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Guide for Applicants

Marie Skłodowska-Curie Actions
Research and Innovation Staff Exchange (RISE)

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Disclaimer
This Guide aims to facilitate potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission, nor the Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this guidance document.
The guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies.

History of changes

Version	Date	Change	Page
1.0 2016	8.12.2015	▪ Initial version (2016 call)	
1.0 2017	1.12.2016	▪ Addition of the definition "Action" ▪ Addition of 3 examples in the description ▪ Involvement of entities with a capital or legal link ▪ Clarification on the distinction of Dissemination and Exploitation versus Communication in sections 3.4 and 3.5 ▪ Clarifications about open access and open data in the section 3.4 ▪ Maximum total page for document Part B.1 is 32 pages ▪ Addition of Annex 6 List of Descriptors ▪ Other minor corrections	5 8 18 19 20 33 51 -
2.0 2017	1.12.2016	▪ Other minor corrections	-
1.0 2018	22.11.2017	▪ Improvement of overall layout of the guide ▪ Update of minimum duration of activity in research and/or innovation at **least one month** (full-time equivalent) ▪ Staff member mobility unit costs increased value ▪ Elaboration of gender aspects instructions in RISE (Annex 4) ▪ Updated list of descriptors (Annex 7) ▪ Template letter of commitment (Annex 6) ▪ Other minor corrections and refinement and addition of more examples	- 8 24 38 55 54 -

Note:

National Contact Points (NCPs) have been set up across Europe by the national governments to provide information and personalised support to H2020 applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on H2020 funding opportunities as well as to support potential applicants in the *preparation, submission and follow-up* of the grant applications. For details on the NCP in your country please consult the National Contact Points page. Additionally, you may also consult the website of the EU-funded Network of MSCA NCPs.

Commonly Used Acronyms

AC	Associated Country
ER	Experienced Researcher(s)
ESR	Early-Stage Researcher(s)
COFUND	Co-funding of regional, national and international programmes
GfA	Guide for Applicants
IEIO	International European Interest Organisation
IF	Individual Fellowships
ITN	Innovative Training Networks
MS	Member State
MSCA	Marie Skłodowska-Curie Actions
NCP	National Contact Point
NIGHT	European Researchers' Night
PM	Person Month(s)
RD	Researcher Declaration
R&I	Research and Innovation
RISE	Research and Innovation Staff Exchange
SME	Small and Medium Enterprise(s)
TC	Non Associated Third Countries
WP	Work Package(s)

Table of Contents

1. How to use this Guide

The RISE Guide for Applicants (GfA) is based on the rules and conditions contained in the legal and guidance documents relating to Horizon 2020 accessed via the H2020 Participant Portal. The RISE GfA is an additional resource intended to highlight key information in the RISE action within the MSCA Work Programme 2018-2020 (Box 1) for facilitation of the preparation and submission of proposals by applicants.

Like previous versions of the GfA, the frequently used definitions are provided for quick reference (Definitions – Box 2) and a number of illustrative examples are given throughout the document. New additions to this version are visual representations of key information in summary tables and important information notes indicated by a warning sign and yellow text box as shown here:

> ⚠ **Important!** - *Please read the text in these notes*

The GfA is for the call H2020-MSCA-RISE-2018. It is organised in four main parts:
(1) Scope and purpose of RISE actions (Section 2);
(2) Key considerations of who can participate and eligibility conditions (Section 3-4);
(3) Elaboration of RISE activities and implementation aspects (Section 5-6);
(4) Instructions for proposal preparation (Annex 1-7).

Box 1 – The Marie Skłodowska-Curie Actions in Horizon 2020

The Marie Skłodowska-Curie Actions (MSCA) aim to support the career development and training of researchers – with a focus on innovation skills – in all scientific disciplines through international and intersectoral mobility.

The MSCA are expected to finance around 65,000 researchers between 2014 and 2020, including 25,000 doctoral candidates. The Actions will address several objectives of the Europe 2020 strategy, including the Innovation Union flagship initiative. The latter states that the EU will need at least one million new research jobs if it is to reach the target of spending 3% of EU GDP on research and development by 2020.

By funding excellent research and offering attractive working conditions, the MSCA offer high quality professional opportunities open to researchers of any age, nationality or discipline. The 2018 Marie Skłodowska-Curie Actions are:

- **Innovative Training Networks (ITN)**
  Innovative doctoral-level training providing a range of skills in order to maximise employability;
- **Individual Fellowships (IF)**
  Support for experienced researchers undertaking mobility between countries, and also to the non-academic sector;
- **Research and Innovation Staff Exchange (RISE)**
  International and intersectoral collaboration through the exchange of research and innovation staff;
- **Co-funding of regional, national and international programmes (COFUND)**
  Co-financing high-quality fellowship or doctoral programmes with transnational mobility.

The Coordination and Support Action **European Researchers' Night (NIGHT),** funded under the MSCA, is a Europe-wide public event to enhance researchers' public recognition and to stimulate interest in research careers, especially among young people. Guides for Applicants for any other MSCA can be found on the Participant Portal and further information at MSCA website.

Box 2 – Definitions of frequently used terms in this Guide

Action refers to the specific Research and Innovation (R&I) project to be implemented under the Grant Agreement.

Staff members must be (early-stage or experienced) researchers or administrative, managerial or technical staff supporting the R&I activities under the action. They must be actively engaged in or linked to R&I activities for at **least one month** (full-time equivalent) at the sending institution, before the first period of secondment.

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

Experienced Researchers (ER) must, at the date of the secondment, 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 the researcher obtained the degree entitling him/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 from where he/she is seconded) – even if a doctorate was never started or envisaged.

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 defined in Article 2.1(12) of the Horizon 2020 Rules for Participation Regulation No. 1290/2013.

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.

Legal entity means any natural person, or any legal person created and recognised as such under national law, European Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Beneficiaries are the legal entities that sign the Grant Agreement and have the responsibility for the proper implementation of the action. They contribute directly to the implementation of the research, transfer of knowledge and training activities by supervising, hosting, training and/or seconding staff members. The legal entity must be established in a European Union Member State (MS) or Horizon 2020 Associated Country (AC).

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).

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.

Member States (MS) are member states of the European Union (EU), including their overseas departments.

Associated Country (AC) means a third country which is party to an international agreement with the Union, as identified in Article 7 of Regulation (EU) No 1291/2013.

Non-Associated Third Countries (TC) are countries which are neither MS nor AC. TC listed in the General Annex A to the Work Programme 2018-2020 are automatically eligible for funding.

Coordinator is the Beneficiary which is the central contact point for the Research Executive Agency (REA) and represents the consortium towards REA. The coordinator's responsibilities are elaborated in the Grant Agreement (summarized in Article 41.2(b)).

Secondment period means the period(s) spent by the *staff member* in a host organisation (including travel periods) for the purposes of the action, in line with the provisions of the Grant Agreement. Within RISE, the duration of a secondment is measured in **Person-Month(s)** (**PM**)*.*

2. General Aspects of RISE

2.1 Objectives and expected impact

RISE[1] is one of the four main MSCA (Box 1) aimed at implementing strategies of Excellence Science[2] through the development of careers and training of researchers able to innovate across sectors, disciplines, and countries. The objective of the RISE scheme is to promote international and intersectoral collaboration between participating organisations (*i.e.* **consortia** *of Beneficiaries and TC Partner organisations*) through R&I staff exchanges, and sharing of knowledge and ideas from research to market (and vice-versa). The scheme fosters a shared culture of R&I that welcomes and rewards creativity and entrepreneurship and helps to turn creative ideas into innovative products, services or processes.

Following these policy objectives, the European Commission provides funding for the sending of staff members (called *secondments*) to participating organisations to achieve two short-term goals of the RISE scheme:

1. Staff members perform tasks to achieve the deliverables of the proposed R&I action

2. Staff members develop new R&I and transferable skills to boost future career opportunities through the RISE action and connected networking activities

Longer term impact of RISE includes a number of main targets:

1. At Staff member level:
   - Increased set of skills, both research-related and transferable ones, leading to improved employability and career prospects both in and outside academia
   - Increase in higher impact R&I output, more knowledge and ideas converted into products and services
   - Greater contribution to the knowledge-based economy and society

2. At Organisation level:
   - Enhanced cooperation and transfer of knowledge between sectors and disciplines
   - Strengthening of international and intersectoral collaborative networks
   - Boosting of R&I capacity among participating organisations

3. At System level:
   - Increase in international, interdisciplinary and intersectoral mobility of researchers in Europe
   - Strengthening of Europe's human capital base in R&I
   - Increase in Europe's attractiveness as a leading destination for R&I
   - Better quality R&I contributing to Europe's competitiveness and growth

A RISE proposal should be based on a set of clear R&I objectives and robust project management plan to achieve the goals and maximal impact of the action. The R&I tasks/deliverables must be implemented through secondments of staff members with

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an in-built return mechanism to foster knowledge sharing and long-term collaboration. RISE proposals are evaluated by experts in the field along 3 main criteria (Annex 2).

1. Excellence - a high quality and credible research/innovation project with a clear explanation of the knowledge sharing and proposed interactions between the participating organisations.

2. Impact – demonstrated potential for enhancing the future career prospects of the staff members and development of new and lasting research collaborations between participating organisations; appropriate plans for dissemination and communication of the outcomes of the action.

3. Quality and efficiency of the implementation – a coherent and effective work plan; the demonstrated appropriateness of the management structure/procedures; the commitment of participating organisations to provide an appropriate institutional environment and required competencies.

2.2 Key features of RISE Consortia

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).

Consider these key questions for developing a RISE proposal:

a) Who can participate? RISE involves organisations from the academic and non-academic sectors (in particular SMEs), based in Europe (MS and/or AC) and outside Europe (TC) (see Section 3). The organisations constituting the consortium contribute directly to the implementation of a joint R&I project by seconding and/or hosting eligible staff members.

b) Between which kinds of participating organisations do the secondments take place? Eligibility aspects of RISE (costs and staff, see Section 4) require that secondments of staff members between MS/AC must be from/to organisations that are located in **different countries** and are **from different sectors** ("intersectoral" exchanges between academic and non-academic organisations). All other types of exchanges between MS/AC and TC are classified as "international exchanges" and the sector is not considered in the eligibility assessment. Moreover, staff member exchanges shall always take place between legal entities (organisations) independent from each other[3] (see Section 4.1). Special conditions must be respected where there are capital or legal links between organisations (see Section 4.3.3).

c) Which staff member exchanges are eligible for funding?
   Secondments of staff members between organisations located in the same country or between TC will not be supported by EU funds. As stated above (point

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[3] As defined in Article 8 of Regulation (EU) No 1290/2013 of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006

b), staff member exchanges between MS/AC organisations must be **intersectoral**, whereas MS/AC staff members **sent to** TC will be eligible for funding, regardless of the sector. For MS/AC hosting staff members **sent from** TC, a list[4] of TC automatically eligible for funding must be consulted. For those TC not on this list[5], secondments to MS/AC can only be funded in exceptional cases (see Section 4.4). Further explanations about these types of secondments eligible for funding is provided (see Table 4).

d) <u>What kinds of activities are intended</u>? - RISE should exploit complementary R&I competences of the participating organisations to synergise and implement the R&I action proposed. RISE should also enable networking activities, organisation of workshops and conferences to facilitate sharing of knowledge, new skills acquisition, and career development for R&I staff members (see Section 5).

e) <u>Which type of staff can be seconded</u>? Exchanges can be for both early-stage and experienced researchers' levels and can also include administrative, managerial and technical staff directly involved in the R&I activities of the project (see Section 4.2).

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).

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). For the secondments of individual staff members it is possible to split the secondment (e.g. the same staff member and the same sending organisation to the same hosting organisation) into shorter stays. This provides further flexibility to meet the requirements for secondment duration (minimum one month and maximum twelve months) per seconded staff member (see Section 4.3.1).

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[4] See General Annex A of the H2020 Work Programme 2018-2020.
[5] TC that are not automatically eligible for funding include for example USA, Canada, Australia, Japan, China, India, Mexico, New Zealand, Russia, Brazil, Republic of Korea, etc.

RISE projects in action (Box 3) are effectively demonstrated in the provided examples (Table 1A-1B), featured success stories[6] and other available information on the internet[7,8,9].

> ⚠ **Important!** These examples are intended to help applicants to interpret and apply the information provided in this Guide and should not be considered as a binding reference for the preparation of the proposal, or as a standard ensuring successful evaluation and award.

Box 3 – RISE in Action

As explained in Section 2.2 of this Guide there are many possibilities for size and structure of RISE actions to implement R&I goals. RISE offers appropriate funding for secondments of staff members, including funding for research, innovation, training and networking activities (see Section 5).

Based on previous experience, a typical action would last 48 months and involve, on average, six to nine participating organisations from the academic and/or non-academic sector (in particular SMEs), from MS/AC and TC. All participating organisations would contribute directly to the implementation of the joint R&I project by seconding and/or hosting eligible staff members. Depending on the size of the consortium and the nature of the R&I project, between 200 and 400 PM of secondments (with a maximum of 540 PM) could be envisaged in order to allow for a significant and sustainable impact of the RISE action. During the secondment period, appropriate supervision and support is provided to the staff members involved in the action by the host organisation/s.

The sustainability of the R&I project will be reinforced through joint activities to which the participating organisations, as a whole or a part, would participate. Within the framework of a RISE action, the consortium is therefore expected to implement the R&I activities by means of functional secondments. Moreover, the staff members of the consortium should take part in training courses, workshops, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing career perspectives.

Two examples (Table 1A-1B), show different sizes of RISE consortia with both intersectoral and/or international secondments. Also shown in the examples is how the secondments are linked to achieving the R&I goals. Proposals should consider these elements and provide a convincing concept and work plan going beyond the simple scheduling of staff secondments.

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[6] Featured projects page: https://ec.europa.eu/programmes/horizon2020/en/newsroom/551/
[7] H2020 Online Manual on "Communicating your project": http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm
[8] "Communicating EU research and innovation guidance for project participants" document: http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf
[9] The EU Guide to Science Communication: https://www.youtube.com/playlist?list=PLvpwIjZTs-Lhe0wu6uy8gr7JFfmv8EZuH

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

Field of activity[10]	Chemistry (CHE)
Consortium composition	Four Beneficiaries • three MS/AC academic (Spain, Iceland, Austria) • one MS non-academic (Sweden)
R&I goal	Test new chemical compounds to be included in the formulation of new drugs.
Impact and complementarity of collaboration	The three academic Beneficiaries bring knowledge and expertise to the design, preparation and purification of new chemical compounds, whereas the non-academic Beneficiary is an expert in the production and scaling-up the chemical processes to manufacture drugs.
Planning of secondments to reach R&I goals	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.
Implementation of secondments	The secondments are exclusively intersectoral as they are intra-European. The planned secondments are distributed according to the expertise of the participating organisations, as well as the transfer of knowledge and the field of R&I activities: • 85 PM from the academic to the non-academic Beneficiaries • 15 PM from the non-academic to the academic Beneficiaries.

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[10] See Annex 7 of this Guide for information on how to select field of activity when submitting your proposal in the electronic submission system (SEP).

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

Field of activity	Social Sciences and Humanities (**SOC**).
Consortium composition	12 participating organisations established in MS/AC (total of seven Beneficiaries) and TC (total of five TC Partner organisations) • four MS academic (Romania, Bulgaria, Latvia, Czech Republic) • one AC academic (Norway) • two MS non-academic (Lithuania, Slovenia) • five TC (Colombia, Indonesia, Canada, Thailand, Tanzania)
R&I goal	This consortium addresses urban vulnerability with regard to preparedness and resilience and the reshaping of how humanitarian action and development aid is undertaken in urban areas.
Impact and complementarity of collaboration	Each participating organisation brings its own specific know-how and expertise in urban contexts that will transcend disciplines and sectors to design a new resilience and preparedness paradigm to respond to urban challenges. This type of RISE consortium arrangement offers the full range of possibilities of exchanges internationally and cross-sectorally. European researchers benefit from these exchanges and in addition the European Beneficiaries benefit by attracting talent from TC.
Planning of secondments to reach R&I goals	There are four WP (two technical and two related to management and dissemination/communication activities) and 10 deliverables. 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.
Implementation of secondments	The secondments are both international and intra-European: • 80 PM will support <u>European ERs</u> to perform R&I activities in <u>Europe</u> with exchanges between academic and non-academic sectors • 100 PM will support <u>European ERs</u> to perform R&I activities in the three <u>hosting TC</u> (Colombia, Indonesia, and Canada) • 50 PM will be used for a <u>TC</u> (Indonesian) ERs to go to Slovenia and to Norway *(NB Indonesia is listed as a country eligible for funding and can send their staff for secondments)* • 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)*

3. Participating Organisations

3.1 Categories of Countries and Organisations

For the purposes of the RISE action, two main categories of countries can be distinguished (see Definitions – Box 2):

- EU Member States (MS) and Associated Countries (AC)[11]
- Non-Associated Third Countries (TC)

Furthermore, two different types of organisations are eligible and distinguished according to whether they are considered to belong to the "academic" or the "non-academic" sectors (see Definitions – Box 2).

Participating organisations are considered to belong to the academic sector if they have been assigned to one of the following three categories mentioned below:

- Public or private higher education establishments awarding academic degrees;
- Public or private non-profit research organisations whose primary mission is to pursue research;
- International European Interest Organisations (see Section 4.1 of this Guide for referenced definition and eligibility aspects).

All other participating organisations belong by default to the non-academic sector, as confirmed in the validation process of organisations (see Box 4).

3.2 Registration and validation of organisation type

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).

Box 4 – Ensuring correct PIC information

For a RISE action application, each participating organisation (Beneficiary and TC Partner organisation) has to register on the Participant Portal in order to receive a unique PIC number. A few practical details to pay attention to:

- Applicants should check carefully if a PIC number already exists for their organisation, to avoid duplications. If they already possess a validated PIC, it must be used when applying. (NB legal entities having a valid PIC number under FP7 maintain their PIC in H2020).

- Before final proposal submission, each participating organisation shall verify its status according to the definitions provided via the Participant Portal.

⚠ **IMPORTANT!** If the status of an organisation is not correct then this might lead to the ineligibility of some of the secondments listed and/or problems to encode the European/intersectoral secondments in the system.

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11 http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

3.3 Roles of participating organisations

RISE consortia are made up of "**Beneficiaries**" and "**TC Partner organisations**" based on the countries where the organisations are established/legally registered (see Definitions – Box 2). Beneficiaries and Partner organisations have specific roles and responsibilities (Table 2). Only legal persons (organisations) can be beneficiaries of RISE while natural persons (individuals) as such cannot.

Table 2 – Comparison of roles and responsibilities of RISE Beneficiaries and TC Partner organisations

Roles and responsibilities	Beneficiaries (established in MS/AC[12])	Partner organisations (established in TC)
Are the legal entities that sign the Grant Agreement and have the responsibility for the proper implementation of the action.	✅	❌
Provide a separate up-to-date Letter of Commitment (LoC) in Part B of the proposal, to demonstrate their real and active participation in the proposed consortium (see template Annex 6). ⚠ **IMPORTANT!** During the evaluation the experts will be instructed to disregard the contribution of any TC Partner organisations if appropriate LoC is not submitted.	❌	✅
Contribute directly to the implementation of the R&I activities, transfer of knowledge and training by hosting and/or seconding staff members.	✅	✅
Offer appropriate supervision to the hosted seconded staff members and provide the necessary infrastructures and equipment for the scope of the secondments.	✅	✅
Are required to conclude a Consortium Agreement[13], in principle prior to the signature of the Grant Agreement.	✅	❌
Directly claim costs from the REA. ⚠ **IMPORTANT!** It is recommended that financial matters between TC Partner organisations and Beneficiaries are agreed within a Partnership Agreement. This can be a separate document or part of the above-mentioned Consortium Agreement (see Section 6.2).	✅	❌

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[12] Organisations from Overseas Countries and Territories (OCT) linked to MS are eligible for funding under the same conditions as organisations from MS and are therefore considered as Beneficiaries.

[13] Consortium Agreements must be compliant with the obligations laid down in the Grant Agreement.

4. Eligibility and cost eligibility conditions of RISE

RISE eligibility conditions are presented in the order of: consortium set-up, appropriate staff member selection for the R&I activities, and details of important aspects of implementation. To apply the eligibility conditions it is helpful to understand the rationale behind them in terms of meeting RISE objectives.

4.1 Minimal conditions for RISE consortium

The minimal conditions to pay attention to when forming a RISE consortium consist of three elements:

- **Organisations** → Composed of at least three organisations independent of each other[14]

- **Countries** → Organisations established in three different countries, of which at least two must be different MS and/or AC

- **Sectors** → For consortia composed of MS/AC countries only, at least one organisation should belong to a different sector (academic or non-academic)

Above these minimum requirements, additional organisations established in MS/AC and/or in TC can participate under the conditions provided by the Horizon 2020 rules for participation and dissemination Regulation No 1290/2013.

For the purposes of RISE, where one of the participants is the EU Joint Research Centre (JRC), or an International European Interest Organisations (IEIO) or an entity created under Union law, these are considered as organisations established in a MS or AC other than those in which the other Beneficiaries in the consortium are established. These types of participating organisations must not be confused with other international organisations (IO), where these definitions/conditions do not apply.

⚠ **Important!** International European Interest Organisation (IEIO) means an international organisation, the majority of whose members are MS or AC, and whose principal objective is to promote scientific and technological cooperation in Europe. Examples of IEIO include CERN and EMBL and all other members of European Intergovernmental scientific Research Organisations (EIROForum).

Example: An IEIO based in France (academic) is eligible to participate in a RISE R&I action together with two other organisations located in Poland and France, of which at least one is non-academic. Although it is physically located in France, the IEIO will not count as a French Beneficiary and thus the minimum requirement for the participation of three independent organisations established in three different countries is fulfilled.

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[14] Defined in Article 8 of Regulation (EU) No 1290/2013 of 11 December 2013:
http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

4.2 Staff member eligibility

4.2.1 Secondment conditions

Staff members (see Definitions – Box 2) seconded under RISE must comply with the specific eligibility conditions summarised in Table 3).

In the case that a person is a staff member of two or more independent organisations which are participating in a RISE action, this person can only be seconded from one of these organisations, during the duration of the action. Moreover, s/he can only be seconded to organisations with which s/he is not affiliated.

Example: An ER is both professor at the university and CEO of her/his own SME. Both organisations are participating in a RISE action. This ER can be seconded only from one of the two organisations to a third organisation that s/he is not affiliated with.

Table 3 – List of conditions for staff eligibility

Condition	Explanation
1. Be considered *staff*[15] of the sending organisation	☑ 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. ☑ Staff member must be under the direction and instructions of the sending organisation for the duration of the secondment; ☑ Sending organisation must be able to ensure the implementation of the activities in compliance with the Grant Agreement obligations.
2. Be actively engaged in – *or linked to* – R&I activities at the sending institution	☑ For at least one month (full-time equivalent and continuously), immediately prior to the first period of secondment. ○ 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 basis[16].
3. Have one of the following research experience or staff profiles	☑ Early-stage researchers (ESR) (see Definitions – Box 2); ☑ Experienced researchers (ER) (see Definitions – Box 2); ☑ Administrative (ADM), managerial (MNG) or technical staff (TECH) **supporting** the R&I activities of the action. ⚠ **Important!** Staff members shall have appropriate competence to implement the project. Moreover, those with a purely administrative role (e.g. accountants) are not considered to be actively involved in the R&I activities of the organisation. Therefore they are not eligible for secondments (see Section 6.1). See below selected examples of ADM, MNG, TECH staff eligible for secondment.

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[15] Article 6.2.A(b) of the Grant Agreement
[16] Article 32.1 (f) of the Grant Agreement

With regard to ADM, MNG, and TECH staff members, here are some examples of implemented secondments which are eligible for funding, as they relate directly to the R&I activities and are not purely administrative/management tasks.

Example 1: MNG staff is sent to a participating organisation of the consortium in order to prepare the project's R&I content for completing a patent application.

Example 2: An ADM staff and a TECH staff from a MS organisation will be seconded to a TC Partner organisation to support them to work and acquire skills on how to manage the R&I data collected in the project – i.e. a sociology project involving collection, processing and quality improvements of census data used to inform policy.

Example 3: MNG staff members from two academic MS and one AC organisation will be seconded to a non-academic MS organisation to learn and work with a communication department on how to prepare and deliver the messages for the R&I outcomes to a general audience.

4.2.2 In-built return

Another important consideration related to secondments is the concept of an in-built return mechanism (*i.e.* "reintegration"[17]). 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.

Example: A social science department of a Polish university (academic sector) wishes to second an ER (with eight-month full-time experience) to a non-academic Portuguese Beneficiary (a census company) for two months, in order to learn a state-of-the-art technique (e.g. conduct and analyse a demographic survey). At the end of the secondment, the Polish university reintegrates the ER in the same department, thus maximising the impact of the action for knowledge sharing and long-term collaboration.

4.3 Other Eligibility Conditions

4.3.1. Hosting, duration and time commitment

Within a RISE action, the same staff member can be seconded to different hosting organisations. The total duration[18] of secondments per individual staff member is a maximum of 12 months and a minimum of one month.

*Example: One staff member can be seconded from a **Beneficiary A** in Spain to a **TC Partner organisation B** in Philippines for three months, to a **TC Partner organisation C** in Uruguay for seven months, and to a **Beneficiary D** in Norway for six months. In this case however, four months of secondments will not be eligible for funding since they are beyond the maximum limit of 12 months.*

A secondment may be split into several stays (called a "split stay"), as long as it respects the above-mentioned maximum and minimum duration rule. Moreover, all the secondments must take place within the duration of the action. This is demonstrated in the example below, noting that the same staff member, from the same sending

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[17] Article 32.1 (c) of the <u>Grant Agreement</u>
[18] Article 6.2 of the <u>Grant Agreement</u>

organisation (*Beneficiary "A"*) can have "multiple" split stays to different hosting organisations (*TC Partner organisation "B" and "C"*).

*Example: One staff member is seconded from **Beneficiary "A"** in Germany to a **TC Partner organisation "B"** in Argentina for 17 days. This secondment will be eligible for funding only if the same staff member is seconded for at least 13 supplementary days from the same **Beneficiary "A"** in Germany to the same **TC Partner organisation "B"** in Argentina. A secondment of 45 days of the same staff member from a **Beneficiary "A"** in Germany to a **TC Partner organisation "C"** in Morocco will be eligible for funding but cannot be added to the secondment (initial 17 days) in Argentina to reach the minimum duration of one month.*

In addition, a seconded staff member shall be devoted *full-time*[19] to the action during the secondment period. Moreover, a sending organisation and its staff member cannot be bound by other contractual arrangements which prevent the fulfilment of this obligation (e.g. participation in other projects).

4.3.2. Distribution of secondments

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. The planning should be realistic, time bound and should foresee mitigation measures for any possible risks and delays. All these elements will be assessed along the designated evaluation criteria (Annex 2).

4.3.3. Entities with a capital or legal link to Beneficiaries or TC Partner organisations

Where necessary, entities with a capital or legal link (see Definitions – Box 2) to the Beneficiaries or TC Partner organisations may implement the tasks of seconding and hosting staff members, as described in the Annex 1 of the Grant Agreement.
The involvement of such entities must be clearly described and justified in the proposal. In the evaluation process this aspect will be assessed under criterion 3 "Quality and efficiency of the implementation" (Annex 5) and will also be dealt with later, at Grant Agreement Preparation level. Applicants must demonstrate the adherence to the following key elements:

a) The entities with a capital or legal link must be located in the same country of the Beneficiary/TC Partner organisation to which they are linked.

b) The proposal must clearly specify:
  − name of the entity with a capital or legal link
  − type of link with the Beneficiary/TC Partner organisation
  − tasks to be carried out by such entity

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[19] Article 32.1 (f) of the Grant Agreement

> ⚠ **Important!** The involvement of entities with a capital or legal link <u>must not be used to circumvent</u> the eligibility conditions stated in the [MSCA Work Programme](#).

c) The secondments from/to an organisation with a capital or legal link must be encoded and reported as secondments from/to the Beneficiary/TC Partner organisation which they are linked to.

> ⚠ **Important!** The sector of the Beneficiary (academic or non-academic) to which this entity is linked prevails over the status of the latter and is taken into account for intersectoral secondments.

d) The Beneficiaries remain fully responsible for the implementation of the action, in accordance with the Grant Agreement.

Selected examples of eligibility of staff member secondments involving entities with a capital or legal link are provided below:

1. Eligible

Example 1: An ER is employed by a university (not Beneficiary of the grant) established in Montpellier, France. This university is part of a Joint Research Unit (JRU) with another university (Beneficiary of the grant) established in Paris, France. The Montpellier University could be considered as an entity with a capital or legal link to the University in Paris. Therefore, the ER can be seconded if he/she complies with the eligibility criteria of RISE secondments.

Example 2: A technician is employed by an SME (not Beneficiary of the grant) established in Lisbon, Portugal. This SME is a spin-off of a non-academic Beneficiary in Portugal. The SME could be considered as an entity with a capital or legal link to the non-academic Beneficiary. Therefore, the technician can be seconded if she/he complies with the eligibility criteria of RISE secondments.

Example 3: An ER is employed by an SME (not a participating organisation of the grant) established in Cape Town, South Africa. This SME is a subsidiary of an enterprise (partner organisation of the grant) also established in South Africa. This SME could be considered as an entity with a capital or legal link to the company in South Africa. Therefore, an ER can be seconded if she/he complies with the eligibility criteria of RISE secondments.

Example 4: An ER is formally employed by a foundation established in Poland which executes the HR management for an academic Beneficiary, also established in Poland. The ER actually works with the academic Beneficiary and should be sent on a secondment to a non-academic Beneficiary established in Germany. The foundation will be considered as an entity with a capital or legal link to the Polish academic Beneficiary and can therefore second the experienced researcher.

2. Not eligible

Example 5: A manager works for an SME (not Beneficiary/TC Partner organisation of the grant) established in a MS/AC or a TC which is a subsidiary of another enterprise (Beneficiary/TC Partner organisation of the grant) established in another MS/AC or TC. Since both the SME and the subsidiary are located in different countries, the SME cannot be considered an entity with a capital or legal link to the enterprise. Therefore, the manager of this SME cannot be seconded.

*Example 6: A university (validated as **academic**) and established in a MS/AC intends to participate in a RISE action through an association of universities (validated as **non-academic**) to be able to second staff to other academic Beneficiaries of the action. This would be seen as **circumventing RISE eligibility rules** and the associated secondments would be ineligible for funding.*

4.4 Preparing the secondment tables

All planned secondments that are part of the R&I activities shall be listed in the appropriate section of Part A[20] and justified in Part B[21] of the proposal for evaluation of all participating organisation to the RISE action.

This shall include secondments from organisations from non-EU countries that are not automatically eligible for funding[22] (though they may still be funded in exceptional cases).

Exceptional cases funding can be granted[23]:

- When funding for such participants is provided for under a bilateral scientific and technological agreement <u>or</u> any other arrangement between the EU and an international organisation or a TC;

- When the Commission/the relevant funding body deems the participation of the entity to be **essential** for carrying out the action funded through Horizon 2020.

  - o *NB **"essential"** = on the grounds that participation by the entity has clear benefits for the consortium, such as: outstanding competence/expertise or access to research infrastructure, to particular geographical environments and/or access to data.*

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[20] Secondments are listed in the Gantt chart for secondments in Part A (see <u>Annex 3</u> - Table A.3.1 List of secondments).
[21] Justifications to be provided (<u>Annex 5</u>; Section 4.1). Note: Additional lists of secondments should not be added in Part B. Secondment listed in Part B will be disregarded.
[22] <u>General Annex A of H2020 Work Programme 2018 - 2020</u> (pages 4)
[23] <u>General Annex A of H2020 Work Programme 2018 - 2020</u> (pages 4)

See Table 4 for a summary of secondment possibilities and which of these are eligible for funding by RISE.

> ⚠ **Important!** During the implementation of the project, the listed secondments plan (Part A in Tables A.3.1) will be used as indicator for assessing the performance of the grant and deviations will need to be justified in the standard reports. At proposal stage the **secondments Table A3.1 is indicative**. However, the estimated number of PM for the total project duration should be realistic and achievable within the planned project duration. This critical part of the planning shall be made in agreement with the whole consortium.

Table 4 – Possible configurations for eligible staff exchanges funded under RISE

The table displays a simple consortium of organisations in two different MS/AC (from two different sectors) and one organisation located in a TC.

		"HOSTING" (Receiving seconded staff members)		
		Academic organisation in **MS/AC** (1)	Non-academic organisation in **MS/AC** (2)	Organisation in **TC**
"SENDING" (seconding staff members from organisation)	Academic organisation in **MS/AC** (1)	❌	✅	✅
	Non-academic organisation in **MS/AC** (2)	✅	❌	✅
	Organisation in **TC***	✅	✅	❌

*Only TC listed in the General Annex A of the H2020 Work Programme are automatically eligible to receive funding **for sending** a staff member **to** a European institution (see exceptional cases description Section 4.4). For all TC partner organisations **hosting incoming staff**, all secondments are eligible for RISE funding.*

✅   Indicates eligible staff exchanges (secondments) that are also eligible for RISE funding as they fit the objectives of RISE by being intersectoral between MS/AC or international from MS/AC to TC.

❌   Indicates secondments that are not foreseen in RISE and/or not eligible for cost reimbursements for the reason of being between organisations of the same country or same sector. Exchanges between TC are all not considered part of meeting RISE objectives.

5. Implementation activities of a RISE action

5.1 Secondments and networking activities

Applicants propose a joint R&I action as the common basis for their collaboration. This action should be designed to exploit the complementary expertise of the participating organisations and to create synergies between them (see Section 2).

In addition to advancing R&I and/or knowledge in a particular area, RISE actions are also expected to create additional benefits for the participating organisations in terms of cross-sectoral transfer of knowledge and to enhance R&I skills and expertise of the seconded staff members.

The consortium is expected to support the successful implementation of the action by planning and executing secondments, organising and taking part in R&I training, workshops, seminars, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing the careers of the staff members involved. The content, quality, impact and added value of all of these activities should be detailed and justified in the proposal. The RISE funding might not cover all costs of all such activities but the consortium is free to determine the best use of the contribution towards institutional costs (see Section 6.1).

> ⚠ **Important!** According to what is agreed within the consortium in terms of project "cash flow" (see Section 6.2), the institutional costs per PM secondment can effectively be "pooled" to support RISE research, training, networking and management activities (Table 5).

5.2 Dissemination and Exploitation

Dissemination/exploitation activities, grant obligation (Art. 28 and 29), are about the sharing of the results of the action. Such activities are targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider R&I community. The expected outcome of a RISE dissemination strategy is to achieve and expand the potential impact of the action.

The proposal should therefore describe the foreseen dissemination and exploitation activities and their expected impact (see Annex 5) and cover adequately the interconnected concepts with regard to Open Science and the H2020 Grant Agreement requirements for Open Access and Open Data (see Cross-cutting issues – Box 6).

5.3 Communication[24] and public engagement

Communication of the action aims to demonstrate the ways in which the research, training and mobility contribute to a European "Innovation Union"[25] and account for public spending. It should provide tangible proof that the funded action adds value by:

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[24] Note that the Beneficiaries have the contractual obligation to promote the action and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner (cf. Article 38.1.1 in the Annotated Model Grant Agreement
[25] http://ec.europa.eu/research/innovation-union/index_en.cfm

- showing how European and international collaboration has achieved more than would have otherwise been possible, notably in achieving scientific excellence, contributing to competitiveness and, where relevant, solving societal challenges;
- showing how the outcomes are relevant to our everyday lives, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market and/or making our lives more comfortable in other ways;
- promoting results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.

In the MSCA, *public engagement* is a crucial part of communication. The primary goal of public engagement activities is to create awareness among the *general public* of the research work performed under these projects and its implications for citizens and society. The type of outreach activities, as grant obligation (Art. 38), could range from press articles and participating in European Researchers' Night events to presenting science, R&I activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

6. Management considerations for implementation of RISE

6.1 Financial implementation aspects

The financial contribution to a RISE action is calculated on the basis of <u>unit costs</u> (a fixed amount per <u>PM</u> of secondment). The EU contribution is calculated by multiplying the unit costs by the number of implemented PMs. The budget will be automatically calculated based on the PM provided in the indicative plan in the Part A of the proposal.

> ⚠ **Important!** The EU contribution indicated in the grant is calculated and based on planned secondments eligible for funding. The final payable amount of the RISE action will be proportional to the <u>performed eligible secondments during the action</u>. Therefore, it is critical to implement <u>all planned secondments</u> in order to benefit of the EU contribution. Serious underperformance may lead to the termination of the Grant Agreement.

The financial support is composed of two parts: a *staff member unit cost* of 2,100 EUR per PM, plus an *institutional unit cost* of a total of 2,500 EUR per PM. The institutional unit cost is split further into funds for *research, training and networking costs* of 1,800 EUR per PM of secondment, and funds for *management and indirect costs* of 700 EUR per PM (Table 5).

Institutional unit costs reimbursed through eligible secondments can be used to pay an additional top-up allowance to the staff members to cover additional travel and subsistence costs, or to organise additional training activities or horizontal networking events. Moreover, any remaining institutional unit costs per secondment can be "pooled" and effectively reshuffled[26] among different secondments according to the internal arrangements of the consortium (see Section 6.2 Consortium and Partnership Agreement) to achieve the objectives of the action.

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[26] Reshuffling can be between institutions and not only between secondments in different years of the project within one institution.

Each Beneficiary, as grant recipient, is responsible for the implementation of the action and will report to the REA the PM of its own seconded staff members, plus the PM of seconded staff members for any *entities with a capital or legal link* involved in the action and the secondments from TC Partner organisations to its organisation.

The EU contribution is paid to the action coordinator who will distribute it to the Beneficiaries according to the Grant Agreement and to the modalities agreed within the Consortium Agreement and/or Partnership Agreement (see Section 6.2).

Complete details regarding contractual obligations that bind all Beneficiaries can be found in the MSCA Work Programme and in the Model Grant Agreement, both of which are available on the Participant Portal.

6.2 Consortium Agreement and Partnership Agreement

The cooperation and communication within a RISE action shall be as transparent and efficient as possible, with the involvement of seconded staff members *(e.g. for the organisation of meetings and identification of training needs).*

Beneficiaries in RISE are required to conclude a Consortium Agreement outlining their cooperation/contribution in the action, in principle prior to the signature of the Grant Agreement (see Table 2). It is also strongly encouraged to conclude a Partnership Agreement[27] with the TC Partner organisations to establish clear and transparent rules governing the internal relations between MS/AC Beneficiaries and TC Partner organisations.

> ⚠ **Important!** The Consortium Agreement and Partnership Agreement are deemed to cover several essential practical aspects needed to ensure a smooth implementation of the action such as practical arrangements and planning of secondments, scientific responsibilities, legal issues, IPR issues, supervision arrangements, internal modalities and timing for the distribution of funding as well as any redistribution of institutional unit costs between the Beneficiaries and TC Partner organisations.

For both Consortium and Partnership Agreements the H2020 *Guidance on how to draw up a Consortium Agreement* can be used as an example, subject to the necessary adaptations required by the specific structure of a RISE action.

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[27] The Partnership Agreement can take various forms depending on the real needs of the project. For example, it can be fully incorporated in the Consortium Agreement (as a separate chapter) or be a standing alone document or be subdivided in several bilateral agreements.

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

		Amount [EUR] per PM of secondment	Description of implementation of RISE funds
Staff member unit cost	Staff member unit costs	2,100	• Is a top-up allowance to be fully used to support travel, accommodation and subsistence costs for the staff member during the secondment. • The Staff member unit cost contribution can be managed centrally to pay for the costs linked to the individual staff member on secondment (e.g. moving costs, accommodation, etc.) or paid directly to the staff member or a combination of the two approaches. • On request, the Beneficiaries must be able to show that the total amount (2,100 EUR) was fully used for the direct benefit of the seconded staff member. ⚠ **Important!** The salary of the seconded staff members or any other type of remuneration is not covered by the EU contribution. Therefore, the Beneficiaries and TC Partner organisations are expected to continue paying the staff member's salary (or any other type of remuneration) during their stay abroad.
Institutional unit cost	Research, training and networking costs	1,800	• Cover the costs of R&I related activities of the action such as purchasing of consumables, laboratory costs, participation to conferences, workshops, coordination and review meetings and networking activities.
Institutional unit cost	Management and indirect costs	700	• Cover all general costs connected with the organisation and implementation of the secondments (administrative and financial management, logistics, ethics, human resources, legal advice, documentation, etc.). ⚠ **Important!** Note that **any secondments** planned to do "purely management activities" (e.g. project coordination meetings, report drafting, etc.) will not be eligible for funding under WP dedicated to these types of tasks.

Annex 1 – Timetable and Specific Information for this Call

The **Marie Skłodowska-Curie Actions Work Programme** provides the legal information and conditions to be considered when submitting a proposal to this call. It describes the different actions and how they will be implemented. The Work Programme is available on the [Participant Portal](#) call page. Basic data on the call implementation (deadline, budget, additional conditions etc.) is also posted. Please consult these documents.

Indicative timetable for this call

Opening date	*22 November 2017*
Deadline for submission of proposals	***21 March 2018*** ***at 17:00:00, Brussels local time***
Evaluation of proposals	*May 2018*
Information on the outcome of the evaluation	*June 2018*
Indicative date for the signing of Grant Agreements	*October 2018*

Indicative budget 2018: **EUR 80.00 million**

Further information and help

The Participant Portal call page contains links to other sources that applicants may find useful in preparing and submitting a proposal.

Call Information

- *Research Enquiry Service:*

  http://ec.europa.eu/research/index.cfm?pg=enquiries

- *Other Help Services:*

  https://ec.europa.eu/research/participants/portal/desktop/en/support/other_help_services.html#

- *Participant Portal call page*

  http://ec.europa.eu/research/participants/portal/desktop/en/home.html

- *MSCA Work Programme 2018-2020*

  http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf

- *H2020 MGA MSCA-RISE — Multibeneficiary*

  http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-rise-multi_en.pdf

Annex 1

General Sources of Help

- *Marie Skłodowska-Curie website:* http://ec.europa.eu/msca
- *EURAXESS:* http://ec.europa.eu/euraxess/
- *The Research Enquiry Service:* http://ec.europa.eu/research/enquiries
- *National Contact Points:*

  http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html
- *FAQs (search for "H2020-MSCA-RISE")*

  http://ec.europa.eu/research/participants/portal/desktop/en/support/faq.html
- *How to register your organisation*

  https://ec.europa.eu/research/participants/portal/desktop/en/organisations/index.html
- *Net4Mobility:* https://www.net4mobility.eu/

Specialised and Technical Assistance

- *Submission Service Help Desk*: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu
  http://ec.europa.eu/research/participants/api/contact/index.html
- *Intellectual Property Right help desk:* https://www.iprhelpdesk.eu/

Other Useful Reference Documents

- *Horizon 2020 Work Programme 2018-2020: General Introduction*

  https://ec.europa.eu/programmes/horizon2020/en/news/horizon-2020-work-programme-2018-2020
- *Horizon 2020 Work Programme: General Annexes*

  http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf
- Horizon 2020: Rules for Participation

  http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf
- *List of countries and applicable rules for funding*

  http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf
- *Horizon 2020: How to Complete Your Ethics Self-Assessment*

  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf
- *Horizon 2020: Guidelines on Data Management in Horizon 2020*

  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

Annex 1

- *Guide on Beneficiary registration, validation and financial viability check*

  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf

- *European Charter and Code for Researchers*

  https://euraxess.ec.europa.eu/sweden/information-and-assistance/charter-code-researchers

  https://cdn2.euraxess.org/sites/default/files/brochures/am509774cee_en_e4.pdf

- *List of associated countries to Horizon 2020*

  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

- *Gender Equality in Horizon 2020*

  https://ec.europa.eu/programmes/horizon2020/en/h2020-section/promoting-gender-equality-research-and-innovation

- *Horizon 2020 Online Manual*

  http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm

Annex 2 – Evaluation Criteria and Procedures

1. General

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent evaluators which are experts on the field/topic related to the proposal/s assigned to them.

REA staff ensures that the process is fair and in line with the principles contained in the European Commission's rules[28] and the relevant sections of the MSCA Work Programme.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are required to be impartial and objective, and to behave throughout the evaluation process in a professional manner.

In addition, an independent observer is appointed by the REA to observe and report on the evaluation process, on the conduct and fairness of the evaluation sessions, and on the way in which the experts apply the evaluation criteria. The observer does 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 "expert" contract, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible REA staff member should one become apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest.

Confidentiality: the "expert" contract 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 her/his own account, either during the evaluation or afterwards.

2. Before the evaluation

Once received in the Participant Portal's electronic submission system, proposals are registered and their status can be checked. Admissibility and eligibility criteria for each proposal are checked by REA staff before the evaluation begins[29]. Proposals which do not fulfil these criteria will not be included in the evaluation.

To be considered admissible, a proposal must be:

- submitted in the electronic submission system before the call deadline;
- readable, accessible and printable.

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[28] Horizon 2020 Guidelines for submission of proposals, and the related evaluation, selection and award procedures http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

[29] Refer to http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf.

Annex 2

Incomplete proposals may be considered inadmissible. The proposal must therefore include the duly completed administrative forms in Part A and the proposal description in both documents comprising Part B (see below).

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

- It complies with all eligibility conditions indicated in the Work Programme, including the **minimum number and types of legal entities** as mentioned in the MSCA Work Programme;

- The content of the proposal **relates to the funding scheme**, including any special conditions set out in the relevant parts of the MSCA Work Programme.

⚠ **Important!** A maximum length of **30 pages is applicable to Sections 2 - 4 of Part B** (see this Guide Annex 5 – annotated template) of the proposal. Applicants must keep these sections of the proposal within this limit. Expert evaluators will be instructed to **disregard any pages that go beyond this limit!** Please do not use any modifications to the template to force the page limit.

3. Evaluation of Proposals

Proposals will be evaluated on the basis of the following **award criteria**:

RISE - Marie Skłodowska-Curie Research and Innovation Staff Exchange		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty and appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects	**Enhancing the potential and future career prospects of the staff members**	**Coherence and effectiveness of the work plan,** including appropriateness of the allocation of tasks and resources
Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives.	**Developing new and lasting research collaborations, achieving transfer of knowledge** between participating organisations and contribution to improving research and innovation potential at the European and global levels	**Appropriateness of the management structures and procedures**, including quality management and risk management
Quality of the proposed interaction between the participating organisations	Quality of the proposed measures to exploit and **disseminate** the project results	**Appropriateness of the institutional environment** (hosting arrangements, infrastructure)
	Quality of the proposed measures to **communicate** the project activities to different target audiences	**Competences, experience and complementarity** of the participating organisations **and their commitment to the project**
50%	**30%**	**20%**
Weighting		
1	**2**	**3**
Priority in case of *ex aequo*		

Annex 2

Each proposal will be assessed independently by at least three evaluators chosen by the REA from the pool of experts taking part in this evaluation.

Evaluation scores will be awarded for each of the three criteria. All of the separate elements of each criterion will be considered by the experts in their assessment

Each criterion will be scored on a scale from 0 to 5 points. Decimal points may be given.

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

0 -	***The proposal fails*** *to address the criterion or cannot be assessed due to missing or incomplete information*
1 -	***Poor.*** *The criterion is inadequately addressed, or there are serious inherent weaknesses.*
2 -	***Fair.*** *Proposal broadly addresses the criterion but there are significant weaknesses.*
3 -	***Good.*** *Proposal addresses the criterion well, but a number of shortcomings are present.*
4 -	***Very good.*** *Proposal addresses the criterion very well, but a small number of shortcomings are present.*
5 -	***Excellent.*** *Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

An overall threshold of 70% will be applied to the total weighted score.

An example of the evaluation forms used by the experts will be made available on the Participant Portal.

Compliance with the **selection criteria[30]** will also be verified:

Operational capacity

Operational capacity determines whether an applicant has the **basic operational resources and capacity to implement the action** (e.g. number of R&I staff compared to secondments planned (sending and hosting), adequate premises to implement the tasks mentioned in the proposal and hosting the staff members planned, etc.). The operational capacity of the Beneficiaries is assessed at the evaluation stage and also verified during the grant preparation phase for successful proposals. This assessment is based on the information to be provided in the proposal template Part B, Section 6 - **Tables B4 and B5** (see Annex 5).

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 in the consortium, i.e. disregarding their activities and their estimated budget.

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[30] Refer to General Annex H to the Work Programme.

Annex 2

In addition, at all stages of the evaluation or during Grant Agreement preparation process the REA reserves the right to disregard the participation of a participating organisation lacking the appropriate operational capacity to implement the research and innovation activities declared in the proposal. In this case, the secondments involving this participating organisation will be disregarded and the total budget of the proposal reduced accordingly.

In case of doubts about the operational capacity of a participating organisation the REA also reserves the right to request additional information during the Grant Agreement preparation process and /or to follow up closely the implementation of the action by this participating organisation concerned and to request corrective measures to the participating organisation and/or the consortium, as required.

It is therefore essential to:

- Plan the research and innovation activities in the proposal in light of the real operational capacity of the organisations involved, both in terms of premises and number of staff. Example: an SME with 5-10 staff members could be very beneficial for the action and provide exceptional expertise but is unlikely to be able to implement more than a small number of person-months. Therefore an adequate number of secondments from/to this SME shall be planned without artificially boosting the planning.

- Provide in the part B (including table B4) any relevant information which will allow the evaluators and the REA to assess the operational capacity of an organisation. **The absence of such information may be considered by the REA as a sufficient element to disregard the participation of the Beneficiary/TC Partner organisation concerned based on insufficient operational capacity.**

Financial capacity

Beneficiaries will be subject to a financial viability check according to the rules established in Article 15 of the *Rules of Participation*[31] and the *Guide on Beneficiary registration, validation and financial viability check*[32].

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[31] http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf
[32] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-guide-lev_en.pdf

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

Proposals for this call must be submitted electronically, using the Electronic Submission Services of the European Commission accessible from the call page on the Participant Portal.

In Part A the applicants will be asked for administrative details and information on the secondments that will be used in the evaluation and further processing of the proposal. Part A constitutes an integral part of the proposal. Details of the work the applicants intend to carry out will be described in Part B (see Annex 5 of this Guide).

The Electronic Submission Service provides guidance on how to complete the Part A (using pdf format), which includes the following sections:

- Section 1: General information about the proposal (including the abstract)
- Section 2: Data on participating organisations
- Section 3: Budget and List of secondments (request for funding in terms of person-months)
- Section 4: Ethics table
- Section 5: Call specific questions

1. The Concept of Panels

All eligible proposals will be evaluated and ranked under one of the eight major areas of research (**scientific panels**): Chemistry (CHE); Economic Sciences (ECO), Information Science and Engineering (ENG); Environment and Geosciences (ENV); Life Sciences (LIF); Mathematics (MAT), Physics (PHY) and Social Sciences and Humanities (SOC). To help applicants select the most relevant area for your proposal (particularly relevant in the case of multi-disciplinary proposals), a document providing a breakdown of each scientific area into a number of descriptors can be found in Annex 7 of this Guide.

> ⚠ **Important!** Applicants should carefully choose the panel and descriptors since this will guide the REA in the selection of experts for proposal evaluation.

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

For each participating organisation (Beneficiaries and TC Partner organisations), the coordinator is requested to complete (i.e. encode in the online submission system) the **Table A3.1**. The coordinator should encode here the outgoing secondments planned by each participating organisation, indicating the period, duration and the destination.

> ⚠ **Important!** Please do not forget to include those secondments from TC that are ineligible for automatic funding (e.g. USA, Canada, Australia, Japan, China, India, Mexico, New Zealand, Russia, Brazil, and Republic of Korea, etc…) planning to send staff to MS/AC. This will allow a comprehensive assessment of these TC organisations' contribution to the implementation of the RISE action (see Annex 2, Criterion 3 on quality and efficiency of the implementation).

Annex 3

Once the secondments plan of all participating organisations is encoded, a summary table indicating the number of secondments allocated to each participating organisation, the global number of secondments and the total budget requested for the action will be shown (**Table A3.2** and **Table A3.3**). Remember that the final budget expressed in Part A corresponds to the **budget requested for EU funding** by the applicants (see last columns **Tables A3.2** and **A3.3**).

Only the secondments listed in **Table A3.1** will be considered during the evaluation. Any additional secondments listed in Part B of the proposal will be disregarded.

> ⚠ **Important!** During the implementation of the project, the secondments plan (**Tables A.3.1**) will be used as indicator for assessing the performance of the grant and deviations will need to be justified in the standard reports. At proposal stage the **secondments Table A3.1 is <u>indicative</u>**, yet it should be realistic and made in agreement with the whole consortium.

Summary of the budget categories for your planning (for cost-breakdown see Table 5).

Annex 3

Table A.3.1 List of secondments
(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Staff member ID	Staff member profile	Organisation short name	TC or MS/AC	Country	Academic (Y/N)	Seconded to (Organisation short name)	TC or MS/AC	Seconded To (Country)	Academic (Y/N)	Work package	Starting month	Duration in months
1	ER											
2	ESR											
3	TECH											
1	ER											
4	ESR											
5	MNG											
6	ER											
7	ER											
8	ADM											
9	TECH											

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 number[33]

Table A.3.2 Summary of secondments per participating organisation (Beneficiaries + Partner Organisations)

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[33] The same staff member ID cannot be associated to different profiles, such as ER1 and ESR1. The proposal shall indicate the status of the researcher at the time of application. Any changes in profile (e.g. ESR in first period graduates and becomes ER staff for the next period). Can be communicated during project implementation.

Annex 3

(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Participant number	Organisation short name	Country	Academic (Y/N)	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution [EUR]
						Researcher costs [EUR]	Research, training and networking costs [EUR]	Management and indirect costs [EUR]	Total [EUR]	
1										
2										
3										
...										
Total										

Table A.3.3 Summary of secondments per Beneficiary
(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Beneficiary number	Organisation short name	Country	Academic (Y/N)	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution [EUR]
						Researcher costs [EUR]	Research, training and networking costs [EUR]	Management and indirect costs [EUR]	Total [EUR]	
1										
2										
3										
...										
Total										

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

1. General information

Part B of the proposal contains the details of the proposed RISE R&I action along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the following sections, using both descriptive text and the tables provided. The information below serves to explain the award criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme 2018-2020.

> ⚠ **Important!** Applicants <u>must</u> structure their proposal according to the headings indicated in the Part B proposal template (see Annex 5). This is a particularly relevant detail if your proposal is a resubmission from a previous RISE call.

An RTF (rich text format) version of the submission template can be downloaded from the Electronic Submission Service. Applicants <u>must</u> ensure that their proposals conform to this layout and to the instructions given in this Guide for Applicants.

> ⚠ **Important!** Applicants must submit Part B of their proposal as <u>two separate documents (**B1** and **B2**)</u>:
>
> - **Document B1:** comprise 1 page for the Start Page where the proposal acronym is indicated, one page only for the Table of Content and the <u>Sections 2-4</u> describing the proposal 30 pages long. **The <u>maximum total length</u> for this document is 32 pages**. Of the **maximum 30 pages applied to Sections 2, 3 and 4**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **Experts will be strictly instructed to disregard any excess pages above the 32 page limit**.
>
> - **Document B2:** must consist of Part B <u>Sections 5-8</u>. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in Section 6, a maximum of one page per Beneficiary and half a page per TC Partner organisation).
>
> - As a safeguard, applicants will not be able to submit their proposals in the online submission system unless **both** documents B1 and B2 are provided.

The **minimum font size** allowed for the main text 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). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5,000 and 6,000 possible characters per page (including spaces). Please stick to these guidelines and do not force the 30 pages proposal description through other "special formatting".

For the tables, the font size chosen must be clearly legible by the expert evaluators. The <u>minimum</u> font size is therefore 9 points. <u>All footnotes will count towards the page limit</u>.

Literature references should be listed in the document B2 Section 5.

Part B of the proposal carries as a header to each page the proposal acronym and the scheme. All pages should also be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".

> ⚠ **Important!** For both documents comprising Part B of the proposal, applicants **must use exclusively PDF** ("Portable Document Format", compatible with Adobe version 5 or higher, with embedded fonts). Other file formats will not be accepted by the Electronic Submission Services of the Commission. Pay attention to the page limits and maximum file size of documents to be uploaded since this may block the submission and lead to delays or missing important deadlines. Keep in mind that preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

2. Letters of commitment

Each TC Partner organisation (see Definitions – Box 2) must include in the proposal an up-to-date letter of commitment, signed by its legal representative, to demonstrate their real and active participation in the proposed consortium. These letters must be included in Section 8 of the Part B, which does not count towards the page limit.

See provided template for the letters of commitment (Annex 6) showing that the letters must include:

1. an explicit reference to the proposal (call and acronym)
2. a commitment to implement the secondments planned in the proposal

The experts will be instructed to disregard the contribution of any TC Partner organisation for which no such evidence of commitment is submitted. Moreover, depending on the size of the consortium, proposals might risk to become ineligible if one or more TC Partner organisation(s) is/are disregarded for not having included these documents.

There will be no possibility to submit the missing letter of commitment at a later stage. **Therefore it is essential for the applicants to collect these letters of commitment in due time and well before the call deadline.**

If the proposal is retained for funding after the evaluation, the budget linked to the secondments of the TC organisation(s) lacking the letter of commitment will be rejected and the total budget of the proposal will be reduced accordingly.

3. Cross-cutting issues

There are a number of important cross-cutting aspects of the H2020 programme[34]. Selected issues are highlighted here for MSCA RISE proposals namely:

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[34] H2020 Cross Cutting Issues: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/cross-cutting-issues_en.htm.

- Particular attention is focussed on **Gender Equality[35]** in line with the [European Charter and Code for Researchers][36]. Therefore, all MSCA proposals are encouraged to take appropriate measures to facilitate mobility and counter-act gender-related barriers to it. (see [Box 5]; Annex 5 Section 2.1).
- Principles of the strategies covering all aspects of "[open science]" are applied ([Box 6]).

3.1 Gender aspects

In Horizon 2020 Gender is a cross-cutting issue and is mainstreamed in each of the different parts of the Work Programme, ensuring a more integrated approach to R&I.

In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the RISE proposal to ensure the highest level of scientific excellence and quality (see [Annex 5] – under "Excellence" of proposal Part B).

Box 5 – Gender Equality in RISE actions

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:
- *Gender balance in research teams*
- *Gender balance in decision-making*
- *Gender Dimension in research content*

3.2 Ethics

All details are provided in [Annex 5] – Section 7 of what is expected in terms of the Ethics "self-assessment" and the elaboration on the details in your proposal where issues are identified.

3.3 Scientific Misconduct and Research Integrity

Please note that **issues of scientific misconduct and research integrity are taken seriously**. In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal. Coordinators will also be required to make a "declaration on honour" in Part A of the proposal.

It is also expected that procedures for promoting research integrity and managing scientific misconduct will be addressed in the proposal. For example, applicants are encouraged to describe clear procedures for dealing with cases of misconduct (e.g. data fabrication, falsification, plagiarism, misuse of funds, double-funding, etc.) should they arise during action implementation.

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[35] European Commission (2016), Guidance on *Gender Equality in Horizon 2020*. Available online at:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/gender/h2020-hi-guide-gender_en.pdf
[36] Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005) 576 of 11 March 2005. Available online at:
http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%207321%202005%20INIT

Annex 4

Principles of research integrity – as set out, for instance, in the <u>European Code of Conduct for Research Integrity</u> – will apply throughout all MSCA.

Box 6 – Open Science, Open Access, and Open Data

1. Open Science under Horizon 2020

Applicants and Beneficiaries should respect the Horizon 2020 strategic priority of Open Science. Open Science describes the on-going evolution in the modus operandi of doing research and organising science. These changes in the dynamics of science and research are enabled by digital technologies and driven by the globalisation of the scientific community. They have an impact on the way research is produced, accessed and utilised. Open Science is an inclusive process aimed at promoting diversity in science across the European Union and opening it to the general public, in order to better address the H2020 societal challenges and ensure that science becomes more responsive both to socio-economic demands and to those of European citizens. Open Science also provides significant new opportunities for researchers to disseminate, share, explore and collaborate with other researchers.

2. Open Access

Beneficiaries must ensure that peer-reviewed scientific publications resulting from RISE funding are deposited in open access repositories, i.e. free of charge online access for any user (see guidance on Article 29.2 in the <u>Annotated Model Grant Agreement</u>). A repository number for each publication must be provided in the action reports.

Further information on <u>Open Access</u> can be found in the documents section of the Participant Portal.

3. Open Data

Beneficiaries will engage in research data sharing by default, as stipulated under Article 29.3 of the Horizon 2020 <u>Model Grant Agreement</u> (including the creation of a Data Management Plan). Applicants may, however, opt out of these arrangements, both before and after the signature of the Grant Agreement. Note that information related to Open Research Data provided in the proposal will not be subject to evaluation. In other words, proposals will not be evaluated negatively because they opt-out of the data sharing.

Further information on the <u>Data Management Plan</u> can be found in the documents section of the Participant Portal.

Annex 5 – Part B Template with annotated instructions

START PAGE

Marie Skłodowska-Curie Actions

**Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2018**

PART B

"PROPOSAL ACRONYM"

Table of Contents

In drafting PART B of the proposal, applicants <u>must follow</u> the structure outlined below.

DOCUMENT 1 *(MAX 32 PAGES)*

START PAGE (*MAX 1 page*)

1   TABLE of CONTENT (*MAX 1 page*)

START PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

2.   EXCELLENCE (*starting page 3*)

3.   IMPACT

4.   QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

DOCUMENT 2 *(NO OVERALL PAGE LIMIT APPLIED)*

5.   REFERENCES

6.   CAPACITIES OF THE PARTICIPATING ORGANISATIONS

7.   ETHICS ASPECTS

8.   LETTERS OF COMMITMENT OF TC PARTNER ORGANISATIONS

END PAGE (*1 page*)

Please note that:

- Applicants must ensure that document 1 does not exceed the total page limit of maximum <u>32 pages</u> (1 start page + 1 table of content page + 30 pages for Sections 2-4).

- *No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references*

2. Excellence

2.1 Quality and credibility of the research/innovation action; level of novelty and appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation action including its potential for scientific breakthroughs in relation to the "state of art". The methodology, transfer of knowledge, secondments, training, dissemination, work plan, etc. described in the rest of the proposal must relate to research and innovation objectives described in this section.*
- *Methodological approach: detail the research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, 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.*

Table B1 – Work Package (WP) List[37]

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

The title of the scientific WPs should give a good idea of the scope of the research/innovation objectives of that WP.

2.2 Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives

Please develop your proposal according to the following line:

- *Approach and methodology used for knowledge sharing (secondments, workshops/trainings/conferences, etc.). It should be clear how the knowledge sharing will directly contribute to achieving the aims of the research and innovation activities described in section 2.1.*

2.3 Quality of the proposed interaction between the participating organisations

Please develop your proposal according to the following lines:

- *Contribution of each participating organisation in the activities planned and expertise provided to reach the action's objectives, with particular emphasis on the scientific objectives described in section 2.1.*

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[37] A work package is defined as a major subdivision of the proposed project

- *Justification of the main networking activities.*

3. Impact

3.1 Enhancing the potential and future career prospects of the staff members

Please develop your proposal according to the following line:

- *Describe how the action contributes to realising the potential of individuals and provides new skills, enhances their knowledge and career perspectives.*

3.2 Developing new and lasting research collaborations, achieving transfer of knowledge between participating organisations and contribution to improving research and innovation potential at the European and global levels

Please develop your proposal according to the following lines:

- *Describe the development and sustainability of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.*

3.3 Quality of the proposed measures to exploit and disseminate the action results

Please develop your proposal according to the following lines:

- *Describe the dissemination strategy about the results - targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve the potential impact of the action. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Elaborate on how results (when available) will be taken up/used. Also the expected impact of the proposed exploitation, commercial application and dissemination measures.*
- *Expected impact of the proposed measures (e.g. addressing societal needs/challenges).*
- *Indicate intellectual property rights aspects (if applicable) and exploitation of results.*

3.4 Quality of the proposed measures to communicate the action activities to different target audiences

Please develop your proposal according to the following lines:

- *Describe the communication strategy of the project and its results, outreach plan and the activities envisaged to engage the public. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Consider how activities will be targeted at multiple audiences, beyond the action's own community (including the media and the public).*
- *From the beginning of the project, indicate which channel(s) will be used to inform and reach out to society, and to show the benefits of research.*
- *Elaborate on the expected impact of the proposed activities.*

⚠ **Important!** The following sections of the European Charter for Researchers refer specifically to outreach and dissemination:

Communication

Researchers should ensure that their research activities – both the action and, when available, its results – 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.

Dissemination and exploitation

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated (in line withH2020 open access policy) and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

4. Quality and efficiency of the implementation

Please note that the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoting open recruitment and attractive working conditions are recommended to be endorsed and applied by all the funded participating organisations in the MSCA.

In all cases, the Beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers[38] and the Code of Conduct for their Recruitment[39].

4.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan* and the activities proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.).
- *Credibility and feasibility of the action* through the activities proposed.

⚠ **Important!** Please read this section carefully as there is information on what is understood as WPs, tasks, deliverables, and milestones. Also, Tables provided to include as part of your description (Tables B2, B3a, B3b).

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[38] Available at https://euraxess.ec.europa.eu/sweden/information-and-assistance/charter-code-researchers
[39] Available at https://euraxess.ec.europa.eu/sweden/information-and-assistance/charter-code-researchers

Table B2: Work Package Description

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*

Description of Work and Role of Specific Beneficiaries / Partner Organisations broken down and listed into numbered tasks including the following details:

Task "X.1"
- *Total number of Person Months allocated = "_"*
- *Brief description of the task in terms of relevant information concerning the specific activity/goal, the leading organisation of the task, the role(s) of the participating organisation(s), the profiles of the involved staff members, etc.*

Task "X.X"
- *…*

Description of Deliverables:
- provide a brief description of the planned deliverables that is consistent with the deliverables to be listed from all WPs in Table B3a
- i.e. consider consolidating the above listed tasks into a reasonable number of concrete outcomes (scientific and/or management, training and dissemination deliverables)

*Add a table for each work package with a number

**The participating organisation short name and person-months allocated to each participating organisation should be coherent with the tables in Part A of the proposal.

Deliverables List

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content and the associated secondments. Deliverables shall be encoded in Table B3a. Table B3a requires that deliverables should be divided into (a) scientific deliverables (i.e. scientific and

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[40] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

technical content specific to the action) and (b) management, training exploitation, dissemination and communication deliverables.

> ⚠ **Important!** The secondments encoded in Part A should <u>NOT</u> be entered in this deliverable Table B.3a. Moreover, note that the Grant Agreement requires yearly reporting by the consortium to follow-up implementation and to process requests for payments. Please include these reports (e.g. for a 48 month-project, year 1 and 3 progress report, year 2 and 4 activity report) as managerial deliverables.

Table B3a – Deliverables list

Scientific Deliverables						
Deliverable Number[41]	Deliverable Title	WP No.	Lead Beneficiary Short Name[42]	Type [43]	Dissemination Level[44]	Due Date[45]
Management, Training, and Dissemination Deliverables						
Deliverable Number	Deliverable Title	WP No.	Lead Beneficiary Short Name[46]	Type	Dissemination Level	Due Date

---

[41] 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.

[42] A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

[43] Please indicate the nature of the deliverable using one of the following codes:
R = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination

[44] Please indicate the dissemination level using one of the following codes:
PU = Public: fully open, e.g. web; **CO = Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services; Important: please note that upon approval by the REA Project Officer, the deliverables with Public dissemination level (PU) will be automatically published on CORDIS, the European Commission's primary portal for results of EU-funded research projects. Therefore, make sure the content is appropriate both in terms of quality and confidentiality.
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

[45] Measured in months from the project start date (month 1).

[46] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

Milestones List

Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key achievement, allowing the next phase of the work to begin. Milestone shall be encoded in Table B3.b. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the consortium must decide which of several technologies to adopt for further development. In principle milestones should not be repetitions of deliverables already defined in Table B3.a.

Table B3b – Milestones list

Number	Title	Related WPs	Lead Beneficiary[47]	Due Date	Means of Verification[48]

4.2 Appropriateness of the management structures and procedures, including quality management and risk management

Please develop your proposal according to the following lines:

- *Describe the action organisation and management structure, including any relevant elaborations of the role of the coordinator/WP leaders, financial management strategy, as well as the progress monitoring mechanisms put in place.*
- *Elaborate on quality management, relating to the availability of adequate resources of the coordinating organisation in support of the day-to-day management of the project in accordance with the obligations described in the Grant Agreement.*
- *Consider the risks that might endanger reaching the action's objectives and the contingency plans to be put in place should risk occur.*

Table B3c – Risk List

Risk No	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. delay in planned secondments		

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[47] **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

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

4.3 Appropriateness of the institutional environment (hosting arrangements, infrastructure)

Please develop your proposal according to the following lines:

- *Explain the availability of the expertise and human resources,* to carry out the proposed research action as well as the hosting arrangements/infrastructure.
- *Describe the necessary infrastructures* and any major items of technical equipment (if required) relevant to the proposed action.
- ***If applicable, include and list in Table B3d*** the beneficiaries/partners organisations that will participate together with other entities under a capital link and shortly describe the legal arrangement and the roles of each affiliated entity in the proposal (i.e. the tasks and the secondments allocated to affiliated entities should be included)

Table B3d – Secondments allocated to affiliated entities

WP	Task name	Staff member profile (ER/ESR/MNG/ ADM/TECH)	Beneficiary /partner short name	Affiliated entity short name	Country of the affiliated entity	Person- months allocated

4.4 Competences, experience and complementarity of the participating organisations and their commitment to the action

Please develop your proposal according to the following lines:

- *Describe the adequacy of the consortium to carry out the action by explaining how participating* organisations' synergies and complementarities will be exploited.

NB: The individual members of the consortium are described in Section 6. There is no need to repeat that information in this section.

STOP PAGE COUNT – MAX 30 PAGES

5.   References
Add all relevant references in a standard scientific citation form.

6.   Participating organisations
Note that:
- *Any inter-relationship between different participating institutions or individuals (e.g. shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, family-ties, etc.) must be declared and justified in this part of the proposal;*
- *All information provided (including table B4) must be based on <u>current data</u>, not on projections; For the annual turnover, approximations are acceptable and any other additional explanations to help assess operational capacity.*
- *The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase;*
- *The absence of sufficient information in this section may be considered by the REA as a ground to disregard the participation of an organisation based on insufficient operational capacity.*

Table B4 – Data for <u>non-academic</u> Beneficiaries

Name	Location of research premises (city/country)	Type of R&I activities	No. of full - time employees involved in the project	No. of employees in R&I	Web site	Annual turnover (approx. in Euro)

⚠ **Important!** This table is mandatory to correctly assess the operational capacity of non-academic beneficiaries.

All organisations (whether Beneficiaries or TC Partner organisations) must complete the appropriate table below. Complete one table of maximum <u>one page per Beneficiary</u> and <u>half a page per TC Partner organisation</u>. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5 – Organisations (Beneficiaries and TC Partner organisations) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the action.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
Independent research premises?	Please explain the status of the Beneficiary's research facilities – i.e. are they owned by the Beneficiary or rented by it? Are its research premises wholly independent from other Beneficiaries and/or TC Partner organisations in the consortium?
Previous Involvement in Research and innovation actions	Describe relevant research/ innovation actions in which the organisation took part
Current involvement in Research and Innovation actions	Describe relevant research/ innovation actions in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

Partner Organisations in TC Legal Name	
General Description	
Role and Profile of key people	As above
Key Research Facilities, Infrastructure and Equipment	As above
Do you have independent research premises?	As above
Previous Involvement in Research and innovation actions	As above
Current involvement in Research and Innovation actions	As above
Relevant publications and/or research/innovation products	Max 3

7.   Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union[49]. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review procedure.

Ethics Review is part of the overall H2020 Appraisal Scheme and Ethics Review concerns all proposals and actions including Ethics Screening and Ethics Assessment (if necessary). Under the H2020 Ethics Appraisal Scheme, Ethics Checks can be carried out during the action's implementation and for a period of up to two years afterwards.

When preparing a proposal, **it is required to conduct an Ethics Self-assessment** starting with the completion of an Ethics Issues Table (Part A). In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them. **Please refer to the Ethics Self-Assessment Guidelines under Horizon 2020**[50].

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B2 Section 7.

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law;
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities.

> ⚠ **Important!** Note that according to the revised Art. 34.2 Grant Agreement, before the beginning of an activity raising an ethical activity, the appropriate ethics committee opinions required under national law or any notification/authorisation for activities raising ethical issues required under national and/or European law must be obtained. The documents must be kept on file and be submitted upon request to the Executive Agency. If they are not in English, they must be submitted together with an English summary which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned.

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[49] Charter of Fundamental Rights of the European Union, 2000/C 364/01.
See also http://www.europarl.europa.eu/charter/default_en.htm
[50] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

2) Explain in detail how you intend to address the issues mentioned in the ethics issues table (Part A), in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);
- Research **methodology** (e.g. protection of <u>any</u> personal data collected, consent procedures, involvement of children, clinical trials, etc.);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
- Include a table explaining the task and the WP where the activities will be performed to fulfil the ethical requirements.

Make sure to follow the guidance provided in the ethics self-assessment guidance note when addressing the different issues raised by your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will consider this section.

> ⚠ **Important!** Please indicate which WP, deliverable, and/or task concerns the ethical issue you describe to avoid any unnecessary confusion during the Ethics Evaluation process.

8. Letters of Commitment of Third Country Partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC Partner organisations (see details Annex 4, point 2 of this Guide). The letter of commitment must explicitly refer to the proposal (call and acronym) as well as to motivate/explain the engagement to implement the secondments planned in the proposal. Please note that the letter must be signed by the legal representative of the concerned institution. Template provided in Annex 6.

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2018

PART B

"PROPOSAL ACRONYM"

Annex 6 – Template of Institutional Commitment letter for TC Partner organisation participating in RISE project

- On headed paper of the Partner Institution

- Beyond any additional information that the TC participating organisation wishes to indicate in its Letter of institutional commitment, the following text should appear in <u>all its parts and with no modifications</u>:

I undersigned[51] _____, in my quality of Legal Authorized Representative of[52] _____, commit to set up all necessary provisions to send/host the secondments contributing to the development and implementation of the proposal number _____ - acronym _____ submitted within the call H2020-MSCA-RISE-2018 should the proposal be funded.

We will contribute to the [*Explanation of the activities performed by the TC Partner organisations in order to ensure a successful implementation of the project*].

I am aware of and agree with the principle that the setting up of such provisions is a precondition for the proposal to be funded.

[*Free field for any additional information that the participating organisation wishes to indicate*]

We are pleased to provide any additional information on our commitment towards the project upon your request or the request of the European Commission.

Name, date, signature

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[51] First name and surname
[52] Name of the organisation/faculty/department

Annex 7 – Guidance for Descriptors Selection and List of Descriptors

In the electronic submission system (SEP) the applicants should choose the scientific area and descriptors (keywords) carefully since this will guide the REA in the selection of the most appropriate experts for the proposal evaluation. The number of descriptors will range from three (3) to five (5) as explained below. Applicants must:

• 1) Select the **Area of Research** (e.g.: CHE) in which the proposal best fits, in Part A - **Section 1** of the proposal submission forms. This should be considered as the core discipline of the proposal.

• 2) Within the most relevant **Sub-Area of Research** (e.g.: C1-Synthetic Chemistry and Materials), select **the first descriptor** that best characterises the subject of the proposal (e.g. Colloid Chemistry).

• 3) **The second descriptor** that best characterises the subject of the proposal must be selected within the area of research (e.g.: CHE) that has been selected in step 2.

• 4) **Third descriptor**: it is mandatory to select at least one (1) additional descriptor which can be chosen from any of the eight (8) areas of research.

• 5) If needed you may **add further two (2) additional descriptors** chosen freely.

Please note: you should select the descriptors **in order of importance**, the first being the most decisive. There is no predefined budget allocation among the panels: The call budget will be distributed in proportion to the number of eligible proposals received in each panel. To help you select the most relevant area for your proposal, the following list provides a breakdown of each scientific area into a number of descriptors:

CHE - Chemistry (CHE)	Area of Research
C1 - Inorganic Chemistry	*Sub-Area of Research*
Radiation and nuclear chemistry	
Organometallic chemistry	
Coordination chemistry	
Solid state materials	
Bioinorganic chemistry	
Catalytic materials	
Chemistry of non-metals	
Inorganic chemistry	
C2 - Organic, Polymer and Molecular Chemistry	*Sub-Area of Research*
Molecular architecture and structure	
Organic chemistry	
Macromolecular chemistry	
Polymer chemistry	
Heterocyclic chemistry	
Peptide chemistry	
Natural product synthesis	
Molecular chemistry	

Supramolecular chemistry
Stereochemistry
Combinatorial chemistry
Carbohydrates
Chirality
Click chemistry
Nucleic acid chemistry
Organic reaction mechanisms
Synthetic organic chemistry

C3 - Physical and Analytical Chemistry   *Sub-Area of Research*

Molecular electronics
Photochemistry
Ionic liquids
Physical chemistry
Molecular dynamics
Theoretical and computational chemistry
Surface chemistry
Corrosion
Chemistry of condensed matter
Colloid chemistry
Analytical chemistry
Forensic chemistry
Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
Spectroscopic and spectrometric techniques
Method development in chemistry
Chromatography
Microscopy
Crystallography and X-ray diffraction
Heterogeneous catalysis
Homogeneous catalysis
Physical chemistry of biological systems
Chemical instrumentation and instrumental techniques
Crystallisation
Electrochemistry, electro dialysis, microfluidics, sensors
Magnetic resonance
Mass spectrometry
Photocatalysis
Quantum chemistry
Separation techniques/extraction
Trace analysis

C4 - Applied and Industrial Chemistry   *Sub-Area of Research*

Materials for sensors
Nanochemistry
Food chemistry
Toxicology
Enzymology
Intelligent materials, self-assembled materials
Structural properties of materials
Ceramics
Thin films
Surface modification
Medicinal chemistry
Batteries

Coating
Fuel cells
Biological chemistry, biochemistry
Biomaterials, biomaterial synthesis
Graphene, carbon nanotubes
Green chemistry
Hydrogen production/storage
Nano-materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles
Pharmaceutical processes and production, regulatory aspects, quality assurance, good manufacturing practice
Plastics
Porous materials, metal organic framework (MOFs)
Solar cells
Targeted drug delivery/discovery
Water splitting
Water treatment/purification

ECO - Economic Sciences (ECO)	Area of Research

E1 - Economics *Sub-Area of Research*

Labour economics
Public economics
International trade
Economic geography
Economic history
Urban and regional economics
Industrial economics
Health economics
Applied research econometrics
Behavioural and experimental economics
Economic growth
Economics of education
Environment economics
Financial econometrics
Game theory
Global macroeconomic challenges
Macroeconomics theory
Monetary economic, international finance
Political economy
Social economics, welfare economics
Statistics and big data

E2 - Economic Development *Sub-Area of Research*

Public administration
Circular economy
Cluster development
Environment issues in development economics
Key enabling technologies for development
Natural resources management
Research & open innovation, competitiveness

E3 - Management *Sub-Area of Research*

Corporate governance and management
Human resources management
Industrial organization

Research and innovation management

Start-up's, new business models in entrepreneurship, social entrepreneurship

Strategy, marketing

Value chain and optimisation

E4 - Finance   *Sub-Area of Research*

Accounting, international accounting standards, reporting, tax issues related to accounting

Banks, insurance companies, financial intermediaries & funds, credit rating agencies

Corporate finance, fundamentals analysis, capital budgeting, venture capital, risk assessment

Financial markets, stock markets, fixed income markets, other markets

Investments, asset pricing, bonds, derivatives, commodities

ENG - Information Science and Engineering (ENG)   Area of Research

G1 - Computer science and informatics   *Sub-Area of Research*

Scientific computing and data processing

Theorem proving, symbolic, algebraic computations

Sensor networks, embedded systems, hardware platforms

E-commerce, e-business, computational finance

Bioinformatics, e-Health, medical informatics

Software engineering, operating systems, computer languages

Theoretical computer science, formal methods

Algorithms, distributed, parallel and network algorithms, algorithmic game theory

Artificial intelligence, intelligent systems, multi agent systems

Computer graphics, computer vision, multimedia, computer games

Numerical analysis, simulation, optimisation, modelling tools

Complexity and cryptography, electronic security, privacy, biometrics

E-learning, user modelling, collaborative systems

Intelligent robotics, cybernetics

Cognitive modelling, cognitive engineering, cognitive sciences

Computer games, computer geometry, multi-media, augmented and virtual reality

Evolutionary computing, biologically-inspired computing

Internet and semantic web, ontologies, database systems and libraries

Machine learning, data mining, statistical data processing and applications

Modelling engineering, human computer interaction, natural language processing

Neural networks, connectionist systems, fuzzy logic

Parallel/distributed systems, GPGPU, grid, cloud processing systems

Pervasive computing, ubiquitous computing, ambient intelligence, internet of things

Quantum computing, DNA computing, photonic computing

G2 - Systems and Communication Engineering: Electrical, electronic, communication, optical and systems engineering   *Sub-Area of Research*

Signal processing

Networks (communication networks, sensor networks, networks of robots, etc.)

Simulation engineering and modelling

Optical engineering, photonics, lasers

Electrical and electronic engineering: semiconductors, components, systems

Electronics, photonics
Systems engineering, sensorics, actorics, automation
Wireless communications, communication, high frequency, mobile technology
Diagnostic and implantable devices, environmental monitoring
Nano engineering
Control Engineering
Human-computer-interfaces

G3 - Products and Processes Engineering: Product design, process design and control, construction methods, civil engineering, energy processes, material engineering

Sub-Area of Research

Computational engineering and computer aided design
Civil engineering
Industrial design (product design, ergonomics, man-machine interfaces, etc.)
Architecture, smart buildings, smart cities, urban engineering
Transport engineering, intelligent transport systems
Lightweight construction, textile technology
Mechanical and manufacturing engineering (shaping, mounting, joining, separation)
Fluid mechanics, hydraulic-, turbo-, and piston engines
Aerospace engineering
Chemical engineering, technical chemistry
Production technology, process engineering
Materials engineering
Environmental engineering and geotechnics
Sustainable design (for recycling, for environment, eco-design)
Energy systems, smart energy, smart grids, wireless energy transfer
Energy collection, conversion and storage, renewable energy
Industrial bioengineering
Maritime engineering
Waste treatment

ENV - Environmental and Geosciences (ENV)	**Area of Research**

V1 - Environment and society   *Sub-Area of Research*

Urbanization and urban planning, cities
Mobility and transportation
Clean technologies, circular economy, life cycle assessment
Environmental determinants of health
Environmental regulations, climate negotiations and citizen science
Environmental risk assessment, monitoring
Social and industrial ecology, sustainable development
Spatial and regional planning (including landscape and land management), GIS
Waste, by-products and residue management (including from agriculture)

V2 - Earth system science   *Sub-Area of Research*

Paleoclimatology, paleoecology
Biogeochemistry, biogeochemical cycles
Mineralogy, petrology, igneous petrology, metamorphic petrology
Earth observations from space/remote sensing
Geochemistry, crystal chemistry, isotope geochemistry
Physical geography

Cryosphere, dynamics of snow and ice cover, sea ice, permafrost and ice sheets
Terrestrial ecology, land cover change
Atmospheric chemistry, atmospheric composition, air pollution, indoor air quality
Meteorology, atmospheric physics and dynamics
Climatology and climate change
Natural hazards
Clean exploration and exploitation of natural resources
Environmental chemistry, environmental forensics
Geology, tectonics, volcanology, physics of earth's interior, seismology
Hydrology, water management
Noise pollution
Oceanography, marine science, coastal engineering
Pollution (water, soil, sediment), rehabilitation and reconstruction of polluted areas, clean technologies
Sedimentology, soil science, palaeontology

V3 - Evolutionary, population and environmental biology   *Sub-Area of Research*
Animal behaviour
Ecology
Population biology, population dynamics, population genetics
Biogeography, macro-ecology
Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism, bio-invasion)
Systems evolution, biological adaptation, phylogenetics, systematics
Biodiversity, conservation biology
Comparative biology
Ecotoxicology
Environmental, marine and freshwater biology

V4 - Applied Life Sciences and Non-Medical Biotechnology *Sub-Area of Research*
Applied biotechnology (non-medical), bioreactors, applied microbiology
Aquaculture, fisheries
Environmental biotechnology, bioremediation, biodegradation
Biomimetics
Biohazards, biological containment, biosafety, biosecurity
Agriculture production systems (animals)
Agriculture production systems (crops), including fertilisation and nutrient management
Applied plant biology
Biomass and biofuels production
Crop protection, pest and disease control
Food sciences, safety, traceability, authenticity, agroindustry
Forestry and forest management, agroforestry
Soil biology, soil functionality, soil management

LIF - Life Sciences (LIF)   **Area of Research**
L1 - Molecular and Structural Biology   *Sub-Area of Research*
Lipid synthesis, modification and turnover
Carbohydrate synthesis, modification and turnover
RNA synthesis, processing, modification and degradation
Biophysics (e.g. transport mechanisms, bioenergetics, fluorescence)
Molecular interactions
DNA repair and recombination

DNA synthesis and degradation
Molecular metabolism
Protein synthesis, folding, modification and turnover
Structural biology (e.g. crystallography, EM, NMR, PET)

L2 - Genetics, Genomics, Bioinformatics and Systems Biology   *Sub-Area of Research*

Proteomics
Transcriptomics
Computational biology
Systems biology
Plant genetics
Molecular genetics, reverse genetics and RNAi
Quantitative genetics
Epigenetics and gene regulation
Genetic epidemiology
Biostatistics
Biological systems analysis, modelling and simulation
Applied genetic engineering, transgenic organisms, recombinant proteins, biosensors
Bioinformatics
Chromosome structure organization and dynamics
Comparative, evolutionary and population genomics
Genetic and genomic variation and related disorders
Genetic pharmacology
Genome editing
Genomics and functional genomics
Metabolomics (including glycomics)

L3 - Cellular and Developmental Biology   *Sub-Area of Research*

Morphology and functional imaging of cells
Cell differentiation, physiology and dynamics
Organelle biology
Developmental biology and technology
Mechanisms and dynamics of cell migration
Mechanisms of growth control and cell proliferation
Molecular mechanisms of signal transduction
Molecular transport mechanisms
Pattern formation and embryology in animal organisms
Plant development pattern formation and embryology in plants
Stem cells and cellular programming

L4 - Physiology, Pathophysiology and Endocrinology   *Sub-Area of Research*

Organ physiology and pathophysiology
Ageing
Cardiovascular diseases
Endocrinology
Metabolism, biological basis of metabolism related disorders
Cancer and its biological basis
Comparative physiology
Environmental physiology
Rare/orphan Diseases
Reproductive biomedicine (reproductive physiology and endocrinology, infertility and pregnancy research)

L5 - Neurosciences and neural disorders   *Sub-Area of Research*

Neuroimaging and computational neuroscience

Molecular and cellular neuroscience
Mechanisms of pain
Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease)
Behavioural neuroscience (e.g. sleep, rhythms, speech, handedness)
Cognitive neuroscience (e.g. learning, memory, emotions, consciousness)
Medicines, psychoactive drugs and pharmacology, poison
Neural development and neuroplasticity
Neuroanatomy and excitability
Physiology of nerves and motor systems
Psychiatric disorders and clinical psychology (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder, depression, bipolar disorder, attention deficit hyperactivity disorder)
Sensory perception (nose and smell, tongue and taste, eyes and vision, ears and hearing, skin, pain, touch and movements)

L6 - Immunity and infection   *Sub-Area of Research*

Microbiology
Bacteriology
Parasitology
Virology
Immunosignalling
Immunological memory and tolerance
Immunogenetics
Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide)
Veterinary medicine and infectious diseases in animals
Biological basis of auto-immunity/tolerance
Biological basis of cancer immunity
Biological basis of immunity related inflammatory disorders
Biological basis of other immunity related disorders
Cellular and adaptive immunity
Phagocytosis and innate immunity

L7 - Diagnostic tools, therapies and public health   *Sub-Area of Research*

Medical engineering and technology
Gene therapy, cell therapy, regenerative medicine
Surgery
Radiation therapy
Public health and epidemiology
Health services, health care research
Environment and health risks, occupational medicine
Diagnostic tools (e.g. genetic, molecular diagnostic)
Drug discovery and design (formulation and delivery)
Drug therapy and clinical studies
Immunotherapy (vaccine discovery, genetic vaccines)
In vitro cell and tissue imaging
In vivo bio and medical imaging
Personalised medicine (diagnostic/prognostic biomarker, patient-orientated management solutions)
Pharmacology, pharmacogenomics
Tissue regeneration and engineering

MAT - Mathematics (MAT)	Area of Research

M1 - Mathematics   *Sub-Area of Research*

Algorithms and complexity
Partial Differential Equations
Probability
Algebraic geometry
Algebraic number theory
Algebraic topology
Analytic number theory
Category theory and algebraic structures
Combinatorics
Complex analysis
Complex geometry
Differential Geometry
Functional analysis
Game Theory
General topology
Graph Theory
Group Theory
Harmonic analysis
Homological algebra
Low dimensional topology
Mathematical logic and set theory
Non commutative Geometry
Ordinary Differential Equations and Dynamical Systems
Ring theory
Set theory

M2 - Applied Mathematics   *Sub-Area of Research*

Mathematical aspects of Computer Science
Numerical analysis and scientific computing
Statistics
Optimization
Control Theory
Data Analysis
Mathematical aspects of Biology
Mathematical aspects of Economy and Finance
Mathematical aspects of Physics
Mathematics in Engineering and other Applied Sciences
Operational Research
Scientific Computing

PHY - Physics (PHY)	Area of Research

P1 - Particle and Nuclear Physics   *Sub-Area of Research*

Fundamental interactions and fields
Neutrino oscillations
Nuclear physics, heavy ions
Nuclear physics, nuclear structure
Particle accelerators and detectors
Particle physics, experiment
Particle physics, theory/phenomenology
Quantum chromodynamics
Quantum field theory
Supersymmetric particles

P2 - Atomic and molecular physics, optics   *Sub-Area of Research*

Metrology and measurement

Statistical physics (gases)
Photonics
Atomic physics
Molecular physics
Chemical Physics
Cold/Ultra-cold atoms and molecules
Interferometry
Laser physics
Nano-optics
Non linear optics
Optical physics
Quantum electrodynamics
Quantum optics

P3 - Condensed matter physics   *Sub-Area of Research*

Structure of solids and liquids
Electronic properties of materials, surfaces, interfaces
Superconductivity
Superfluids
Spintronics
Magnetism and strongly correlated systems
Soft condensed matter
Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
Mesoscopic physics
Phase transitions, phase equilibria
Fluid dynamics
Gas and plasma physics
Surface Physics
Condensed matter, mechanical and acoustical properties, lattice dynamics
Condensed matter, thermal properties
Condensed matter, transport properties
Films and Interfaces
High pressure physics
Low-temperature physics
Polymer physics
Semiconductors and insulators
Statistical mechanics (condensed matter)

P4 - Astrophysics, Cosmology, Space science   *Sub-Area of Research*

Nuclear astrophysics
Space weather
Solar physics
Interstellar medium
Formation and evolution of galaxies
Clusters of galaxies and large scale structures
Relativistic astrophysics
Dark matter, dark energy
Cosmology
Active Galactic Nucleus (AGN), QSO
Astrobiology, astrochemistry
Astrometry
Astronomical instrumentation: telescopes, detectors, techniques
Astrophysical jets, accretion phenomena
Big bang nucleosynthesis

Cosmic Microwave Background (CMB)
Extrasolar planets and exoplanets
Formation, structure and evolution of stars
Gravitational lensing
Gravitational waves
High energy astrophysics
Radio astronomy
Solar system and planetary science

P5 - Applied physics   *Sub-Area of Research*

Acoustics
Optoelectronics
Medical physics
Plasmonics
Agrophysics
Biophysics and biophysical techniques
Communication physics
Complex systems, networks
Computational physics
Geophysics
Laser applications
Nanotechnology: nanomaterials, tools and techniques, applications of nanotechnology
Optical engineering
Photodetectors
Photonics applications
Photovoltaics and solar cells
Quantum electronics
Quantum technology and quantum devices
Solid-state devices

SOC - Social Sciences and Humanities (SOC)   **Area of Research**

S1 - Sociology, social anthropology   *Sub-Area of Research*

Kinship, cultural dimensions of classification and cognition, identity
Myth, ritual, symbolic representations, religious studies
Transformation of societies, democratization, social movements
Gender studies
Social structure, social mobility
Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour
Ageing, health social policies
Attitudes and values
Demography, population issues and policies
Fertility, family dynamics, policies
Globalization, glocalization, antiglobalism
Migration, refugees, asylum, interethnic relations, conflicts and integration of migrants
Qualitative methods, ethnography, case studies
Rural population, agriculture, innovation, depopulation
Social economy, social entrepreneurship
Social influence, power and group behaviour, classroom management
Social integration, exclusion, inequalities, participation and prosocial behaviour
Social theory

Social welfare and neoliberalism
Sociology of education
Sociology of knowledge
Urban sociology, urban theory, urban studies, global cities, territorialisation
Work, employment, precariousness
Youth studies

S2 - Political science   *Sub-Area of Research*

Political systems and institutions, governance
Foreign policy
Human, economic and social geography
Political economy
Comparative politics
Development studies
Electoral politics, political parties, citizenship and public engagement
EU and European politics
Game theory, logic of collective choice
International relations, global governance, international politics and history, geopolitics
Migration policy
Political theory, political thought, political philosophy, ideologies
Politics of gender, race, discrimination and inequalities, identity politics
Public administration, public policies
Regional and territorial politics
Relations with public interest groups
Theories of conflict, violence and security, negotiation and mediation

S3 - Law   *Sub-Area of Research*

Legal systems, constitutions, foundations of law
Criminal law
Business, corporate and securities law
Comparative law
Education law
Employment and labour law, social law
European law
Family and juvenile law
Health law
Intellectual property and innovation law, data protection law, IT law
International law, human and civil rights, violence, conflict and peacebuilding
Private law, consumer protection law
Public law, immigration law, environmental law
Sports and entertainment law

S4 - Communication   *Sub-Area of Research*

Social studies of science and technology
Communication networks, media, including social media, information society
Crisis communication theory and procedures
Digital social research, audio-visual social services
Information & communication technology and the world of work
Information society and education
Institutional communication
Lobbying
Political communication and strategy
Social communication, verbal and nonverbal communication

S5 - Cognition, psychology, linguistics   *Sub-Area of Research*

Evolution of mind and cognitive functions, animal communication
Formal, cognitive, functional and computational linguistics
Typological, historical and comparative linguistics
Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology
Biological psychology, mind-body connection, health, stress and disease
Cognitive psychology, learning, cognition
Development across the life-span and developmental psychopathology
Ergonomics, human factors, user modelling, and neuroergonomics
Neuropsychology and neurolinguistics
Psycholinguistics, acquisition, comprehension, production
Socio-cultural psychology and social cognition

S6 - Philosophy   *Sub-Area of Research*

Ethics and morality, bioethics
History of philosophy
Epistemology, logic, philosophy of science
Social and political philosophy
Aesthetics and philosophy of culture and anthropology
Analytic philosophy
Metaphysics
Phenomenology
Philosophy of religion

S7 - Education   *Sub-Area of Research*

Education systems, institutions and policies, sociology of education
Educational assessment, feedback
Learning technologies, e-learning, tutoring systems, learning analytics
Lifelong learning, workplace learning and training, heutagogy
Philosophy of education, human development
Teaching and learning methodologies, pedagogy, andragogy, psychology of education

S8 - Literature, arts, music, cultural and comparative studies   *Sub-Area of Research*

Cultural studies, cultural diversity
Textual philology, palaeography and epigraphy
Classics, ancient Greek and Latin literature and art
History of literature
Literary theory and comparative literature, literary styles
Cultural memory, intangible cultural heritage
Music and musicology, history of music
History of art and architecture, arts-based research
Computational modelling and digitisation in the cultural Sphere
Museums and exhibitions, conservation and restoration
Visual arts, performing arts, film, design
African literature
Comparative literature
Contemporary literature
History of art criticism
History of books, codicology
History of collections
History of fashion design
Latin American literature
Library and archival science, librarianship
Medieval literature

Modern literature
Oriental and East Asian literature

S9 - Archaeology, history and memory   *Sub-Area of Research*

Ancient history
Medieval history
Modern and contemporary history
Colonial and post-colonial history, global and transnational history, entangled histories
Gender history
History of ideas, intellectual history, history of science, techniques and technologies
Military history
Social, economic, cultural and political history
Collective memories, identities, lieux de mémoire, oral history
Diplomatics
Cultural heritage, cultural memory
Numismatics, epigraphy
Prehistory, palaeoanthropology, palaeodemography, protohistory
Historiography, theory and methods in history, including the analysis of digital data
General archaeology, archaeometry, landscape archaeology
American archaeology, art and culture
Asian archaeology, art and culture
Classical archaeology and art, history of archaeology
Cultural History, history of collective identities and memories
Early and modern archaeology
Egyptology and ancient near eastern archaeology, art and culture
Industrial archaeology
Modern and contemporary archaeology