



Marie Skłodowska-Curie Actions

Innovative Training Networks 2020 Guide du candidat : Les changements

Octobre 2019

Definitions used throughout this Guide

Guide du candidat 2019	Guide du candidat 2020
<p>p.6 : Academic Sector means public or private higher education establishments awarding academic degrees, public or private non-profit research institutes whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2.1(12) of the Horizon 2020 Rules for Participation (Regulation No 1290/2013).</p>	<p>p.6 : Academic Sector means public or private higher education establishments awarding academic degrees, public or private non-profit research organisations for whom one of the main objectives is to pursue research or technological development, and international European interest organisation as they are defined in Article 2.1(12) of the Horizon 2020 Rules for Participation (Regulation No 1290/2013).</p>
<p>p.6 : Non-Academic Sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation (Regulation No 1290/2013). This includes all fields of future workplaces of researchers, from industry to business, government, civil society organisations, cultural institutions, etc.</p>	<p>p.6 : Non-Academic Sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation (Regulation No 1290/2013). This includes all fields of future workplaces of researchers, from industry to business, government, civil society organisations, cultural institutions, hospitals etc.</p>
<p>p.7 : Secondment : is a period of research training with another beneficiary, its entities with a capital or legal link, or a partner organisation implemented to further enrich the training experience of a researcher.</p>	<p>p.7 : Secondment : is a period of research training with another beneficiary, its entities with a capital or legal link, or a partner organisation implemented to further enrich the training experience of a researcher. Secondments are an integral part of the research proposal and must be described in the proposal. They imply mobility to a beneficiary or partner organisation with specific supervision arrangements.</p>

1. General Aspects

1.2 Structure (1/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p.11 : At least two-thirds of the supported early-stage researchers within an EJD must be enrolled in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in an MS or AC. The remaining supported researchers must also be enrolled in a programme that results in a joint, double or multiple degree awarded by at least one European participating organisation (MS/AC). Applicants must indicate at proposal stage for all supported researchers, from which institution(s) they are supposed to receive the degree(s).</p>	<p>p.11 : All supported early-stage researchers, within an EJD, must be enrolled in a joint, double or multiple doctoral degree. At least two-thirds of the supported early-stage researchers within an EJD must be enrolled in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in an MS or AC. The remaining supported researchers must also be enrolled in a programme that results in a joint, double or multiple degree awarded by at least one European participating organisation (MS/AC). In order to allow the REA to check the compliance with the above-mentioned eligibility rule, applicants must indicate at proposal stage for all supported researchers, from which institution(s) they are supposed to receive the degree(s).</p>

1. General Aspects

1.2 Structure (2/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p. 12 : The participating organisations must demonstrate clearly that the joint scheme will contribute to improving the overall quality of doctoral education and research in Europe, and will lead to the award of a joint, double or multiple degree recognised or accredited by the respective national authorities. As such, <u>letters of institutional commitment signed by an authorised legal representative must be included</u> in Part B.7 of the proposal from each of the beneficiaries/partner organisations that would award the (joint, double or multiple) doctoral degrees stating their agreement to ensure the provision of such degrees should the proposal receive funding. Applicants must follow the template letter included in this guide in Annex 6. If the proposal is successful, a copy of the final agreement between the institutions⁵ will be requested as a deliverable after the start of the action.</p> <hr/> <p>⁵ : Both beneficiaries and partner organisations concerned should sign the final agreement</p>	<p>p. 12 : The participating organisations must demonstrate clearly that the joint scheme will contribute to improving the overall quality of doctoral education and research in Europe, and will lead to the award of a joint, double or multiple degree recognised or accredited by the respective national authorities. As such, <u>letters of institutional commitment signed by an authorised legal representative must be included</u> in Part B.7 of the proposal from each of the beneficiaries/partner organisations that would award the (joint, double or multiple) doctoral degrees stating their agreement to ensure the provision of such degrees should the proposal receive funding. Applicants must follow the template letter included in this guide in Annex 6.b. In case the letter does not follow in full the template or fails to give enough assurance on the commitment in the project (e.g. no signature, wrong proposal references, outdated letter...), the experts may penalise the proposal on these aspects under the implementation evaluation criterion. Missing letters of institutional commitment will lead to the exclusion of the entity, which might affect the eligibility of the proposal.</p> <p>If the proposal is successful, a copy of the final agreement between the institutions⁵ will be requested as a deliverable after the start of the action.</p> <hr/> <p>⁵ : Both beneficiaries and partner organisations concerned should sign the final agreement</p>

2. Participating Organisations

2.2 Partner organisations

Guide du candidat 2019	Guide du candidat 2020
<p>p.14 : Each partner organisation must include an up-to-date letter of commitment in Part B.7 of the proposal to ensure their real and active participation in the proposed network. The expert evaluators will disregard the contribution of any partner organisation for which no letter of commitment is submitted. The precise role of each partner organisation should also be clearly described in the proposal. There is no predefined number of partner organisations; however, this number should be sound and related to the real needs of the project. There is no specific template for these letters.</p>	<p>p.14-15 : Each partner organisation must include an up-to-date letter of commitment in Part B.7 of the proposal to ensure their real and active participation in the proposed network. Partner Organisations must follow the template letter included in this guide in Annex 6.a. The expert evaluators will disregard the contribution of any partner organisation for which no letter of commitment is submitted. The precise role of each partner organisation should also be clearly described in the proposal. There is no pre-defined number of partner organisations; however, this number should be sound and related to the real needs of the project. In case the letter does not follow the template or fails to give enough information on the partner organisation's role and/or enough assurance on their commitment in the project (e.g. no signature, wrong proposal references, outdated letter...), the experts may penalise the proposal on these aspects under the implementation evaluation criterion.</p>

3. Implementation of an ITN

3.2 Recruitment

Guide du candidat 2019	Guide du candidat 2020
<p>p.19 : The choice of recruitment option and location of the premises of the recruiting beneficiary will have an influence on the fellow's salary in view of the different country correction coefficients (see Table 2 of the MSCA Work Programme 2018-2020). It may also affect the eligibility of the proposal (see 40.0% rule above).</p>	<p>p.19 : The choice of recruitment option and location of the premises of the recruiting beneficiary will have an influence on the fellow's salary in view of the different country correction coefficients²² (see Table 2 of the MSCA Work Programme 2018-2020). It may also affect the eligibility of the proposal (see 40.0% rule above).</p> <hr/> <p><i>²² : Applicants are invited to consider that in EIDs and EJDs fellows will have to spend long periods in different countries with different country coefficients. If not duly considered at proposal stage by choosing the most appropriate recruitment option (or the most appropriate recruiting beneficiary), this might have negative implications on the capacity of the fellows to afford the cost of living during their mandatory secondments.</i></p> <p>Nota Bene : Ce point a été réorganisé. L'ordre des paragraphes a été modifié</p>

4. Typical Activities of an Innovative Training Network

4.2 Secondments (1/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p.22-23 : Secondments of the researcher to other beneficiaries and partner organisations are encouraged, but should be relevant, feasible and beneficial for the researchers, and in line with the project objectives. Normal practice during secondments is for the recruited researchers to keep their contract with the sending institution, which also pays their travel and subsistence expenses (e.g. accommodation, visa, residency card) from the institutional unit costs.</p>	<p>p.23 : Secondments of the researcher to other beneficiaries and partner organisations are encouraged, but should be relevant, feasible and beneficial for the researchers, and in line with the project objectives. They are an integral part of the research proposal and must be described in the proposal. Any subsequent changes in the secondment plan during the project implementation must be approved by the REA. Normal practice during secondments is for the recruited researchers to keep their contract with the sending institution, which also pays their travel and subsistence expenses (e.g. accommodation, visa, residency card) from the institutional unit costs.</p>
<p>p.24 : The total secondment duration to partner organisations (irrespective of the sector) is limited to a maximum of 30% of the fellowship duration. The specific percentage of time that each researcher will spend at each institution should therefore be indicated in the proposal.</p>	<p>p.24 : The total secondment duration to partner organisations (irrespective of the sector) is limited to a maximum of 30% of the fellowship duration. The specific percentage of time that each researcher will spend at each institution should therefore be indicated in the proposal.</p>

4. Typical Activities of an Innovative Training Network

4.2 Secondments (2/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p.24 : In EJD it is expected that the researchers will need to spend at least the minimum period of time required to be eligible for a doctoral degree at the corresponding academic participating organisations. This will vary according to the institution and country in question. The limitation of secondments to 30% of the total recruitment period does not apply to EJD insofar as time spent at other participating organisations occurs in line with the proposal description.</p>	<p>p.25 : In EJD it is expected that the researchers will need to spend at least the minimum period of time required to be eligible to enrol in a doctoral degree and defend the doctoral thesis at the corresponding academic participating organisations. This will vary according to the institution and country in question. The limitation of secondments to 30% of the total recruitment period does not apply to EJD insofar as time spent at other participating organisations occurs in line with the proposal description.</p>

5. Financial Aspects

5.4 Research, Training and Networking Costs

Guide du candidat 2019	Guide du candidat 2020
<p>p.28 : Note: all entry visa costs for the recruited researcher and their family (where applicable) must be covered from institutional costs (both at the time of recruitment and in case of secondments)²³.</p> <hr/> <p>²³ : http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf</p>	<p>p.29 : Note: all entry visa costs (and renewals) for the recruited researcher and their family (where applicable) must be covered from institutional costs (both at the time of recruitment, even if incurred before the recruitment date, and in case of secondments)²⁵.</p> <hr/> <p>²⁵ : http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf</p>

Annex 2 – Evaluation Criteria and Procedure

3. Evaluation of Proposals

Guide du candidat 2019	Guide du candidat 2020
<p>p.37 : <u>Operational Capacity</u></p> <p>The operational capacity of the proposed beneficiaries is assessed at the proposal stage and also verified during the grant preparation phase for successful proposals. Operational capacity determines whether an applicant has the basic operational resources and capacity to implement the action, and, in particular, their planned role and responsibilities within the proposal (including recruiting, hosting and supervising the research of an Early-Stage Researcher). This assessment is based on the information to be provided in the proposal section 5 of the part B (Participating Organisations tables, please see part B2 template).</p> <p>Should the experts evaluating the proposal reach a consensus that one or more applicants lack sufficient operational capacity to carry out the tasks assigned to them, the experts will continue to evaluate the proposal as if the applicant(s) in question were not included, i.e. disregarding their activities and their estimated budget.</p>	<p>p.38 : <u>Operational Capacity</u></p> <p>The operational capacity of the proposed beneficiaries is assessed at the proposal stage and also verified during the grant preparation phase for successful proposals. Operational capacity determines whether an applicant has the basic operational resources and capacity to implement the action, and, in particular, their planned role and responsibilities within the proposal (including recruiting, hosting and supervising the research of an Early-Stage Researcher). This assessment is based on the information to be provided in the proposal section 5 of the part B (Participating Organisations tables, please see part B2 template).</p> <p>Should the experts evaluating the proposal reach a consensus that one or more applicants lack sufficient operational capacity to carry out the tasks assigned to them, the experts will continue to evaluate the proposal without disregarding their activities and their estimated budget. The participation of the applicant lacking sufficient operational capacity will be checked again at the Grant Agreement Preparation phase by REA services, should the proposal be selected for funding.</p>

Annex 2 – Evaluation Criteria and Procedure

4. Overview of the evaluation process (1/3)

Guide du candidat 2019			Guide du candidat 2020		
p.38 :			p.39 :		
Evaluation step	Output	Actor	Evaluation step	Output	Actor
Eligibility and Admissibility checks	Ineligible and inadmissible proposals are removed from the evaluation process. Applicants are notified about their ineligibility/inadmissibility. However, a proposal may be declared ineligible or inadmissible at any time during the process.	REA	Eligibility and Admissibility checks	Ineligible and inadmissible proposals are removed from the evaluation process. Applicants are notified about their ineligibility/inadmissibility. However, a proposal may be declared ineligible or inadmissible at any time during the process.	REA
Request for Review	Applicants may file a complaint about their ineligibility or inadmissibility. If grounded, the evaluation will resume. Any information not present in the submitted proposal will be discarded.	REA	/	/	/

Annex 2 – Evaluation Criteria and Procedure

4. Overview of the evaluation process (2/3)

Guide du candidat 2019			Guide du candidat 2020		
p.38 :			p.39 :		
Evaluation step	Output	Actor	Evaluation step	Output	Actor
Assignment of evaluators to eligible proposals	A first draft assignment is done automatically by matching the keywords (descriptors) of the proposals with the expertise of the evaluators. In Brussels, Vice-Chairs carefully check each assignment against the proposal and evaluators' expertise in order to obtain the best match.	REA and ViceChairs	Assignment of evaluators to eligible proposals	A first draft assignment is done automatically by matching the keywords (descriptors) of the proposals with the expertise of the evaluators. In Brussels, Vice-Chairs carefully check each assignment against the proposal and evaluators' expertise in order to obtain the best match. Absence of conflict of interest is also doublechecked.	REA and ViceChairs

Annex 2 – Evaluation Criteria and Procedure

4. Overview of the evaluation process (3/3)

Guide du candidat 2019			Guide du candidat 2020		
p.39 :			p.40 :		
Evaluation step	Output	Actor	Evaluation step	Output	Actor
Request for Review	Applicants may contest the procedural aspects of the evaluation (not the scientific or technical judgement of the evaluators).	REA Review Committee (external to the evaluation team)	Request for Review	Applicants may file a complaint about their ineligibility or inadmissibility. If grounded, the evaluation will resume. Any information not present in the submitted proposal will be discarded.	REA Admissibility and Eligibility Committee
				Applicants may contest the procedural aspects of the evaluation (not the scientific or technical judgement of the evaluators).	REA Review Committee (external to the evaluation team)

Annex 3 – Instructions for Completing Part A of the Proposal

2. How to Complete the Part A Forms

Guide du candidat 2019	Guide du candidat 2020
<p>p.41-42 : <u>NOTE on Resubmissions</u> : Please note that each evaluation is an independent exercise, and also depends on the level of competition amongst ITN submitted proposals. Over the years proposals are assessed by different evaluators who may express different judgements and opinions.</p> <p>If you have submitted your proposal (or a very similar one²⁶) to the ITN Calls for Proposals MSCA-ITN-2017 or MSCA-ITN-2018, the evaluators will receive a copy of the previous Evaluation Summary Report²⁷ during the consensus phase (i.e. after the individual evaluation has been carried out). However, please note that the evaluation of the current proposal will take place independently of the previous submission(s). In case the evaluation markedly differs from the previous evaluation(s), the evaluators will be instructed to verify that their comments and scores for the current proposal are duly justified. There will be no comparison between proposals.</p> <p>No reference to the outcome of previous evaluations of a similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.</p> <hr/> <p>²⁶ : If it differs from the current one in minor ways from the consortium composition and scientific point of view. ²⁷ : See section 4.2 of the "Grants Manual - Section on: Proposal submission and evaluation".</p>	<p>p.42-43 : <u>NOTE on Resubmissions</u> : Please note that each evaluation is an independent exercise, and also depends on the level of competition amongst ITN submitted proposals. Over the years proposals are assessed by different evaluators who may express different judgements and opinions.</p> <p>If you have submitted your proposal (or a very similar one²⁸) to the ITN Calls for Proposals MSCA-ITN-2018 or MSCA-ITN-2019, you must declare it in your ITN 2020 proposal part A. The Vice-Chair in charge of following the evaluation of your current proposal will receive a copy of the previous Evaluation Summary Report²⁹ at the end of the consensus phase (i.e. after the agreement of the experts on the comments and scores). However, please note that the evaluation of the current proposal will take place independently of the previous submission(s). There will be no comparison between proposals.</p> <p>No reference to the outcome of previous evaluations of a similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.</p> <hr/> <p>²⁸ : If it differs from the current one in minor ways from the consortium composition and scientific point of view. ²⁹ : See section 4.2 of the "Grants Manual - Section on: Proposal submission and evaluation".</p>

Annex 4 – Instructions for Drafting Part B of the Proposal

2. Letters of Commitment (1/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p.44-45 : Partner organisations must include a letter of commitment in Part B (document 2) of the proposal to ensure their real and active participation in the proposed network. Such letters should be signed by an authorized person, scanned and included in section B.7. <u>The expert evaluators will be instructed to disregard the contribution of any partner organisations for which no such evidence of commitment is submitted.</u> Please note however that the content of these letters is not assessed by the expert evaluators.</p> <p>Applicants to EJD must also include in Part B (document 2) of the proposal scanned letters of institutional commitment from the beneficiaries awarding doctoral degrees indicating their commitment to award joint, double or multiple doctoral degrees within the context of the proposed action. These letters should be signed by the beneficiary's authorised legal representative. They should also indicate agreement with the principle that the awarding of such degrees is a precondition for funding. A template for these letters is provided in Annex 6 and must be followed by all EJD applicants.</p>	<p>p.45-46 : Partner organisations must include a letter of commitment in Part B (document 2) of the proposal to ensure their real and active participation in the proposed network. Such letters must follow the template given in Annex 6.a and should be signed by an authorized person, scanned and included in section B.7. <u>The expert evaluators will be instructed to disregard the contribution of any partner organisations for which no such evidence of commitment is submitted.</u> In case the letter does not follow the template or fail to give enough information on the partner organisation's role and/or enough assurance on their commitment in the project (e.g. no signature, wrong proposal references, outdated letter...), the experts may penalise the proposal on these aspects under the implementation evaluation criterion. Applicants to EJD must also include in Part B (document 2) of the proposal scanned letters of institutional commitment from the beneficiaries awarding doctoral degrees indicating their commitment to award joint, double or multiple doctoral degrees within the context of the proposed action. These letters should be signed by the beneficiary's authorised legal representative. They should also indicate agreement with the principle that the awarding of such degrees is a precondition for funding. A template for these letters is provided in Annex 6.b and must be followed by all EJD applicants.</p>

Annex 4 – Instructions for Drafting Part B of the Proposal

2. Letters of Commitment (2/2)

Guide du candidat 2019	Guide du candidat 2020
<p>p.45 : Letters of (institutional) commitment must be included in the PDF file (Part B, document 2); these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.</p>	<p>p.46 : In case the letter does not follow in full the template or fails to give enough assurance on the commitment in the project (e.g. no signature, wrong proposal references, outdated letter...), the experts may penalise the proposal on these aspects under the implementation evaluation criterion. Missing letters of institutional commitment will lead to the exclusion of the entity, which may affect the eligibility of the proposal.</p> <p>Letters of institutional commitment must be included in the PDF file (Part B, document 2); these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.</p>

Annex 5 - Part B Template - Document 1

LIST OF PARTICIPATING ORGANISATIONS

Guide du candidat 2019	Guide du candidat 2020
<p>p.48 : Please provide a list of the consortium's members (both beneficiaries and partner organisations) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action.</p>	<p>p.50 : Please provide a list of the consortium's members (both beneficiaries and partner organisations³²) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action. Entities with a capital or legal link should be added together with the linked beneficiary.</p> <hr/> <p>³² : Please refer to the section on partner organisations (page 14)</p>

Annex 5 - Part B Template - Document 2

5. Participating Organisations

Guide du candidat 2019	Guide du candidat 2020
<p>p.58 : All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of <u>maximum one page per beneficiary</u> and <u>half a page per partner organisation</u> (minimum font size: 8).</p>	<p>p.61 : All organisations (whether beneficiaries or partner organisations⁵⁰) must complete the appropriate table below. Complete one table of <u>maximum one page per beneficiary</u> and <u>half a page per partner organisation</u> (minimum font size: 8). Entities with a capital or legal link should be described together with the linked beneficiary.</p> <hr/> <p>⁵⁰ : Please refer to the section on partner organisations (page 14)</p>

Annex 6.a - Template of Commitment letter for ITN partner organisations

Guide du candidat 2019	Guide du candidat 2020
/	<p>p.66 : Annex 6.a - Template of Commitment letter for ITN partner organisations</p> <ul style="list-style-type: none"> - On headed paper of the entity - Beyond any additional information that the participating organisation wishes to indicate in its Letter of institutional commitment, the following text should appear in all its parts and with no modifications : <p>I undersigned⁵³, in my quality of⁵⁴, commit to set up all necessary provisions to participate as partner organisation in the proposal submitted within the call H2020-MSCA-ITN-2020 should the proposal be funded.</p> <p>On behalf of [<i>name of the entity</i>], I also confirm that we will participate and contribute to the research, innovation and training activities as planned in this project. In particular, our [<i>name of the entity</i>] will be involved in[<i>Free field for any additional information that the participating organisation wishes to indicate in order to describe its role and contribution to the project</i>].</p> <p>I hereby declare that I am entitled to commit into this process the entity I represent.</p> <p style="text-align: right;"><i>Name, date, signature</i></p> <hr style="width: 20%; margin-left: 0;"/> <p>⁵⁰ : First name and surname. ⁵⁴ : Role in and name of the Institution/Doctoral School.</p>

Annex 6.b - Template of Institutional Commitment letter for EJD participants awarding a joint/double or multiple degree

Guide du candidat 2019	Guide du candidat 2020
p.62 : Annex 6 – Template of Institutional Commitment letter for EJD participants awarding a joint/double or multiple degree	p.67 : Annex 6. b – Template of Institutional Commitment letter for EJD participants awarding a joint/double or multiple degree

Pour finir...

Certains passages qui ne doivent pas être négligés ont été mis en gras :

- ✓ **p.11** : clarification of EJD requirement on supported researchers
- ✓ **p.14** : « *partner organisations **must follow the template letter** included in this guide in Annex 6.a.* »
- ✓ **p.24** : secondments : « *The specific percentage of time that each researcher will spend at each institution should therefore be **indicated in the proposal*** »

Certains points ont été **précisés** :

- ✓ **p.6-7** : definitions of « academic sector », « non academic sector » and « secondment »
- ✓ **p.21** : recruitment in EID (footnote)
- ✓ **p.39** : the operational capacity in the evaluation of proposals

Certains points ont été **ajoutés**, il est donc fortement conseillé de les lire avec attention :

- ✓ **p.37-39** : Overview of the evaluation process
- ✓ **p.42-43** : How to Complete the Part A Forms (NOTE on Resubmissions)
- ✓ **p.45-46** : Instructions for Drafting Part B of the Proposal (letters of Commitment)

Par ailleurs :

- ✓ L'annexe 6 a été divisée en 2 annexes « Annex 6.a – Template of Commitment letter for ITN partner organisations » qui a été créée et « Annex 6.b – Template of Institutional Commitment letter for EJD participants awarding a joint/double or multiple degree » renumérotée. Le guide a été mis à jour en conséquence (p.12-14).