



Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange Guide du candidat : Les changements

Décembre 2018

1. How to use this Guide

Box 2 – Definitions of frequently used terms in this Guide

Guide du candidat 2018	Guide du candidat 2019
<p>p.5 : Partner organisations (as applicable in RISE) contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting, supervising, training and/or seconding staff members but do not sign the Grant Agreement. The legal entity must be established in a Non-Associated Third Country (TC).</p>	<p>p.5 : Partner organisations \emptyset contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting, supervising, training and/or seconding staff members but do not sign the Grant Agreement. The legal entity must be established in a Non-Associated Third Country (TC).</p>
<p>p.5 : Entities with a capital or legal link are entities that have a link with the Beneficiaries or TC Partner organisations, in particular, a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation.</p>	<p>p.5 : Entities with a capital or legal link are entities that have a link with the Beneficiaries or Third Country (TC) Partner organisations, in particular, a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation. These entities may implement certain action tasks described in Annex 1 of the grant agreement, i.e. seconding and hosting staff.</p>
<p>p.5 : /</p>	<p>p.6 : International European interest organisation (IEIO) means an international organisation, the majority of whose members are EU Member States or Horizon 2020 Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe (see Article 2.1(12) of the Horizon 2020 Rules for Participation (Regulation No 1290/2013)). European Charter and Code for Researchers: Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005)576 of 11 March 2005.</p>

2. General Aspects of RISE

2.2 Key features of RISE Consortia (1/2)

Guide du candidat 2018	Guide du candidat 2019
<p>p.7 : RISE actions offer many possibilities to meet the policy objectives (Box 3). There is no typical size or optimal structure of RISE consortia. Nevertheless, there are some minimal conditions to take into account in terms of type and number of participating organisations, as well as planned staff exchanges (Sections 3-4).</p>	<p>p.8 : RISE actions offer many possibilities to meet the policy objectives (Box 3). There is no pre-defined size for these multi-partner networks. However, it is recommended to keep the size of the consortium between 6 and 10 organisations since previous experience has shown this to be a manageable size. Nevertheless, there are some minimal conditions to take into account in terms of type and number of participating organisations, as well as planned staff exchanges (Sections 3-4).</p>
<p>p.8 : f) <u>What will the RISE funding cover?</u> The EU funding in a RISE action is a contribution to the overall costs of the action. It is paid in the form of unit costs of a total of 4,600 EUR for each PM of secondment and is meant to cover the staff member costs associated with the secondments and the institutional costs (see Section 6).</p>	<p>p.9 : f) <u>What will the RISE funding cover?</u> The EU funding in a RISE action is a contribution to the overall costs of the action. It is paid in the form of unit costs of a total of 4,600 EUR for each PM of secondment and is meant to cover the staff member costs associated with the secondments and the institutional costs related to the action (see Section 6). RISE projects can be implemented together with other related R&I activities as long as this does not entail double funding.</p>

2. General Aspects of RISE

2.2 Key features of RISE Consortia (2/2)

Guide du candidat 2018	Guide du candidat 2019
<p>p.8 : g) <u>How to plan the number of secondments?</u> For the entire project, secondments shall be planned to achieve the goals of the R&I project (in terms of length of time and the required competencies to achieve the deliverables). Note that there is a maximum of 540 PM of EU funded secondments per action. The number of secondments planned should have a substantial impact, as highlighted above and in the evaluation criteria (see Annex 2).</p>	<p>p.9 : g) <u>How to plan the number of secondments?</u> For the entire project, secondments shall be planned to achieve the goals of the R&I project (in terms of length of time and the required competencies to achieve the deliverables). Note that there is a maximum of 540 PM of EU funded secondments per action. Secondment for each staff member will have a minimum duration of one month and a maximum duration of twelve months. The number of secondments planned should have a substantial impact, as highlighted above and in the evaluation criteria (see Annex 2).</p>
<p>p.9 : /</p>	<p>p.10 : h) <u>What is key for a successful implementation of RISE projects?</u> Give careful attention to drafting a high quality and efficient implementation plan. For instance it should be realistic, match the stated research and innovation objectives, show coordination between the participating organisations and secondment plan as well as clearly identify the added value of the staff exchanges.</p>

2. General Aspects of RISE

Table 1A - Example of planning of RISE Action (Intersectoral)

Guide du candidat 2018	Guide du candidat 2019
<p>p.10 : There are five Work Packages (WP) (three on R&I activities and two related to management and dissemination/communication activities) and 15 deliverables. The planning of the required PM to achieve these deliverables indicates 100 PM for a total of 15 secondments (with an average duration of six months) and involving the exchange of ESR and ER staff members.</p>	<p>p.11 : There are five Work Packages (WP) (three on R&I activities and two related to management and dissemination/communication activities) and 15 deliverables. The planning of the required PM to achieve these deliverables indicates 100 PM for a total of 15 secondments (with an average duration of six months) and involving the exchange of ESR and ER staff members in the three WPs on R&I activities only.</p>

2. General Aspects of RISE

Table 1B - Example of planning of RISE Action (International)

Guide du candidat 2018	Guide du candidat 2019
<p>p.11 : There are four WP (two technical and two related to management and dissemination/communication activities) and 10 deliverables.</p> <p>The planning of the required PM to achieve these deliverables is estimated to require a total of 250 PM, with 50 secondments (with an average duration of five months) involving only ER.</p>	<p>p.12 : There are four WP (two technical and two related to management and dissemination/communication activities) and 10 deliverables.</p> <p>The planning of the required PM to achieve these deliverables is estimated to require a total of 250 PM, with 50 secondments (with an average duration of five months) involving only ER in the two WPs on R&I activities only.</p>
<p>p.11 : 20 PM will be used for <u>Canadian ER</u> to be seconded to <u>Romania</u> (NB Canada is not listed as a country automatically eligible for funding and will incur the costs themselves; nonetheless the secondments are documented in the proposal and monitored during implementation)</p>	<p>p.12 : 20 PM will be used for <u>Canadian ERs</u> to be seconded to <u>Romania</u> (NB Canada is not listed as a country automatically eligible for funding, but would cover the costs themselves by own national co-funding; nonetheless the secondments are documented in the proposal and monitored during implementation).</p>

3. Participating Organisations

3.2 Registration and validation of organisation type

Guide du candidat 2018	Guide du candidat 2019
<p>p.12 : The type of organisation (academic versus non-academic) is ultimately determined by the validation of the legal entity through registration in the Participant Portal with a Participant Identification Code or PIC number. This registration/validation, must be done correctly (see Box 4) to ensure secondments are eligible and that the overall proposal is eligible according to the minimal consortium conditions (see Section 4).</p>	<p>p.13 : The type of organisation (academic versus non-academic) is ultimately determined by the validation of the legal entity through registration in the Funding & Tenders Portal with a Participant Identification Code or PIC number. The data provided for the registration/validation of the PIC will automatically classify the organisation in one of the two sectors and will help ensuring that secondments are eligible and that the overall proposal is eligible according to the minimal consortium conditions (see Box 4 and Section 4).</p>

3. Participating Organisations

3.3 Roles of participating organisations

Guide du candidat 2018	Guide du candidat 2019
<p>p.13 : /</p>	<p>p.15 :</p> <div data-bbox="1294 501 2435 789" style="border: 1px solid black; padding: 10px;"> <p><i>Box 5 – How to find partners for your project ideas?</i></p> <p>You can use the new Partner Search function of the Funding & tender opportunities. The function allows to:</p> <ul style="list-style-type: none"> • look for organisations which received funding in the past • create and check partner search requests by call/topic </div>

4. Eligibility and cost eligibility conditions of RISE

4.2 Staff member eligibility

Guide du candidat 2018	Guide du candidat 2019
<p>p.15 : Type of relationship (employment contract, fellowship or other) between the staff member and the sending organisation must comply with the applicable national law and internal practices.</p>	<p>p.16 : Type of relationship (employment contract, fellowship or other) between the staff member and the sending organisation must comply with the applicable national law and internal practices. Being a registered PhD candidate is sufficient to be considered staff member at the organisation where they are registered.</p>
<p>p.15 :</p> <ul style="list-style-type: none"> ○ In the case of part-time work, the duration must be calculated on a pro-rata basis (e.g. if working on a 50% schedule, the staff member must have worked for at least two months before the secondment). In addition, before the secondment the above staff member must conclude contract/ supplementary agreement with his/her sending organisation to be able to implement the secondment on a full-time basis¹⁶. 	<p>p.16 : In the case of part-time work, the duration must be calculated on a pro-rata basis (e.g. if working on a 50% schedule, the staff member must have worked for at least two months before the secondment)¹⁷. Note that all secondments must be performed on a full-time basis. Before the secondment, the above staff member must conclude a contract/ supplementary agreement with their sending organisation to be able to implement the secondment on a full-time basis.</p>
<p>p.16 : This means that after the secondment period, the exchanged staff members should be reintegrated back into the sending organisation. This does not prevent the seconded staff members from accepting other job offers, but it requires the sending organisation to put in place all necessary measures to ensure the return of the staff member and/or transfer of knowledge.</p>	<p>p.17 : This means that after the secondment, the exchanged staff members will (at least) keep the working conditions they had prior to the secondment and can return to the sending organisation to transfer knowledge and experiences. This does not prevent the seconded staff members from accepting other job offers, but it requires the sending organisation to put in place all necessary measures to ensure the return of the staff member and/or transfer of knowledge.</p>

Nota Bene : Le point « 4.2.1 Secondment conditions » a été réorganisé et complété par deux nouveaux exemples.

4. Eligibility and cost eligibility conditions of RISE

4.3 Other Eligibility Conditions

Guide du candidat 2018	Guide du candidat 2019
<p>p.16 : Within a RISE action, the same staff member can be seconded to different hosting organisations. The total duration¹⁸ of secondments per individual staff member is a maximum of 12 months and a minimum of one month.</p>	<p>p.18 : Within a RISE action, the same staff member can be seconded to different hosting organisations. The total duration¹⁹ of secondments per individual staff member is a maximum of 12 months. The minimum duration for each secondment (see Definitions – Box 2) is one month with possibility to split into several stays (see below). The duration of the secondment is counted from the day of departure to the day of return.</p>
<p>p.17 : There are no conditions on the distribution of secondments between participating organisations or "balance" of secondments between time periods of the action. Rather, all secondments should be relevant for the implementation of the R&I action and reflect the involvement of all participating organisations.</p>	<p>p.18 : There are no conditions on the distribution of secondments between participating organisations or "balance" of secondments between time periods of the action. Rather, all secondments should be relevant for the implementation of the R&I action and reflect the involvement and tasks of all participating organisations during the duration of the project.</p>

6. Management considerations for implementation of RISE

Table 5 – Description of unit cost break-down per Person Month (PM)

Guide du candidat 2018	Guide du candidat 2019
<p>p.24 :</p> <div data-bbox="112 615 1251 815" style="border: 1px solid black; background-color: #fff9c4; padding: 5px;"> <p>⚠ Important! Note that <u>any secondments</u> planned to do "purely management activities" (e.g. project coordination meetings, report drafting, etc.) will <u>not be eligible</u> for funding under WP dedicated to these types of tasks.</p> </div>	<p>p.25 :</p> <div data-bbox="1294 615 2433 772" style="border: 1px solid black; background-color: #fff9c4; padding: 5px;"> <p>⚠ Important! Note that any secondments planned to do "purely management activities" (e.g. project coordination meetings, report drafting, etc.) will not be supported.</p> </div>

Annex 3 - Instructions for Completing “Part A” of the Proposal

2. Additional information on A3 Form - Budget and List of secondments

Guide du candidat 2018

p.32-33 : /

Guide du candidat 2019

p.33-34 :

⚠ Important! In Section 3: Budget and List of secondments, the applicant will be able to encode all the secondments. For this purpose, the applicant must use the grid on the top to enter new secondments:

3 - Budget ?

Add a new secondment or update an existing one by filling the below information

Staff Member			Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Research-Months)
No	ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			
7													

Add Secondment Update Secondment

In the same section, the grid can be used to update encoded secondments. Enter the “N°” and the registered secondment will appear. Make your change and record them by clicking on “Update Secondment”:

3 - Budget ?

Add a new secondment or update an existing one by filling the below information

Staff Member			Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Research-Months)
No	ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			
3	5	MNG	TEST EACEA	FR	EU/AC	yes	TEST UNIV TC	AU	TC	yes	0	26	12


Add Secondment Update Secondment

⚠ Important! Do not forget to **regularly save** your form. In the case you try to encode an ineligible secondment, a pop message will appear and will invite you to correct it.

Nota Bene : Ce point a été réorganisé et complété par ces deux nouveaux tableaux.

Annex 3 - Instructions for Completing “Part A” of the Proposal

Table A.3.1 List of secondments

Guide du candidat 2018	Guide du candidat 2019
<p>p.34 : Possible staff member profiles (see Definitions – Box 2): ER = Experienced researcher ESR = Early stage researcher MNG = Managerial staff TECH= Technical staff ADM = Administrative staff The same staff member is identified by the same staff member ID, an integer number³³</p>	<p>p.35 :</p> <div data-bbox="1294 561 2435 678" style="border: 1px solid black; background-color: #fff9c4; padding: 5px;"><p> Important! While filling the information the secondments will be displayed on the screen 5 rows at the time.</p></div> <p>Possible staff member profiles (see Definitions – Box 2): ER = Experienced researcher ESR = Early stage researcher MNG = Managerial staff TECH= Technical staff ADM = Administrative staff</p>

Annex 4 – Instructions for Drafting “Part B” of the Proposal

3.1 Gender aspects

Guide du candidat 2018	Guide du candidat 2019
<p>p.38 : In research activities where human beings are involved as subjects or end-users, gender differences may exist.</p>	<p>p.39 : All RISE proposals are encouraged to take appropriate measures to counter-act gender-related barriers to staff exchanges. In research activities where human beings are involved as subjects or end-users, gender differences may exist.</p>
<p>p.38 :</p> <div data-bbox="112 672 1251 1055" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;">Box 5 – Gender Equality in RISE actions</p> <p>Gender equality in research and innovation is a key element of Horizon 2020 and is mainstreamed as a cross-cutting issue throughout the programme. It is enshrined in the core documents establishing Horizon 2020, with the following objectives:</p> <ul style="list-style-type: none"> • Gender balance in research teams • Gender balance in decision-making • Gender Dimension in research content </div>	<p>p.36 :</p> <div data-bbox="1296 672 2435 1015" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;">Box 6 – Gender Equality in RISE actions</p> <p>Gender equality in research and innovation is a key element of Horizon 2020 \emptyset. It is enshrined in the core documents establishing Horizon 2020, with the following objectives:</p> <ul style="list-style-type: none"> • Gender balance in research teams • Gender balance in decision-making • Gender Dimension in research content </div>

Annex 5 – Part B Template with annotated instructions

2. Excellence

Guide du candidat 2018	Guide du candidat 2019																																										
<p>p.42 : Gender aspects in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed adequately.</p>	<p>p.43 : Consideration will be made of how the proposed RISE project promotes gender equality by encouraging equal opportunities for male and female staff involved in teams and in decision making according to the policy goals in Horizon 2020 and (see Box 6 of this Guide; reference in footnote 35). Where applicable, gender aspects in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed adequately.</p>																																										
<p>p.42 :</p> <p>Table B1 – Work Package (WP) List³⁷</p> <table border="1" data-bbox="122 958 1235 1139"> <thead> <tr> <th>Work Package No</th> <th>Work Package Title</th> <th>Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)</th> <th>Number of person-months involved</th> <th>Beneficiary leading</th> <th>Start Month</th> <th>End month</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)	Number of person-months involved	Beneficiary leading	Start Month	End month															<p>p.43 :</p> <p>Table B1 – Work Package (WP) List³⁷</p> <table border="1" data-bbox="1330 953 2415 1193"> <thead> <tr> <th>Work Package No</th> <th>Work Package Title</th> <th>Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)</th> <th>Number of person-months involved per secondment</th> <th>Lead Beneficiary</th> <th>Start Month</th> <th>End month</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)	Number of person-months involved per secondment	Lead Beneficiary	Start Month	End month														
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Annex 5 – Part B Template with annotated instructions

4. Quality and efficiency of the implementation

Guide du candidat 2018	Guide du candidat 2019																																																
<p>p.44 : /</p>	<p>p.46 : Credibility and feasibility of the allocation of secondments proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.).</p>																																																
<p>p.45 :</p> <p>Table B2: Work Package Description</p> <table border="1" data-bbox="122 675 1233 1153"> <thead> <tr> <th>Work Package Number</th> <th>"X*"</th> <th>Start/End Month</th> <th>__/__</th> </tr> </thead> <tbody> <tr> <td>Work Package Title</td> <td colspan="3">(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)</td> </tr> <tr> <td>Lead Beneficiary⁴⁰</td> <td colspan="3"></td> </tr> <tr> <td>Participating organisation Short Name**</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Person Months per Participating organisation:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Objectives: - explain the main objectives of the WP</td> <td colspan="3"></td> </tr> </tbody> </table>	Work Package Number	"X*"	Start/End Month	__/__	Work Package Title	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)			Lead Beneficiary ⁴⁰				Participating organisation Short Name**				Total Person Months per Participating organisation:				Objectives: - explain the main objectives of the WP				<p>p.47 :</p> <p>Table B2: Work Package Description</p> <table border="1" data-bbox="1319 644 2430 1168"> <thead> <tr> <th>Work Package Number</th> <th>"X*"</th> <th>Start/End Month⁴⁰</th> <th>__/__</th> </tr> </thead> <tbody> <tr> <td>Work Package Title</td> <td colspan="3">(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)</td> </tr> <tr> <td>Lead Beneficiary⁴¹</td> <td colspan="3"></td> </tr> <tr> <td>Participating organisation Short Name**</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Person Months per Participating organisation:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Objectives: explain the main objectives of the WP (e.g. R&I, Training, Transfer of Knowledge (Through secondments, After secondments /Through reintegration)</td> <td colspan="3"></td> </tr> </tbody> </table>	Work Package Number	"X*"	Start/End Month ⁴⁰	__/__	Work Package Title	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)			Lead Beneficiary ⁴¹				Participating organisation Short Name**				Total Person Months per Participating organisation:				Objectives: explain the main objectives of the WP (e.g. R&I, Training, Transfer of Knowledge (Through secondments, After secondments /Through reintegration)			
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<p>⁴⁰ Start/End Month refers to months of the project not calendar months</p>																																																	

Pour finir...

Tout au long du Guide du candidat 2019, il y a eu :

☐ des mises à jour :

- remplacement de « *Participant Portal* » par « *Funding and Tenders Portal* »
- des liens vers une « *Definition* », une « *Section* » ou une « *Box* » ainsi que les numéros des références en bas de page
- de l'annexe « *Annex 1 - Timetable and Specific Information for this Call* » (p.26-28)

☐ des renforcements :

- certaines indications étaient déjà présentes dans le Guide 2018 mais elles ont été mises en gras et/ou soulignées dans le Guide 2019. Par exemple (p.23) :

The final payable amount of the RISE action will be proportional to the **performed eligible secondments** during the action. Therefore, it is **critical to implement all planned secondments** in order to benefit of the EU contribution.

☐ des ajouts :

- le point « *4.2.1 Secondment conditions* » a été réorganisé et complété par deux nouveaux exemples
- l'annexe « *Annex 3 - Instructions for Completing « Part A » of the Proposal* » a été réorganisée et complétée par deux nouveaux tableaux
- une check-list « *Annex 8 - RISE Proposal Summary Checklist* » a été ajoutée à la fin du Guide (p.71-72)

☐ des suppressions : le tableau « *Table A.3.3 Summary of secondments per Beneficiary* » (p.36)