordinator is the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the REA.

Mobility: at the time of recruitment by the host organisation, researchers must not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the 3 years immediately prior to their recruitment at the host organisation.

Participants are full network partners and are signatories to the Grant Agreement. They recruit and / or second eligible researchers.

Work Programme: 2012 Work Programme PEOPLE, European Commission Decision C(2011)5033 of 19 July 2011.

Non-Commercial Sector ("academia"): for the purposes of the IAPP action, research-performing organisations not operating on a commercial basis.

Commercial Sector organisations ("industry"): for the purposes of the IAPP action, research-performing organisations, including SMEs, which gain the majority of their revenue through competitive means with exposure to commercial markets.

1. About Marie Curie Industry - Academia Partnerships and Pathways (IAPP)

1.1 General Aspects

1.1.1 Purpose

"This action seeks to enhance industry-academia cooperation in terms of research training, career development and knowledge sharing, in particular with SMEs, and including traditional manufacturing industries. It is based on longer term cooperation programmes with a high potential for increasing mutual understanding of the different cultural settings and skill requirements of both the industrial and academic sectors. The IAPP action supports the 'Innovation Union' flagship initiative by strengthening research and business performance and by promoting innovation and knowledge transfer throughout the EU. Stronger cooperation between universities and business via staff exchange will encourage entrepreneurship and help to turn creative ideas into innovative products and processes that can efficiently address European and global societal challenges."

(People 2012 Work Programme)

1.1.2 Structure

Research projects supported under this scheme must consist of **at least**:

- one participant from the non-commercial sector ("academia") and
- one participant from the commercial sector ("industry")

The participants must be drawn from **at least 2 different EU Member States and/or Associated Countries**.¹

There is no predefined maximum number of participants. However, past experience shows that the most common number of participants is 2-3 and the largest projects range from 4 to 6 participants.

1.1.3 Duration

The usual duration of funding for an IAPP project is 48 months from the project start date specified in the grant agreement.

1.1.4 How does it work?

Support is provided for the creation, development, reinforcement and execution of strategic research partnerships in the form of a longer-term research cooperation programme between the participants. The aim of this collaboration is cross-sectoral knowledge sharing and inter-sector mobility, based on targeted human resources interaction. Such research partnership projects shall exploit complementary competences of the participants as well as other synergies.

The implementation of the cooperation programme will be realised by:

¹ For a list of FP7 associated countries, see:
ftp://ftp.cordis.europa.eu/pub/fp7/docs/third_country_agreements_en.pdf

- Exchange of know-how and experience through **inter-sector two-way secondments** of research staff of the participants, with in-built return mechanisms, and also by enabling these staff to attend events in a trans-national setting. The exchange of staff is mandatory in all projects. Typically the exchange between sectors is in both directions, but there is flexibility.
- Networking activities, organisation of workshops and conferences to facilitate **sharing of knowledge and culture** between the participants in a wider setting, involving the participants' own research staff and external researchers.
- **Optional recruitment** by the participants of experienced researchers from outside the partnership for involvement in transfer of knowledge and/or in the training of researchers.

1.1.5 The Topic of the Project

All Marie Curie actions have a **bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the EU Treaty are eligible for funding (except areas of research covered by the EURATOM Treaty).

All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme (see separate Guide for Applicants – Ethics).

1.1.6 The Concept of Panels

For practical organisational reasons, proposals will be classified under eight major areas of research, known as 'panels': Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO); Information Science and Engineering (ENG); Environmental and Geosciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field 'Scientific Panel' on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved.

The choice of panel and keywords will guide the Research Executive Agency (REA) in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule the budget will be distributed between the panels based on the proportion of eligible proposals received in each panel.

To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this document.

1.2 Participants

1.2.1 Types of Organisations

Participants can be non-commercial ("academia") and commercial ("industry") organisations active in research. Note that for the purposes of the IAPP action, the definition of industry goes beyond the traditional manufacturing and / or production industries and comprises commercial enterprises in the general sense of business economic actors.

Commercial participants must be research-performing companies operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets. They may range in size from the smallest micro-companies with a research capability to very large multinational enterprises.

Examples of non-commercial and commercial organisations are given below (note that the list is non-exhaustive):

Non-Commercial

- National organisations (e.g. universities, public non-commercial research centres etc.);
- Non-profit or charitable organisations active in research (e.g. NGOs, trusts, etc.);
- International European interest organisations (IEIOs, e.g. CERN, EMBL, etc.);
- The Joint Research Centre of the European Commission;
- Other international organisations (e.g. WHO, UNESCO, etc.: funding subject to certain conditions – see below).

Definitions for some of the above categories are provided in the Rules for Participation for the Seventh Framework Programme (FP7).

Commercial

- Commercial enterprises (those of small and medium size (SMEs) are particularly encouraged to apply);
- National organisations (if operating on a commercial basis).

An IAPP project can be **coordinated by a participant from either of the two sectors** (commercial or non-commercial). A commercial organisation willing to be the *coordinator* of the project is invited to check its financial viability at:

<ftp://ftp.cordis.europa.eu/pub/fp7/docs/financial-viability-checktool-v3.xls>

For information on the rules on the legal and financial viability of beneficiaries, please check the "Rules to ensure consistent verification of the existence and legal status of participants, as well as their operational and financial capacities":

ftp://ftp.cordis.europa.eu/pub/fp7/docs/rules-verif_en.pdf

1.2.2 Location of Participants

Participants must be drawn from **at least two different EU Member States or Associated Countries**. Additional participants can be located in any country (see below).

For the purposes of the Marie Curie Industry-Academia Partnerships and Pathways scheme, three categories of countries can therefore be distinguished:

- EU Member States (MS)
- Associated Countries (AC)
- Other Third Countries (OTC)

Organisations active in research located in EU Member States (MS) or Associated Countries (AC) which have signed up for participation in FP7, as well as International European Interest Organisations (IEIO), are eligible for funding according to the definition of the minimum number of participants.

It should be noted that when determining whether the minimum conditions for participation in an IAPP project are fulfilled, the participation of an IEIO or of the Commission's Joint Research Centre (JRC) will be counted as a MS or AC other than those represented by the other participants in the consortium.

Example: The JRC will be eligible to participate in an IAPP together with a commercial company established in Italy (MS). Although the JRC is physically located in Italy, it will not count as an Italian participant and thus the minimum requirement for the participation of at least 1 non-commercial and 1 commercial organisation established in 2 different MS/AC is fulfilled.

Other Third Countries (OTC)

Legal entities established in Other Third Countries (OTC) are eligible to participate **over and above the minimum number of Member States and/or Associated Countries in an IAPP**, i.e. their participation must be in addition to the basic rule of at least two different MS or AC.

OTCs can be divided in two sub-categories:

- *International Cooperation Partner Countries (ICPC);*
- *Non-ICPC countries* – countries not included in the ICPC list and not associated to FP7.

International Cooperation Partner Countries (ICPC)

Legal entities established in an FP7 International Cooperation Partner Country (**ICPC**) are eligible for funding in IAPP above the minimum number of Member States and Associated Countries.²

Example: a Spanish company (MS) wants to team up with a South African University (ICPC). To be eligible, a second Member State or Associated Country partner must be added to the consortium. A consortium consisting of the Spanish company (MS), an Icelandic university (AC) plus the South African university (ICPC) would be eligible. Being established in an ICPC, the South African partner would be fully-funded according to the Marie Curie rules.

Non-ICPC Countries

An EU financial contribution may be granted to international organisations (other than IEIOs) and to legal entities established in a non-ICPC third country, if such funding is provided for in a **bilateral scientific and technological agreement or any other arrangement** between the EU and the country of the legal entity. If this is not the case then the proposal needs to present strong arguments in order for the participant to be funded. It must be demonstrated that the financing is **essential** to achieve the objectives of the training programme. Non-ICPC countries such as the USA, Canada, Australia, Japan, Singapore etc. and international organisations would be expected to fund their own participation since they are not normally considered for EU funding.

² A list of ICPC countries is available in Annex 1.1 to the People 2012 Work Programme

The budget in the IAPP action is calculated on the basis of *incoming* researchers, i.e. the researchers recruited and/or received in secondment by each host organisation. Thus only researchers hosted in funded partners contribute towards the IAPP budget total. Since organisations in non-ICPC third countries are normally not funded, the incoming researchers hosted in these organisations would not have an associated EU budget. In practice this means that institutions in non-ICPC third countries could second researchers to partners in Members States and Associated Countries and these researchers would be paid (according to the Marie Curie rules) from the budget allocated to the MS/AC hosting organisations. However, researchers being hosted at partners in non-ICPC third countries would have to be paid for with OTC funding, as would their associated research costs.

Example: *an IAPP consortium is composed of a Cypriot engineering company (MS), an Austrian university (MS) and a Canadian SME (non-ICPC OTC) without funding. The project aims to exchange staff between Austria and Canada, and between Austria and Cyprus. The proposal is eligible in terms of numbers of participants and representation of the two sectors. In terms of funding all researchers hosted in Cyprus and Austria would be fully funded, regardless of their origin. However, the Canadian company would have to fund the Austrian university staff it hosts. Thus, while no direct funding is provided to the Canadian company it will benefit from the scientific interaction and transfer-of-knowledge and could be invited to take part in partnership events, paid for from the project budget of the hosting partner(s).*

Multinational Companies

For multinational companies with research premises both within and outside Europe, the location of the research institute (legal entity) which would take part in the project would determine the eligibility and funding possibilities. For example, the Dutch subsidiary of an American multinational company could apply within a consortium and be funded on the same terms as any other MS/AC participant. However, if the same multinational applies with one of its research sites based in the USA, this participation must be over and above the minimum number of MS/AC participants. Since the USA is a non-ICPC country, funding would not normally be awarded. The possible set-up of an IAPP is summarised below in Table 1.

Table 1 – Set-up of an IAPP

Country of participant(s)
<p>Minimum: 2 different countries: MS/AC</p> <p>Additional participants: from anywhere in the world (MS, AC, OTC*)</p> <p><i>*However, non-ICPC participants can only be funded if funding is provided for in a special agreement between the country and the EU, or in very exceptional cases if funding is essential for the project</i></p>
Type of participant(s)
<p>Minimum: 1 from each sector: 1 Commercial + 1 Non-Commercial</p>

1.3 Typical Activities of an IAPP

The participants propose a joint research project as the common basis for their collaboration. All participants will sign the grant agreement with the REA and one of the participants will act as the *coordinator*.

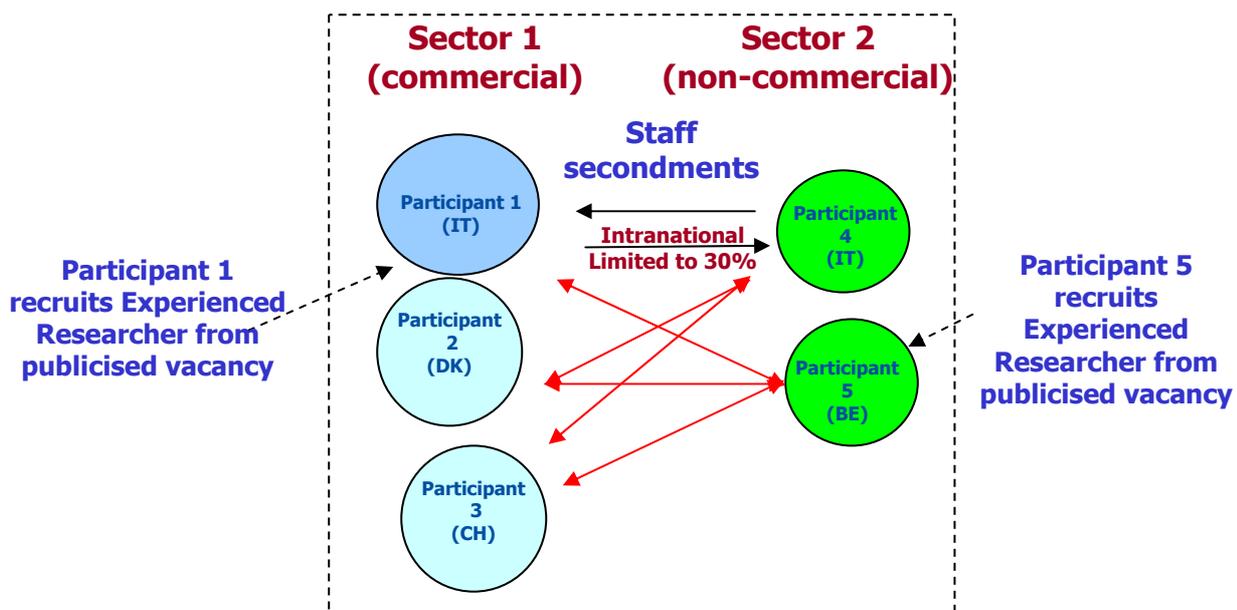
The joint research project should be designed to exploit complementary expertise of the participants and to create synergies between them. In addition to advancing research knowledge in a particular area, IAPP projects are also expected to create additional benefits for the participants in terms of cross-sectoral transfer of knowledge. These research and transfer of knowledge goals are mutually overlapping and complementary. In each consortium, **staff secondment is compulsory while new recruitment is optional** and must be justified.

Each secondment would be expected to benefit both the secondee, who would acquire new knowledge and bring it back to the sending organisation, and the host organisation, which would acquire new knowledge from the secondee. The aims of recruitment would be to bring new knowledge into the host organisation in order to benefit both local staff development and the IAPP research project.

Given the compulsory nature of secondments within the partnership and the optional nature of external recruitments, secondments **must represent at least 50% of the researcher months (i.e. secondments plus recruitments) supported**.

All secondments must be inter-sectoral in nature (i.e. from the commercial to the non-commercial partners or vice-versa), with the receiving institution hosting the seconded researcher(s) at its premises for the duration of the secondment. Intra-sectoral secondments (e.g. commercial to commercial) are not supported under the IAPP scheme.

Intra-national secondments (i.e. between participants within the same country but different sectors) **must not represent more than 30%** of the total number of researcher months to be supported.



NB: All staff exchanges must be inter-sectoral in nature

1.4 Eligible Researchers

1.4.1 Categories of Researchers

There are two main categories of researchers: **early-stage researchers (ESRs)** and **experienced researchers (ERs)**:

Definition: **Early-Stage Researchers** must be, at the time of secondment, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. Full-time equivalent research experience is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is envisaged.

Definition: **Experienced Researchers** must, at the time of recruitment or secondment, (i) be in possession of a doctoral degree, independently of the time taken to acquire it or (ii) have at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree which formally allowed them to embark on a doctorate in the country in which the degree was obtained or in the country of the host institution to which they are seconded or recruited (irrespective of whether a doctorate was envisaged or not).

The clock starts once a researcher, having obtained a diploma that gives access to doctoral studies in the country in which the diploma was obtained or in the host country, starts working in research. If a researcher has taken a break from their research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts again once they resume their research career. By definition, a researcher with a PhD cannot be an *early stage researcher*.

The actual level of experience for a researcher seconded is **determined at the time of secondment to a partner in the project or his/her recruitment.**

Example A: Early-Stage Researcher

A researcher has been working full time in research for 3 years since obtaining a degree that gives access to doctoral studies and does not have a doctoral degree. (S)he is considered an early-stage researcher.

Example B: Early-Stage Researcher

A medical doctor graduated 6 years ago. (S)he does not have a PhD and has been working in research since graduation only for a full-time equivalent of 2 years. (S)he is considered an early-stage researcher.

Example C: Experienced Researcher

Three years after obtaining an undergraduate degree, a researcher obtained his PhD. The researcher has not been working in research ever since and has a total full-time research experience of only 3 years but because of their PhD is considered an experienced researcher.

Example D: Experienced Researcher

A medical doctor graduated 6 years ago and has been working full time since graduation in research. The researcher does not have a PhD but is considered an experienced researcher by virtue of their 4+ years of full-time research experience

The salary level of each researcher will be determined according to Table 2 (p.16) of this document. Please note that for *experienced researchers* there are two brackets depending on the amount of full-time research experience (4-10 years; >10 years).

1.4.2 Secondment

Qualifications and Level of Research Experience

Exchange of research staff can be for **early-stage researchers or experienced researchers** (see definition in the previous section).

To be eligible for secondment, **staff members of a participating institution must have been active (work, studies, etc.) continuously for at least one year** (full-time equivalent) at the sending institution immediately prior to secondment. The idea behind this rule is that to be an effective vector of cooperation between the participating organisations, the seconded researcher must know the sending institution sufficiently well to understand the reasons why this institution wants to collaborate with the other sector, the new skills and techniques the institution requires, etc.

Example: *A Spanish university's social sciences department wants to send a second-year postgraduate researcher to the industrial partner in their project (a census company) to learn a state of the art technique. The postgraduate researcher is eligible because she has been working at the university for more than a year at the beginning of the secondment (i.e. her first day at work in the hosting organisation). The type of contractual relationship she normally has (fellowship, studentship, employment contract) with the university is not important, only the fact that the University was her place of work for at least 12 months prior to secondment. At the end of the secondment, the Spanish university will have to reintegrate her for at least one year and pay her salary from a budget other than the IAPP grant.*

In duly justified cases, the **exchange of staff can also include technical and research managerial staff**. Such staff will be paid according to their level of professional experience (see Table 2, p.16) and are eligible if they are involved in research activities.

Example: *A technical staff member of an industrial participant of an IAPP joined the company 15 months previously and is actively involved in the technical aspects of the applied research project (running and ensuring accurate calibration of specialist equipment). She is not a researcher per se but the academic partner would greatly benefit from her experience in learning how to run the technical equipment and therefore two short secondments to the academic partner are foreseen in the proposal. She can be seconded to the academic partner within the IAPP project and would be assimilated as an early stage researcher, or one of the two levels of experienced researcher, depending on her level of professional experience.*

The support granted for the secondment of eligible researchers will be for periods of 2 to 24 months. The participant from which the exchanged researchers originate will have to secure

by contract the commitment of its researchers to return after the secondment for at least one year in order to further develop the acquired knowledge.

Note that although transnational mobility is not formally required for secondments, it is encouraged.

1.4.3 Recruitment

Qualifications and Level of Research Experience

Newly recruited staff from outside the partnership must be **experienced researchers**. They can be recruited for a period of between 12 and 24 months.

Example: A Greek university department in an IAPP partnership has 2 vacancies for newly recruited staff. Having advertised the positions and completed the interview and selection process, the department wants to hire an Icelandic postdoc and an Irish postgraduate. The Icelandic postdoc is eligible because she has 12 years of research experience and has never been resident in Greece before, whereas the Irish postgraduate has only 3 years of full-time research experience and no PhD and so is not eligible to be newly recruited in an IAPP.

Mobility Requirements

To ensure the European character of an IAPP project, **researchers to be newly recruited are required to undertake trans-national mobility** when taking up their appointment. At the time of recruitment by the host organisation, researchers must not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to their recruitment. Short stays such as holidays and/or compulsory national service are not taken into account.

Researchers of any nationality can be recruited within IAPP projects as long as the transnational mobility rule is respected.

Example: A Japanese postdoctoral researcher currently working in Japan applies for a vacant position with the Hungarian industrial partner of an IAPP. The researcher has not lived in the host country (Hungary) for more than 12 of the last 36 months, therefore he is eligible to be recruited.

Example: A Serbian postdoctoral researcher has been carrying out research in Sweden for the past 2 years. She would be eligible to be appointed to an IAPP partner if it is not located in Sweden.

Recruitment by IEIOs (International European Interest Organisations) or other International Organisations

As far as international European interest organisations or international organisations are concerned, the transnational mobility rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the 3 years immediately prior to their recruitment in that hosting organisation.

Example: an IAPP consortium consists of the European Molecular Biology Laboratory (EMBL) in Heidelberg collaborating with a small biotechnology company in Switzerland. A German postdoctoral researcher who has lived and studied in Germany (outside EMBL) for the past 4 years is eligible to be recruited in the team of the EMBL partner because EMBL is an International European Interest Organisation.

Conditions of Appointment

Host organisations are expected to **physically host at their research premises those researchers seconded to them or recruited by them**. They will be expected to provide reasonable assistance to the researchers in all administrative procedures required by the relevant authorities both for recruitments and secondments, such as visas and work permits.

- **Equal Opportunities**

The host organisations must demonstrate their commitment to ensuring that recruitment is based solely on merit and that there is no overt or covert discrimination based on race, gender, sexual orientation, religion or belief, disability or age during the selection procedures.

- **Split Stays**

Secondments may be split into several stays not exceeding 24 months in total and not going beyond the project duration. The periods can be spread throughout the duration of the project, but in all cases they must add up to the minimum of 2 months required for secondments under this action.

The splits must be justified (e.g. for family reasons of the researcher) or be considered beneficial for the transfer of knowledge activities. The possibility must be clearly addressed in the proposal and integrated in the work plan.

New recruitments should typically be full-time and **must be for a minimum of 12 months and a maximum of 24 months**. Only in exceptional circumstances would split stays or part time working be considered.

- **Part-Time Work**

In principle, researchers must work full-time on the project. Exceptionally (e.g. for family reasons), part-time work and the corresponding extension of the secondment / recruitment duration could, with the prior agreement of the REA, be accepted; if this does not interfere with the execution of the project, and if it remains within the limit of the EU contribution and of the overall grant agreement period.

1.5 Financial Regime

The financial support for Marie Curie Industry-Academia Partnerships and Pathways projects is calculated on the basis of eligible activities and takes the form of grants covering up to 100% of the budget.

The information given in the part A of the proposal (form A4) serves as a basis for the REA to estimate the budget of your project. Thus data should be carefully filled in and consistent with the information given in the part B of the proposal.

What Types of Expenses are Covered?

The European Union contribution and rates under this action are set out in Annex 3 of the Work Programme and are associated to activities carried out by the researchers or seconded staff members and by the host organisations:

Structure of the European Union Contribution

- **Category 1: Monthly Living Allowance**

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table reproduced below (Table 2).

This amount is then adjusted, applying a correction factor for the cost of living according to the country in which the researcher will be appointed. **The correction factors are indicated in Table 3.2 in Annex 3 to the 2012 People Work Programme.** For each eligible researcher, the host organisation can opt between seconding/recruiting him/her under an employment contract with full social security coverage (including all compulsory deductions under national legislation in the context of the project), or a fixed-amount fellowship with minimum social security.

As a general rule seconded researchers should be appointed under an employment contract except in adequately documented cases (such as for short stays or where the researcher continues to receive their usual salary from the home organisation during secondment), or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the researcher must be seconded under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

Newly recruited experienced researchers must be appointed under employment contracts only.

As a general principle the choice of appointment type should be made in accordance with the best interests of the researcher. *The European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers* offer a reference framework for the employment of researchers.

In all cases, hosts must ensure that the researcher is covered under the social security scheme which is applied to employed workers in the country of the beneficiary host organisation, or under a social security scheme providing an adequate protection in terms of level and scope; provided that the social security scheme covers the researcher at any place of the implementation of the knowledge sharing and inter-sector mobility activities.

The basis for calculating the monthly living allowance of the seconded/recruited researchers is given below in Table 2.

Table 2 - Basis for calculating the monthly living allowance of the researchers

Type	Researcher Categories	A. Employment Contract (€/year)	B. Fixed-Amount Fellowship (€/year)
Secondment	Early Stage Researchers	38,000	19,000
	Experienced Researchers (< 10 years experience)	58,500	29,250
	Experienced Researchers (>10 years experience)	87,500	43,750
Recruitment	Experienced Researchers (< 10 years experience)	58,500	29,250
	Experienced Researchers (>10 years experience)	87,500	43,750

These amounts include the provisions for all compulsory deductions under national applicable legislation.

Important Notice: Living Allowance

*The living allowance is a **gross EU contribution** to the salary costs of the fellow. Consequently, the net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host organisation may pay a **top-up** to the eligible researchers in order to complement this contribution.*

The various annual rates resulting from Tables 3.1 to 3.3 of the Work Programme are for researchers devoting themselves to their project on a full-time basis (pro-rata for parts of years). In exceptional cases, where researchers – in agreement with the host organisation, and with prior approval by the Research Executive Agency – execute their project on a part-time basis (e.g. for family or medical reasons), the rates will apply proportionally without the possibility that the total amounts will exceed those that apply for full-time equivalent periods. The same principle will also apply in case of split of a project into several distinct periods.

- **Category 2: Mobility Allowance**

In addition to the living allowance, a mobility allowance will be paid to eligible researchers, taking due account of the family situation of the researcher and the nature of the activity (**researchers undertaking *intra-national* secondments do not receive a mobility allowance**). In this context family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher; or (iii) dependent children who are currently being maintained by the researcher. This allowance is a flat-rate contribution to cover those personal household, relocation and travel expenses associated with undertaking transnational mobility. As with the living allowance, a correction factor for the cost of living of the country where the researcher will be hosted is applied (see Table 3.2 in Annex 3 to the Work Programme).

There are two reference amounts depending on the family situation of the researcher *at the time of the recruitment of the researcher*.

- **€1000/month:** Researcher with family charges
- **€700/month:** Researcher without family charges

- **Category 3: Contribution to the Training Expenses of Eligible Researchers and Research / Transfer of Knowledge Programme Expenses**

Flat rate of € **1800** per researcher-month managed by the host organisations to contribute to expenses related to:

- research costs;
- transfer of knowledge activities;
- the execution of the training / partnership project;
- coordination between participants.

- **Category 4: Management Activities**

This is a *maximum of 10% of the total EU contribution* that will be paid towards the management of the project. It will be based upon actual expenses (e.g. towards the salary of a person to assist with the management of the project, or a contract with an external independent auditor for audit certification).

- **Category 5: Contribution to Overheads**

This is a flat-rate of *10% of direct costs per partner and per period* (except for subcontractors and the costs of the resources made available by third parties which are not used in the premises of the beneficiary).

- **Category 6: Small Equipment (for SMEs only)**

Participating SMEs can charge small equipment expenses to the project up to a *maximum of 10% of the total contribution to the SME participant*, provided that they are:

- duly justified for the project in the proposal stage;
- based on real costs;
- with approval of the REA during negotiation.

The maximum amount of expense that can be charged will be fixed in the grant agreement during the negotiation, provided that the need for the equipment purchase was indicated in the original proposal and positively evaluated during the evaluation phase.

How Do I Estimate the EU Contribution?

Applicants are not required to calculate the amount of the estimated EU contribution. This will be automatically calculated from the information contained in the A4 form of the proposal using the rates, allowances and coefficients given in Annex 3 of the Work Programme. **It is therefore imperative that the number of researcher months requested in the A4 form is identical to that indicated in Part B of the proposal.**

If the proposal is selected for funding, the EU contribution will be estimated more accurately during the negotiations, taking fully into account any recommendations made by the independent evaluators.

It is an intrinsic feature of host-driven actions that the expenses related to the appointment of researchers cannot be accurately calculated in advance. This is because some of the

allowances to be paid depend upon the personal circumstances of the researcher (e.g. place of origin, family status etc). Therefore an average calculation will be used by the REA to determine the level of funding.

The example below illustrates the way the contributions are calculated:

EXAMPLE

Participant 1: A university laboratory of solid state physics and magnetism in Poland runs an IAPP project with **Participant 2:** an SME in Israel. Within the framework of this partnership the following activities are planned:

Secondments:

- A.** 4 staff members of the Polish laboratory (single, experienced researchers with <10 years of research experience) plan to visit the Israeli SME for 3 months each to transfer their knowledge. This should be recorded in the A4 form of the proposal as 12 secondment months for the **hosting** participant (Participant 2 - Israel).
- B.** 4 staff members of the Israeli SME (married, experienced researchers with >10 years research experience) plan to visit the Polish laboratory for 2 months each in order to acquire knowledge and transfer it back to Israel. This should be recorded in the A4 form as 8 secondment months for the **hosting** participant (Participant 1 - Poland).
- C.** The Polish laboratory will also send 2 postgraduates (single, early-stage researchers) for a summer placement to the Israeli SME for 2 months each. This should be recorded in the A4 form as 4 secondment months for the **hosting** participant (Participant 2- Israel).
- D.** A project engineer from the Israeli SME will be seconded to the Polish laboratory to be trained in how to build and operate an experimental setup, and to transfer that knowledge back to the company. She is married and qualifies to be paid as an experienced researcher with <10 years of research experience. Over the course of the project, she will spend 12 months in Poland, which should be recorded in the A4 form as secondment months for the **hosting** participant (Participant 1 – Poland).

Recruitments:

- E.** Additionally both the Polish University and the Israeli SME plan to hire a postdoc (experienced researchers (<10 years), 1 single and 1 married) for 1 year each. This should be recorded in the A4 form as 12 recruitment months per **hosting** participant (Participant 1 – Poland and Participant 2 - Israel).

Small equipment:

- F.** The Israeli SME proposes to buy a flow cryostat with a temperature controller unit, i.e. a relatively small piece of durable equipment that is however necessary and part of the experimental setup that will be extensively used to carry out the work proposed in the project

The requested number of researchers and researcher months would be summarized as follows in the application form A4:

	Secondments						Newly recruited researchers			
	Early-Stage Researchers (0-4 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)	
	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>
1 (PL)	0	0	12	1	8	4	12	1	0	0
2 (IL)	4	2	12	4	0	0	12	1	0	0
Total	4	2	24	5	8	4	24	2	0	0

Budget Estimation

For the calculation of the maximum EU contribution, a distinction is made between the *direct costs* (these are the costs in categories 1 to 4, and for the SME equipment in category 6) and the *indirect costs* (the contribution to the overheads - category 5).

Expenses for the Benefit of the Researchers

- **Category 1: Living Allowances**

In this example we assume that employment contracts will be used both for the recruitments and the secondments.

The monthly salary-level for each of the researchers is determined as follows, according to Table 2 on page 16:

Researchers A: 4 experienced researchers (<10 years) going from Participant 1 (Poland) to Participant 2 (Israel) for 3 months each

- Monthly salary (Employment contract): 58,500€/12 * correction coefficient (IL)

Researchers B: 4 experienced researchers (>10 years) going from Participant 2 (Israel) to Participant 1 (Poland) for 2 months each:

- Monthly salary (Employment contract): 87,500€/12 * correction coefficient (PL)

Researchers C: 2 early-stage researchers from Participant 1 (Poland) to Participant 2 (Israel) for a 2 months summer placement:

- Monthly salary (Employment contract): 38,000€/12 * correction coefficient (IL)

Researcher D: 1 technical staff member qualified to be paid as an experienced researcher going from Participant 2 (Israel) to Participant 1 (Poland)

- Monthly salary (Employment contract): 87,500€/12 * correction coefficient (PL)

Researchers E: 2 post-docs recruited by the participants for 1 year each:

- Monthly salary (Employment contract): 58,500€/12 * correction coefficient (IL/PL)

- **Category 2: Mobility Allowances**

Researchers A and C are single and have no children (entitled to 700€/month)

Researchers B and D have family obligations (entitled to 1,000€/month).

Researchers E: Of the 2 post-docs to be recruited one is single and without children (entitled to 700€/month) and one has family obligations (entitled to 1,000€/month).

Calculation of budget categories 1 & 2:

Participant 1 (Poland):

Correction coefficient for Poland: 77.1 (see Table 3.2 in Annex 3 of the People Work Programme)

Researchers	Living Allowance (1)	Mobility Allowance (2)	Total 1+2 * Correction Coefficient ¹
SECONDMENTS	Researchers B: $4*2*(87,500€/12)$ = 58,333.33 € Researcher D: $1*12*(58,500€/12) =$ 58,500 €	Researchers B: $4*2*1,000€$ = 8,000 € Researcher D: $12*1,000€$ = 12,000 €	$(58,333.33 + 58,500 + 8,000 + 12,000)^*$ 0.771 = 105,498.50 €
RECRUITMENTS	Researcher E: $1*12*(58,500€/12) =$ 58,500 €	Researcher E: $12*700€$ = 8400 €	$(58,500+8,400)^*$ 0.771 = 51,579.90 €
Subtotal			157 078.40 €

Participant 2 (Israel):

Correction coefficient for Israel: 96.4 (see Table 3.2 in Annex 3 of the People Work Programme)

Researchers	Living Allowance (1)	Mobility Allowance (2)	Total 1+2 * correction coefficient ¹
SECONDMENTS	Researchers A: $4*3*(58,500€/12) =$ 58,500 € Researchers C: $2*2*(38,000€/12)$ = 12,666.66€	Researchers A: $4*3*700€$ = 8,400 € Researchers C: $2*2*700€$ = 2800€	$(58,500 + 12,666.66 + 8,400 + 2,800)^*$ 0.964 = 79, 401.50 €
RECRUITMENTS	Researcher E: $1*12*(58,500€/12) =$ 58,500 €	Researcher E: $12*1,000€ =$ 12,000 €	$(58,500 + 12,000)$ $*0.964 =$ 67,962 €
Subtotal			147,363.50 €

- **Category 3: Contribution to Training Expenses of Eligible Researchers and Research / Transfer of Knowledge Programme Expenses**

The contribution to research/transfer of knowledge expenses is based on a fixed amount of 1,800€/month per researcher month. For participants 1 and 2 in this example the contribution to these expenses will amount to:

Host	3. Contribution to Research / Transfer of Knowledge Programme Expenses	TOTAL
Participant 1 (Poland)	32*1,800€	57,600 €
Participant 2 (Israel)	28*1,800€	50,400 €
TOTAL		108,000 €

In summary the estimated budget for the two participants for categories 1 to 3 would be:

Host	Categories 1 to 3
Participant 1 (Poland)	157,078.40 € + 57,600€ = 214,678.40 €
Participant 2 (Israel)	147,363.50 € + 50,400€ = 197,763.50 €
SUB TOTAL	412,474.90 €

To arrive at the total indicative EU contribution, the management costs (max 10% of the EU contribution), the contribution to small equipment for SMEs (max 10% of EU contribution to the SME), and the overheads (10% of the direct costs) must be added to the above amounts.

- **Category 4: Management Activities**

Note that management costs (C4) are 10% of the total EU contribution (i.e. C1+C2+C3+C4+C5+C6) and overheads (C5) are 10% of direct costs (C1+C2+C3+C4+C6). Therefore management and overheads can be estimated by knowing costs C1, C2, C3 and C6, if applicable.

The following formula can be used in order to calculate the total EU contribution:

Without knowing the exact amount of Management and Overheads the formula is:
Total EC contribution = (C1+C2+C3+C6) * 1.1/0.89

The following formula can be used in order to calculate the maximum allowed for management costs (C4):

Max of management costs (C4) = 0.1 * Total EU contribution
 Without knowing the exact amount of Overheads the formula is:
 $C4 = (C1+C2+C3+C6) * 0.11/0.89$

Host	4. Management
Participant 1 (Poland)	$(157,078.40 \text{ €} + 57,600\text{€}) * 0.11/0.89 =$ 26,533.29 €
Participant 2 (Israel)	$(147,363.50\text{€} + 50,400\text{€} + 27,889.72\text{€}) * 0.11/0.89 =$ 27,889.72 €

- **Category 5: Contribution to Overheads**

The contribution to overheads can be determined as 10% of the direct costs. The following formula can be used in order to calculate the maximum allowed for overheads costs (C5):

Maximum overheads costs (C5) = 0.1 * (C1+C2+C3+C4+C6)

Without knowing the exact amount of management costs the formula is:

$C5 = (C1+C2+C3+C6) * 0.1/0.89$

Host	5. Overheads
Participant 1 (Poland)	$214,678.40 \text{ €} * 0.1/0.89 =$ 24,121.17 €
Participant 2 (Israel)	$(197,763.50 \text{ €} + 27,889.72 \text{ €}) * 0.1/0.89 =$ 25,354.29 €

- **Category 6: Small Equipment for SMEs**

The contribution under this heading corresponds to a maximum of 10% of the budget allocated to the SME partner. Without knowing the exact amount of management costs and overheads the formula is:

$C6 = (C1+C2+C3) * 0.11/0.78$

Host	6. Contribution to Small Equipment Expenses	TOTAL
Participant 2 (Israel)	$(147,363.50 + 50,400) * 0.11/0.78$	27,889.72 €

The overall estimated EU contribution is summarised below:

Cost Categories	PARTICIPANT 1 (PL) TOTAL (€)	PARTICIPANT 2 (IL) TOTAL (€)
1+2. Living and Mobility Allowance	157,078.40 €	147,363.50 €
3. Contribution to the Research / Transfer of Knowledge Programme Expenses	57,600 €	50,400 €
4. Management Activities	26,533.29 €	27,889.72€
5. Overheads	24,121.17 €	25,354.29 €
6. SME Equipment	0 €	27, 889.72 €
ESTIMATED CONTRIBUTION TO THE PARTNER	265,332.86 €	278,897.23 €

The total estimated EU contribution to this project thus amounts to **544,230.09 €**

Key Points

Industry-Academia Partnerships and Pathways (IAPP)

- Minimum of two participants – one commercial, one non-commercial – located in different EU Member States or Associated Countries;
- Additional participants from any country or any sector;
- Typical 48 month project duration;
- Typical size of 2-4 participants; largest projects usually composed of 4-6 participants.

Secondments

- Compulsory secondment of research staff (at early stage and/or experienced researcher level);
- Secondments must represent at least 50% of researcher months supported;
- Secondments must always be inter-sectoral in nature (i.e. commercial to non-commercial sector and/or vice-versa);
- Intra-national secondments (i.e. secondments between participants in the same country) must represent a maximum of 30% of the total number of researcher months supported;
- Staff members must have been active continuously for at least one year (full-time equivalent) at the participating institution before their secondment;
- Secondments are supported for periods of 2-24 months.

Recruitments

- Optional recruitment of experienced researchers (ER);
- Recruitment of ERs is supported for periods of 12-24 months;
- Transnational mobility is mandatory: recruited researchers must not have resided in the country of the hosting institution for more than 12 months during the previous 36 months.

Annexes

- Annex 1 Timetable and Specific Information for this Call
- Annex 2 Evaluation Criteria and Procedure
- Annex 3 Instructions for Completing "Part A" of the Proposal
- Annex 4 Instructions for Drafting "Part B" of the Proposal

Annex 1 - Timetable and Specific Information for this Call

The 2012 "People" Work Programme provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The Work Programme is available on the Participant Portal call page. The part giving the basic data on implementation (deadline, budget, additional conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents. A web link to the Work Programme is indicated below:

ftp://ftp.cordis.europa.eu/pub/fp7/docs/wp/people/m-wp-201201_en.pdf

- **Indicative timetable for this call**

Publication of call	<i>19 October 2011</i>
Deadline for submission of proposals	<i>19 April 2012 at 17:00:00, Brussels local time</i>
Evaluation of proposals	<i>End June 2012</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>Mid August 2012</i>
Invitation letter to successful coordinators to launch grant agreement negotiations with Commission services	<i>End August 2012</i>
Letter to unsuccessful applicants	<i>From September 2012</i>
Signature of first grant agreements	<i>From November 2012</i>

- **2012 indicative call budget: € 80 million**

- **Further information and help**

The Participant Portal call page contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call information

Participant Portal call page and Work Programme:

http://ec.europa.eu/research/participants/portal/page/fp7_calls#

General sources of help:

The FP7 Enquiry service: <http://ec.europa.eu/research/enquiries>

National Contact Points: http://cordis.europa.eu/fp7/ncp_en.html

National Contact Points in third countries: http://cordis.europa.eu/fp7/third-countries_en.html

Specialised and technical assistance:

CORDIS help desk: http://cordis.europa.eu/quidance/helpdesk/home_en.html

EPSS Help desk: support@epss-fp7.org
IPR help desk: <http://www.ipr-helpdesk.org>

You may also wish to consult the following documents that can be found at:
http://cordis.europa.eu/fp7/find-doc_en.html

FP7 Legal basis documents generally applicable

- Decision on the Framework Programme
- Rules for Participation
- Specific Programmes
- Work Programmes

Legal documents for implementation

- Rules for submission of proposals and their related evaluation, selection and award procedures
- Standard model grant agreement
- Rules on verification of existence, legal status, operational and financial capacity

Guidance documents

- Guidance Notes on Audit Certification
- Guide for Beneficiaries
- Guide to Financial Issues
- Guide to IPR
- Checklist for the Consortium Agreement
- Negotiation Guidance Notes and Templates for Description of Work

Other supporting information

- Brochure "The FP7 in Brief"
- European Charter for Researchers and the Code of Conduct for their Recruitment
- International cooperation
- Risk Sharing Financing Facility and the European Investment Bank

Ethics Review

- Ethics check list
- Supporting documents

Annex 2 - Evaluation Criteria and Procedures to be Applied for this Call

1. General

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent experts.

REA staff ensure that the process is fair and in line with the principles contained in the Commission's rules.³

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest, before beginning their work. Confidentiality rules must be adhered to at all times before, during and after the evaluation.

In addition, an independent expert will be appointed by the REA to observe and report on the evaluation process. The observer gives independent advice to the REA on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or on the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

Conflicts of interest: under the terms of the appointment letter, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible REA staff member if one becomes apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest.

Confidentiality: the appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

2. Before the Evaluation

On receipt by the REA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

For this call a proposal will only be considered eligible if it meets all of the following conditions:

- It is received by the REA before the deadline given in the call fiche;
- It involves at least the minimum number of participants (from different sectors) given in the call fiche;
- It is complete (i.e. the requested administrative forms and the proposal description are both present).

³ Rules for submission of proposals, and the related evaluation, selection and award procedures (posted on CORDIS).

- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the Work Programme

A maximum length is specified for several sections of Part B (for details see annex 4 to this guide). You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages in each section where a page limit is indicated.

The REA establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies;

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts.

In constituting the lists of experts, the REA also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

REA staff allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Evaluation of Proposals

At the beginning of the evaluation, experts will be briefed by REA staff covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation. One of these experts will be designated as the proposal "rapporteur" and will assume additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against pre-determined evaluation criteria, applying weighting factors and thresholds. The evaluation criteria are reproduced on the following page. Note that each criterion is subject to a threshold.

Table A2.1 – Industry-Academia Partnerships and Pathways Evaluation criteria

Criteria			
S&T Quality Threshold 3, Weighting: 25%	Transfer of knowledge Threshold 3, Weighting: 30%	Implementation Threshold 3, Weighting: 20%	Impact Threshold 3, Weighting: 25%
Priority in case of <i>ex aequo</i>			
2	1	4	3
S&T objectives of the research programme, including in terms of intersectoral issues.	Quality of the transfer of knowledge programme. Consistency with the research programme.	Capacities (expertise / human resources/ facilities / infrastructures) to achieve the research and exchange of know-how and experience. Fit between capacity of host and size of support requested.	Provision to develop new and lasting inter-sectoral collaborations. Extent to which SMEs contribute to the project, where appropriate
Scientific quality of the joint collaborative research programme.	Importance of the transfer of knowledge in terms of intersectoral issues.	Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge.	Strategy for the dissemination, and exploitation / commercialisation of the results
Appropriateness of research methodology and approach.	Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.	Appropriateness of management plans (recruitment /secondment strategy, IPR strategy, demarcation of responsibilities, rules for decision making, etc); also working conditions, transparency of recruitment process and career development. *	Impact on the innovation potential of the European Research Area. In the relevant fields, description of potential applications.
Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.		How essential is non-ICPC third country funding, if any, to the objectives of the research training programme.	Facilitation of sharing knowledge and culture between the participants and external researchers (including international conferences, workshops, training events)
		In case of SME participation: Adequacy of the available infrastructure for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership	Impact of the proposed outreach activities. *

* Sub-criteria to be evaluated in light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

See: http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

The IAPP thresholds and weightings for the different criteria are summarized in the table below:

Table A2.2 – Evaluation Weightings and Thresholds

Evaluation Criterion	Weighting (in %)	Threshold	Priority in case of <i>ex aequo</i>
S&T Quality	25	3	2
Transfer of Knowledge	30	3	1
Implementation	20	3	4
Impact	25	3	3

In addition to the individual thresholds, an **overall threshold of 70%** will be applied to the total weighted score.

Evaluation scores will be awarded for each of the four criteria, and not for the sub-criteria. The sub-criteria are issues which the expert should consider in the assessment of that criterion. They also act as reminders of issues to raise later during the discussions of the proposal.

Each criterion will be scored out of 5. Decimal points can be given.

The scores indicate the following with respect to the criterion under examination:

0 -	<i>The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information</i>
1 -	<i>Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.</i>
2 -	<i>Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.</i>
3 -	<i>Good. The proposal addresses the criterion well, although improvements would be necessary.</i>
4 -	<i>Very good. The proposal addresses the criterion very well, although certain improvements are still possible.</i>
5 -	<i>Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</i>

Examples of the evaluation forms and reports that will be used by the experts in this call will be made available on CORDIS.

4. Individual Evaluation

This part of the evaluation will be carried out on the premises of the experts concerned (i.e. "remotely").

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, experts must *only* apply the above evaluation criteria.

Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues (see the separate "Ethics" part of the Guide for Applicants).

Signature of the IAR also entails a declaration that the expert has no conflict of interest in evaluating the particular proposal.

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, a REA staff member will be informed immediately, and the views of the other experts will be sought.

If the consensus view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation and will be deemed ineligible.

5. Consensus Meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views.

This entails a consensus meeting in Brussels to discuss the scores awarded and to prepare comments.

The consensus discussion is moderated by the rapporteur assigned to the proposal and can be attended by a REA official and/or the panel chairs/vice-chairs. The role of the rapporteur is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The rapporteur is responsible for drafting the consensus report.

The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and comments to justify the scores which are suitable for feedback to the proposal coordinator. These scores and comments are set out in a consensus report. The evaluators also come to a common view on the questions of scope and ethics.

If during the consensus discussion it is found to be impossible to bring all the experts to a common point of view on any particular aspect of the proposal, the REA may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal: Each proposal shall be evaluated against the 2012 Work Programme evaluation criteria. In the case of proposals that have been submitted previously to the Commission / REA, the panel coordinator discloses to the experts the previous Evaluation Summary Report (see below) at the consensus stage. If necessary, the experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

Ethical issues (above threshold proposals): If one or more experts have noted that there are ethical issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked and an Ethical Issues

Report (EIR) completed, stating the nature of the ethical issues. Exceptionally for this issue, no consensus is required.

The EIR will be signed by the Research Executive Agency official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

The Research Executive Agency may decide to submit any of the proposals proposed for funding to a specific ethical review panel. Projects raising specific ethical issues, such as research intervention on human beings, research on human embryos and human embryonic stem cells, or on non-human primates, are automatically submitted for ethical review.

Outcome of the consensus meeting

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and by the REA official or the panel chairs/vice-chairs. The moderator is responsible for ensuring that the consensus report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The REA will take the necessary steps to assure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

6. Panel Review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the REA having had an overview of the results of the consensus step.

The panel comprises at least the rapporteurs of the various proposal(s), the Panel Chair and Vice-Chair(s) and REA officials. Several panels can be established to cover the main scientific areas of the subject of the proposals. The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, to propose a new set of consensus scores.

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report;
- recommending a priority order for proposals with the same consensus score in each criterion;
- making recommendations on possible clustering or combination of proposals.

The panel is moderated by the REA representative or by the chair person appointed by the REA. The REA will ensure fair and equal treatment of the proposals in the panel discussions. A panel rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethical issues raised and any security considerations;
- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order;
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation by experts;
- A summary of any deliberations of the panel.

The panel report is signed by at least three panel members, including the panel rapporteur and the panel chairperson.

Subsequently, a special ethical review of above-threshold proposals may be organised by the Research Executive Agency.

7. Priority Order for Proposals of the Same Score

When the total scores are equal, priority will be based on the scores received for individual evaluation criteria. The priority order of the criteria is detailed in the table A2.2.

If necessary, any further prioritisation will be based on other appropriate characteristics, to be decided by the panel, related to the contribution of the proposal to the European Research Area and/or general objectives mentioned in the Work Programme (e.g. inter-sectoral mobility, international co-operation, favourable employment and working conditions).

Whether or not such a prioritisation is carried out will depend on the available budget or other conditions set out in the call fiche.

Annex 3 - Instructions for Completing "Part A" of the Proposal

Proposals in this call must be submitted electronically, using the Electronic Proposal Submission System (EPSS).

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A constitutes an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (see Annex 4 of this guide).

This section provides guidance on how to complete the administrative forms (A1, A2 and A4) for an IAPP proposal. Form A1 gives a snapshot of your proposal, form A2 concerns the Host organisation(s), and form A4 details your request for funding in terms of researcher-months.

How to complete the forms (A1, A2 & A4)

- **Coordinator**

The coordinator fills in one form A1 and one form A4 with details for each full network partner (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the network coordinator). Numbers and information listed in form A4 should be the same as that reported in Part B of the proposal.

- **Full network partners**

The full network partners (including the coordinator) fill in one A2 form each.

When you complete part A, please make sure that *numbers are always rounded to the nearest whole number*.

Note:

The following notes are for information only. They should assist you in completing Part A of your proposal. On-line guidance will also be available. The precise questions and options presented on the EPSS may differ slightly from these below.

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to a non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (ITN) Industry-Academia Partnerships and Pathways (IAPP) Co-funding of Regional, National and International Programmes (COFUND) International Research Staff Exchange Scheme (IRSES) Intra-European Fellowships (IEF) Career Integration Grants (CIG) International Outgoing Fellowships (IOF) International Incoming Fellowships (IIF)
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the Commission in the organisation of the evaluation of proposals. Chemistry CHE Social Sciences and Humanities SOC Economic Sciences ECO Information science and Engineering ENG Environment and geosciences ENV Life sciences LIF Mathematics MAT Physics PHY To help you select the most relevant panel code, please refer also to the breakdown of each scientific area into a number of sub-disciplines on the following page.
Total duration in months	Insert the estimated duration of the project in full months (preferably 48).
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the call page. A call identifier looks like this: <i>FP7-PEOPLE-2012-IAPP</i>
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal choosing from the available list and/or adding free keywords. There is a limit of 200 characters.
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. If the proposal is written in a language other than English, please include an English version of the proposal abstract in Part B. There is a limit of 2000 characters.
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific Panels - Sub-disciplines

To help you in selecting the most relevant panel code please find below a breakdown of each research area

CHEMISTRY (CHE)

- Biological, Pharmaceutical and Medicinal Chemistry
- Environmental Chemistry
- Homogeneous and Heterogeneous Catalysis
- Instrumental Techniques, Analysis, Sensors
- Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
- New Synthesis, Combinatorial Chemistry
- Reaction Mechanisms and Dynamics
- Surface Science and Colloids
- Theoretical and Computational chemistry
- Other Chemistry

SOCIAL SCIENCES AND HUMANITIES (SOC)

- Education and Training
- Law (European or Comparative National)
- Linguistics (applied to: Education, Industrial Efficiency or Social Cohesion)
- Media and Mass Communication
- Political Sciences (European or Comparative National)
- Psychology (Social, Industrial, Labour, or Education)
- Sociology
- Other Social and Human Sciences

ECONOMIC SCIENCES (ECO)

- Financial Sciences
- Industrial Economics (incl. Technology & Innovation)
- International Economics
- Labour Economics
- Macroeconomics
- Management of Enterprises (incl. Marketing)
- Microeconomics
- Natural Resources & Environmental Economics
- Public Sector Economics
- Quantitative Methods
- Research Management
- Social Economics
- Urban & Regional Economics (incl. Transport Economics)
- Other Economic Sciences

ENGINEERING & INFORMATION SCIENCE (ENG)

- Automation, Computer Hardware, Robotics
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Graphics, Human Computer Interaction, Multimedia
- Electrical Engineering
- Electronics
- Information Systems, Software Development and Databases
- Knowledge Engineering and Artificial Intelligence
- Materials Engineering
- Mechanical Engineering
- Parallel and Distributed Computing, Computer Architecture
- Signals, Speech and Image Processing
- Systems, Control, Modelling & Neural Networks
- Telecommunications
- Transport Engineering
- Other Engineering and Information Science

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)
- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture

- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology
- Other Environment and Geosciences

LIFE SCIENCES (LIF)

- Bioenergetics
- Biological Membranes
- Biomedicine, Public Health & Epidemiology
- Cancer Research
- Cell Biology
- Computational Biology and Bioinformatics
- Developmental Biology
- Enzymology
- Genetic Engineering
- Genomics and General Genetics
- Immunology
- Macromolecular Structures and Molecular Biophysics
- Medical Pathology
- Metabolic Regulation and Signal Transduction
- Metabolism of Cellular Macromolecules
- Microbiology and Parasitology
- Neurosciences (incl. Psychiatry and Clinical Psychology)
- Pharmacology and Toxicology
- Physiology
- Virology
- Other Life Sciences

MATHEMATICS (MAT)

- Algebra and Number Theory
- Algorithms and Complexity
- Analysis and Partial Differential Equations
- Applied Mathematics and Mathematical Physics
- Discrete Mathematics and Computational Mathematics
- Geometry and Topology
- Logic and Semantics
- Statistics and Probability
- Other Mathematics

PHYSICS (PHY)

- Astronomy, Astrophysics and Cosmology
- Atomic and Molecular Physics
- Biophysics and Medical Physics
- Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
- Condensed Matter- Mechanical and Thermal Properties
- Condensed Matter- Optical and Dielectric Properties
- Elementary Particles and Fields
- Fluids and Gases
- Non Linear Dynamics and Chaos Theory
- Nuclear Physics
- Optics and Electromagnetism
- Physical Chemistry, Soft Matter and Polymer Physics
- Physics of Superconductors
- Plasmas and Electric Discharges
- Statistical Physics and Thermodynamics
- Surface Physics
- Other Physics

Section A2 – Information on the Host organisations:	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the coordinator of a proposal is always number one.
Participant Identification Code	The Participant Identification Code (PIC) enables organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the Commission are encouraged to use it when submitting proposals. By entering a PIC, parts of section A2 will be filled in automatically. An online tool to search for existing PICs and the related organisations is available at: http://ec.europa.eu/research/participants/portal/page/searchorganisations Organisations not yet having a PIC are strongly encouraged to self-register (at http://cordis.europa.eu/fp7/pp-pic_en.html) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	For a Public Law Body , it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; For a Private Law Body , it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. For a natural person , it is e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Ira SINGH
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (./:…), e.g. CNRS and not C.N.R.S. It should be preferably the one commonly used, e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law and international organisations.
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges ...).
International organisation	"international organisation" means an intergovernmental organisation, other than the European Union, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European Commission	The European Commission's research laboratories
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings. Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

NACE code	<p>NACE means " Nomenclature des Activités économiques dans la Communauté Européenne".</p> <p>Please select one activity from the list that best describes your professional and economic ventures. If you are involved in more than one economic activity, please select the one activity that is most relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .</p>
Small and Medium-Sized Enterprises (SMEs)	<p>SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at: http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</p> <p>To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at: http://ec.europa.eu/research/sme-techweb/index_en.cfm</p>
Dependencies with (an) other participant(s)	<p>Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:</p> <ul style="list-style-type: none"> • A legal entity is under the same direct or indirect control as another legal entity (SG); or • A legal entity directly or indirectly controls another legal entity (CLS); or • A legal entity is directly or indirectly controlled by another legal entity (CLB). <p><u>Control:</u></p> <p>Legal entity A controls legal entity B if:</p> <ul style="list-style-type: none"> • A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or • A, directly or indirectly, holds in fact or in law the decision-making powers in B. <p>The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:</p> <p>(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;</p> <p>(b) the legal entities concerned are owned or supervised by the same public body.</p>
Character of dependence	<p>According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:</p> <p>SG: Same group: if your organisation and the other participant are controlled by the same third party;</p> <p>CLS: Controls: if your organisation controls the other participant;</p> <p>CLB: Controlled by: if your organisation is controlled by the other participant.</p>
Contact point	<p>It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).</p>
Title	<p>Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.</p>
Sex	<p>This information is required for statistical and mailing purposes. Indicate F or M as appropriate.</p>
Phone and fax numbers	<p>Please insert the full numbers including country and city/area code. Example +32-2-2991111.</p>

Section A4 – Requested Fellows (IAPP):	
Early-Stage Researchers	<p><i>Early-Stage Researchers must be, at the time of recruitment by the host organisation, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. Full-time research experience is measured from the date when they obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is seconded, irrespective of whether or not a doctorate is envisaged.</i></p> <p>Note: Researchers with less than 4 years of research experience but already in the possession of a doctoral degree fall into the category of Experienced Researchers (< 10 years)</p> <p>Early-stage researchers are only eligible for secondment (and not recruitment) within the IAPP scheme Their participation in the project may range from 2-24 months.</p>
Experienced Researchers (<10 years)	<p><i>Experienced Researchers (4-10 years) means researchers who have, at the time of recruitment/selection for secondment (i) a doctoral degree, or (ii) a full-time equivalent research experience of 4-10 years since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged).</i></p> <p>Experienced Researchers (4-10 years) are eligible for secondment or new recruitment in the IAPP scheme</p> <p>Their participation in the project may range from 12-24 months for recruitment and from 2-24 months for secondment.</p>
Experienced Researchers (>10 years)	<p><i>Experienced Researchers (>10 years) means researchers who have, at the time of recruitment/selection for secondment more than 10 years' full-time equivalent research experience since obtaining the degree which formally allowed them to embark on doctoral studies, either in the country in which the degree was obtained or in the country of the (recruiting/receiving) host organisation (irrespective of whether or not a doctorate was envisaged).</i></p> <p>Experienced Researchers (>10 years) are eligible for secondment or new recruitment in the IAPP scheme.</p> <p>Their participation in the project may range from 12-24 months for recruitment and from 2-24 months for secondment.</p>
Note	<p><i>In both cases full-time equivalent research experience is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided</i></p>
Fellow/Person months	<p>Provide total number of fellow months and the corresponding total number of researchers for each secondment/recruitment category and for each beneficiary.</p>



Proposal Submission Forms

		Research Executive Agency 7 th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions Industry-Academia Partnerships and Pathways (IAPP)	A1
<i>Proposal Number</i>		<i>Proposal Acronym</i>		
GENERAL INFORMATION ON THE PROPOSAL				
<i>Proposal Title</i>				
<i>Marie Curie Action-Code</i>		<i>Scientific Panel</i>		
<i>Total duration (months)</i>		<i>Call identifier</i>		
<i>Free Keywords (up to 200 characters)</i>				
<i>Abstract (up to 2000 characters)</i>				
Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes?				YES/NO
<i>If yes:</i>				
<i>Programme name(s) and year</i>		<i>Proposal number(s)</i>		
Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?				YES/NO



Proposal Submission Forms

	Research Executive Agency 7 th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions Industry-Academia Partnerships and Pathways (IAPP)	A2
	Proposal Nr	Proposal Acronym	

INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7, enter your Participant Identity Code		<input type="text"/> [PIC or 'none']
Organisation legal name <input type="text"/>		
Organisation short name <input type="text"/>		

Administrative data

Legal address			
Street name <input type="text"/>	<input type="text"/>		Number <input type="text"/>
Town <input type="text"/>			
Postal Code / Cedex <input type="text"/>			
Country <input type="text"/>			
Internet homepage (optional) <input type="text"/>	<input type="text"/>		

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

- Non-profit organisation
- Public body
- Research organisation
- Higher or secondary education establishment
- International organisation
- International European Interest organisation
- Joint Research Centre of the European Commission
- Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherche) / Enterprise groupings]
- Commercial Enterprise
- Main area of activity (NACE code): [dropdown list]

1. Is your number of employees smaller than 250? (<i>full time equivalent</i>)	<input type="text"/>	[yes/no]
2. Is your annual turnover smaller than € 50 million?	<input type="text"/>	[yes/no]
3. Is your annual balance sheet total smaller than € 43 million?	<input type="text"/>	[yes/no]
4. Are you an autonomous legal entity?	<input type="text"/>	[yes/no]
You are not an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. Please check the additional conditions given in Annex X.		
Following this check, do you conform to the Commission's definition of an SME?	<input type="text"/>	[yes/no]



Proposal Submission Forms



Research Executive Agency

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**Industry-Academia Partnerships and
Pathways (IAPP)**

A2

Dependencies with (an)other participant(s)

Are there dependencies between your organisation and (an)other participant(s) in this proposal? (Yes or No)					
If Yes:					
Participant Number		Organisation Short Name		Character of dependence	
Participant Number		Organisation Short Name		Character of dependence	
Participant Number		Organisation Short Name		Character of dependence	

Contact points

Person in charge (For the coordinator (participant number 1) this person is the one who the Commission will contact in the first instance)					
Family name				First name(s)	
Title				Sex (Female – F / Male – M)	
Position in the organisation					
Department/Faculty/Institute/Laboratory name/ ...					
Is the address different from the legal address?					YES/NO
Street name					Number
Town					
Postal Code / Cedex					
Country					
Phone 1				Phone 2	
E-mail				Fax	



Proposal Submission Forms



Research Executive Agency
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
Industry-Academia Partnerships and Pathways
(IAPP)

A4

Proposal Number  Proposal Acronym

Participant No	Secondments						Newly Recruited Researchers			
	Early-Stage Researchers (0-4 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)	
	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers	Fellow Months	Number of researchers
1										
Total										

Annex 4 - Instructions for Drafting "Part B" of the Proposal

This annex provides guidelines for drafting Part B of your IAPP proposal. It will help you to present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see Annex 2).

General information

Part B of the proposal contains the details of the proposed research and training programmes along with the practical arrangements planned to implement them and their impact. They will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that "Explanatory notes" in the following serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme.

For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents.

Please note that this call will be a single-stage proposal submission and evaluation procedure. The template for the submission can be downloaded from the EPSS.

A **maximum length** is specified for B.2 – B.5 sections of Part B:

- **S&T Quality - 10 pages,**
- **Transfer of Knowledge - 6 pages,**
- **Implementation - 10 pages,**
- **Impact - 4 pages**

You must keep your proposal within these limits.

Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system! **Experts will be instructed to disregard any excess pages in each section in which the maximum number of pages is indicated.**

The **minimum font size** allowed is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers).⁴

Ensure that the font type chosen leads to clearly readable text (eg. Arial or Times New Roman).

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

Please make sure that:

- You use the right template to prepare your proposal;

⁴ Literature should be listed in footnote, font size 8 or 9.

- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format “Part B - Page X of Y” is used;

For the proposal Part B you must use exclusively PDF (“Portable Document Format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the EPSS system. Letters of commitment must be included in the PDF file; these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.

Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

**Marie Curie Industry-Academia Partnerships and Pathways
(IAPP)
Call: FP7-PEOPLE-2012-IAPP**

PART B

“PROPOSAL ACRONYM”

Part B - Page X of Y

Table of Contents

To draft PART B of the proposal applicants should take into account the following structure. If required for the description of the project, applicants may wish to add further sub-headings.

B.1 LIST OF PARTICIPANTS

START PAGE COUNT

B.2 S&T QUALITY (maximum 10 pages)

B.3 TRANSFER OF KNOWLEDGE (maximum 6 pages)

B.4 IMPLEMENTATION (maximum 10 pages)

B.5 IMPACT (maximum 4 pages)

STOP PAGE COUNT

B.6 ETHICAL ASPECTS

B.7 TABLE CAPACITIES OF THE HOST

B.8 GANTT CHART

Proposal page limit: Applicants must ensure that sections B.2-B.5 do not exceed the given page limits.

PART B

Practical Information:

PART B proposal page limits: A maximum length is specified for B.2 – B.5 sections of Part B:

- **S&T Quality - 10 pages,**
- **Transfer of Knowledge - 6 pages,**
- **Implementation - 10 pages,**
- **Impact - 4 pages**

You must keep your proposal within these limits. The expert evaluators will be instructed to disregard any excess pages in each section where a page limit is indicated.

Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.

The Part B must be submitted as a PDF file. File formats other than PDF will not be accepted by the system. Any annex should be included directly in the Part B and immediately visible. Annexes should not be submitted as extra files or as files embedded in the PDF files, as these are not visible."

Proposals are evaluated against **four criteria**, these being "**S&T Quality**" (25%), "**Transfer of knowledge**" (30%), "**Implementation**" (20%) and "**Impact**" (25%). The weight of each of the criteria is shown in the brackets.

Please make sure that the **free text** used to describe the proposed project takes into account the issues covered by the 4 evaluation criteria.

In addition, applicants are requested to provide information on ethical aspects (where relevant) and information on participation in previous projects under the Marie Curie actions.

B.1 LIST OF PARTICIPANTS

Please provide an overview of the consortium composition by giving details of the legal entity, the department carrying out the work and the person-in-charge of the project.

All Participants	For Commercial Sector Participants, please tick ✓	If SME, please tick ✓	City, Country	Legal Entity Name	Department/ Division/ Laboratory	Scientist-in-Charge
-						
-						
-						
-						

Data for SME participant(s):

SME name	Location of research premises (city / country)	Number of full-time employees	Type of R&D activities	Number of employees in R&D	Company web site	Annual turnover (approx, in Euro)
-						
-						
-						

Note that:

- any inter-relationship between different participating institutions (e.g. joint ownership, overlapping staff, etc.) **must** be declared and justified in the proposal;
- the data provided relating to the capacity of the participating institutions will be subject to verification during the negotiation phase.

START PAGE COUNT

B.2 S&T QUALITY (maximum 10 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 3.1).

- S&T objectives of the research programme, including in terms of intersectoral issues.
- Scientific quality of the joint collaborative research programme.
- Appropriateness of research methodology and approach.
- Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art.

Explanatory note:

Please provide an introduction to the proposal, describing its main objectives and how they will be achieved.

Provide a detailed description of the scientific and technological objectives of the research project / programme to be implemented by the partnership, highlighting planned research collaborations. The scientific part of the proposal should allow experts to assess the quality of the proposed research, including interdisciplinarity (if applicable) and intersectoral aspects.

Explain the key elements of the research methodology that will be followed, taking into consideration ethical and other relevant issues, where appropriate.

Describe the current state of the art and the originality and innovative aspects of the proposed research programme in relation to it.

Explain how synergies/complementarities between the partners will be exploited to advance research in the chosen field. Show how each partner's respective expertise and competence makes them particularly suited for their allocated tasks.

Note that proposals will be subject to checks for plagiarism and to ensure that the proposed research has not been previously funded.

B. 3 TRANSFER OF KNOWLEDGE (maximum 6 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 3.1).

- Quality of the transfer of knowledge programme. Consistency with the research programme;
- Importance of the transfer of knowledge in terms of intersectoral issues;
- Adequacy of the role of researchers exchanged and recruited from outside the partnership with respect to the transfer of knowledge programme.

Explanatory note:

Outline the need for knowledge transfer for the host organisations through the secondment of their own staff and the recruitment of researchers from outside the partnership. Demonstrate how the knowledge transfer will significantly increase the research quality and overall RTD capability and competitiveness of the partners.

Detail the distinct special measures that will be taken to transfer knowledge between the host institutions. The measures should emphasise the scientific and technical transfer and also any broader training (e.g. communication, ethics, language training, and managerial skills) designed to benefit the personnel of the participating institutions. Provide details of the in-built return mechanisms that will ensure efficient transfer of knowledge back into the organisation of origin of the seconded staff.

Describe the relative roles of secondments and any envisaged recruitment. Indicate in person-months the overall total of researchers to be seconded and the total of *de novo* recruitment.

The following table should be used (please note that data given in this table must be identical with the data given in the table A4):

	Secondments						Newly Recruited Researchers			
	Early-Stage Researchers (0-4 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)		Experienced Researchers (<10 years)		Experienced Researchers (>10 years)	
	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>	<i>Researcher-months</i>	<i>Researchers</i>
Total										

Indicate the foreseen length of each secondment/recruitment (for example using a Gantt chart, see p.60). Pay attention to all eligibility rules for secondment and recruitment (described in section 2 of the Guide for Applicants).

Explain the chosen mixture of researchers in terms of their experience: early stage; experienced (break down into 4-10 years, and more than 10 years); and technical/managerial staff.

B.4 IMPLEMENTATION (maximum 10 pages)

- Capacities (expertise / human resources / facilities / infrastructures) to achieve the research and exchange of know-how and experience. Fit between capacity of host and size of support requested;
- Adequate exploitation of complementarities and synergies among partners in terms of transfer of knowledge;
- Appropriateness of management plans (recruitment / secondment strategy, IPR strategy, demarcation of responsibilities, rules for decision making, etc); also working conditions, transparency of recruitment process and career development; *
- How essential is non-ICPC Other Third Country participation, if any, to the objectives of the research training programme;
- In case of SMEs participation: Adequacy of the available infrastructures for the performance of the project. In case extra equipment is requested, necessity and justification in the context of the partnership.

* Sub-criteria to be evaluated in light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

Explanatory note:

In the separate tables provided for in section B.7, please describe **the capacities of each host institution** (both full participants and associated partners, if any) in terms of research expertise, human resources, facilities and infrastructure to demonstrate that each participant has sufficient resources to host and/or offer a suitable environment for training and transfer of knowledge to seconded researchers and/or recruited *experienced researchers* (half a page maximum per participant). Each team should supply information on the **key scientific staff** who will be involved in the research, training and supervision, their individual expertise and the foreseen extent of involvement (in percentage of full time employment).

List **ONLY** the three most significant recent publications for each of the research teams in the proposal.

Complementary to the information provided in B.7, describe in this section how the infrastructure and human resource capacity of each organisation relates to the proposed work plan and schedule of secondments and recruitments.

Describe in practical terms how the participant teams complement one another and how possible synergies will be exploited to benefit the transfer of knowledge programme. Highlight the involvement of participants from different sectors (commercial, non-commercial) and provide details on the nature of the collaborations.

Provide an overview of the work packages, deliverables and milestones (tables B.4.1-3). The schedule should be in terms of number of months elapsed from the start of the joint collaboration programme. Indicate how these tasks are linked to the objectives of the research programme.

Table B.4.2 Deliverables List

Del. no. ¹¹	Deliverable Title	Work Package no.	Person months (ESR/ER)	Nature ¹²	Dissemination level ¹³	Delivery date ¹⁴

Project deliverables are the verifiable output of the project. Tasks and activities will yield deliverables. A deliverable can be the completion of a specification, a prototype, a scientific paper or report, a patent, a conference, a training etc. Given that deliverables reflect the progress attained by the project at a certain moment they will be scheduled throughout the 'life' of the project (e.g. synchronised with project reviews). As the Seventh Framework Programme is funded with public funds, a reasonable number of non-confidential deliverables, suitable for publication, should be foreseen.

Table B.4.3 List of Milestones

Milestone number	Milestone name	Work Package(s) involved	Lead Beneficiary	Expected Date ¹⁵	Comments ¹⁶

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for the next phase of the project.

B.5 IMPACT (maximum 4 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 3.1).

- Provision to develop new and lasting intersectoral collaboration; Extent to which SMEs contribute to the project, where appropriate;
- Strategy for the dissemination and exploitation / commercialisation of the results; *
- Impact on the innovation potential of the European Research Area; in the relevant fields, description of potential applications;

¹¹ 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.

¹² Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Publication, **E** = Events, **O** = Other

¹³ Please indicate the dissemination level using one of the following codes:

PU = Public

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

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

¹⁵ Measured in months from the project start date (month 1).

¹⁶ Show how you 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.

- Facilitation of sharing knowledge and culture between the participants and external researchers (including international conferences, workshops, training events)
- Impact of the proposed outreach activities. *

* Sub-criteria to be evaluated in light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'

Explanatory note:

This section should allow experts to assess the immediate and longer term benefits of the proposed collaboration. It should outline how the project/programme will foster new collaborations and how the proposed collaboration might continue beyond the lifetime of the project.

Outline the practical steps the partnership would take to ensure effective dissemination of the results of the collaboration, both during the project duration and after completion of the grant agreement. Where applicable, describe the industrial or commercial routes envisaged for the exploitation of the results by the commercial sector participants.

If funding is sought for participation of external researchers in transfer of knowledge and dissemination events, justify why this is beneficial for the project.

In order to promote communication between the scientific community and the general public and to increase awareness of science, **various outreach activities should be outlined** in this section. For the planned outreach activities (see examples below) their expected impact should be explained in the proposal. It is expected that each recruited fellow will contribute to at least one outreach activity per year (outreach activities should also be included in the Gantt chart in section B8).

OUTREACH ACTIVITIES WITHIN MARIE CURIE IAPP PROJECTS

Outreach Activities are dissemination initiatives directed at the general public. The primary goal is to create awareness of the importance of research to society and to raise awareness of the Marie Curie Actions. Each consortium is invited to submit an Outreach Activities Plan as part of their proposal. The type of outreach activities is freely chosen by the consortium and could range from press articles to exposing students from primary and secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

Outreach activities and their impact are taken into account during the evaluation of proposals in light of the principles of the 'European Charter for Researchers' and 'Code of Conduct for the Recruitment of Researchers'. The relevant principle in the Charter is: "**Public engagement**" which notes that "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."

Possible outreach activities:

- **Marie Curie Ambassadors:** seconded/recruited fellows visit schools, universities, community organisations, etc. and promote their research field or assist teachers in preparing and delivering teaching materials.
- **Workshop Day:** An IAPP project runs a workshop/activity day in areas related to the raising of scientific awareness, for school/university students.
- **Summer-School Week:** Students spend one week in a summer school where they receive a first hand experience from the seconded/recruited fellows about their current research activities or wider scientific issues; the recruited/seconed fellows prepare specific activities, lectures and experiments.
- **IAPP Project Open Day:** Students and the general public visit the research institutions or labs and receive first-hand experience or lectures.
- **Public Talks, TV-Talks, Podcasts and Articles in Newspapers:** seconded/recruited fellows give a public talk/TV interview or write an article in the local newspaper about the results of the project and how these results could be relevant to the general public.
- **e-Newsletters:** seconded/recruited fellows develop a web-based document to be released on the internet for the attention of the public at large (e.g. Wikipedia).
- **Multimedia Releases:** recruited fellows make video-clips to be released on the internet, in spaces open to the public at large.

STOP PAGE COUNT – MAX 30 PAGES**B.6 ETHICS ISSUES**

Describe any ethics issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject.

This should be done in conjunction with the information provided in Guide for Applicants, Marie Curie Actions (Ethics) and for **all** proposals the following table must be completed.

ETHICS ISSUES TABLE

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred automatically to Ethical Review)

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Humans		YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Animals¹⁷		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
Research Involving ICP Countries¹⁸		YES	Page
	Is the proposed research (or parts of it) going to take place in the one or more of the ICP countries?		
	Is any material used in the research (e.g. personal data, animal and /or human tissues samples, genetic material, live animal, etc) a) collected in any of the ICP countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Dual Use		YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

B.7 TABLE - CAPACITIES OF THE HOST

For instructions on completing the tables, please see section B4 above.

(1 table per partner – maximum half a page per table)

Partner X	
General description	
Staff Expertise	(Including names, qualifications and experience)
Key facilities and infrastructure	
Previous involvement in Research Programmes	

¹⁷ The type of animals involved in the research that fall under the scope of the Commission's Ethical Scrutiny procedures are defined in the Council Directive 86/609/EEC of 24 November 1986 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental and other scientific purposes Official Journal L 358 , 18/12/1986 p. 0001 - 0028

¹⁸ In accordance with Article 12(1) of the Rules for Participation in FP7, 'International Cooperation Partner Country (ICPC) means a third country which the Commission classifies as a low-income (L), lower-middle-income (LM) or upper-middle-income (UM) country. The list of countries is given in annex 1 of the work programme. Countries associated to the Seventh EU Framework Programme do not qualify as ICP Countries and therefore do not appear in this list

Current Involvement in Research Programmes	(Detail the research and training projects in which the partner is currently participating)
Publications	(Max 3)

ENDPAGE

PEOPLE MARIE CURIE ACTIONS

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PART B

“PROPOSAL ACRONYM”

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