



# Marie Skłodowska-Curie Actions

## Innovative Training Networks 2019

### Guide du candidat : Les changements

Octobre 2018

# Definitions used throughout this Guide

Guide du candidat 2018	Guide du candidat 2019
<b>p.6</b> : For international European interest organisations or international organisations, recruited researchers must not have spent more than 12 months in the 3 years immediately before the recruitment date at the same appointing organisation.	<b>p.6</b> : For international European interest organisations, international organisations, <b>the European Commission's Joint Research Centre (JRC) or an 'entity created under Union law'</b> , recruited researchers must not have spent more than 12 months in the 3 years immediately before the recruitment date at the same appointing organisation.
<b>p.7</b> : Such entities may not employ the researcher under the action. The involvement of such entities must be clearly described in the proposal and will be assessed as part of the evaluation. Such entities don't need to supply any letters of commitment but need to be included in the list of participants (part B1) and in the participating organisations table (part B2).	<b>p.7</b> : Such entities may not employ the researcher under the action <b>and must fulfil the same conditions for participation and funding under Horizon 2020 as the beneficiary they are linked to.</b> The involvement of such entities must be clearly described in the proposal and will be assessed as part of the evaluation. <b>Ø</b>
/	<b>p.7 : Secondment:</b> is a period of research training with another beneficiary, its entities with a capital or legal link, or a partner organisation implemented to further enrich the training experience of a researcher.
/	<b>p.7 : International European interest organisation (IEIO)</b> means an international organisation, the majority of whose members are EU Member States or Horizon 2020 Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe (see Article 2.1(12) of the Horizon 2020 Rules for Participation (Regulation No 1290/2013))

# 1. General Aspects

## 1.2 Structure (1/3)

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.9</b> : If ETN proposals offer a doctoral training to ESRs, should none of the academic beneficiaries be entitled to award a doctoral degree<sup>4</sup> a university or a consortium/grouping of academic/research institutions entitled to award a doctoral degree must be associated as a partner organisation.</p> <hr/> <p><sup>4</sup> References in this document to "doctoral degrees" mean degrees recognised as such by the relevant authorities of the country or countries concerned.</p>	<p><b>p.9</b> : If ETN proposals offer a doctoral training to ESRs, <b>the entity entitled to award a doctoral degree must be clearly identified in the proposal and added as a beneficiary, a partner organisation or an entity with a capital or legal link.</b></p> <hr/> <p><sup>4</sup> : <i>Point supprimé</i></p>
<p><b>p.9</b> : ETN proposals will be ranked in eight scientific panels with a total budget of €375 million.</p>	<p><b>p.9</b> : ETN proposals will be ranked in eight scientific panels with a total budget of € <b>400</b> million.</p>
<p><b>p.9</b> : However, should none of the academic beneficiaries be entitled to award a doctoral degree<sup>4</sup> a university or a consortium/grouping of academic/research institutions entitled to award a doctoral degree must be associated as a partner organisation.</p>	<p><b>p.9</b> : However, should none of the academic beneficiaries be entitled to award a doctoral degree<sup>4</sup>, a university or a consortium/grouping of academic/research institutions entitled to award a doctoral degree must be associated as a partner organisation <b>or as an entity with a capital or legal link.</b></p> <hr/> <p><sup>4</sup> : <i>Point supprimé</i></p>

# 1. General Aspects

## 1.2 Structure (2/3)

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.10</b> : EID proposals will be ranked in a separate multidisciplinary panel with a dedicated budget of €32 million.</p>	<p><b>p.10</b> : EID proposals will be ranked in a separate multidisciplinary panel with a dedicated budget of € 35 million.</p>
<p><b>p.10</b> : An EJD must be composed of at least three independent beneficiaries<sup>5</sup> entitled to award doctoral degrees from three different MS or AC. EJD result in joint, double or multiple doctoral degrees awarded by institutions from at least two different countries, primarily within Europe. At least two-thirds of the supported early-stage researchers within an EJD must be enrolled in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in an MS or AC.</p>	<p><b>p.10</b> : An EJD must be composed of at least three independent beneficiaries<sup>4</sup> from three different MS or AC. In order to reach the objectives of EJD, at least three beneficiaries must be entitled to award doctoral degrees, of which at least two institutions conferring a joint, double or multiple doctoral degree must be established in a MS or AC. There is no pre-defined size for these multi-partner networks. However, it is recommended to keep the size of the consortium between 4 and 8 beneficiaries since previous experience has shown this to be a manageable size.</p> <p>Ø</p> <p>At least two-thirds of the supported early-stage researchers within an EJD must be enrolled in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in an MS or AC.</p>

# 1. General Aspects

## 1.2 Structure (3/3)

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.12</b> : The participating organisations must demonstrate clearly that the joint scheme will become a reference at European level, thus contributing to improving the overall quality of doctoral education and research in Europe, and will lead to the award of a joint, double or multiple degree recognised or accredited by the respective national authorities.</p>	<p><b>p.12</b> : The participating organisations must demonstrate clearly that the <b>joint scheme will contribute</b> to improving the overall quality of doctoral education and research in Europe, and will lead to the award of a joint, double or multiple degree recognised or accredited by the respective national authorities.</p>
<p><b>p.12</b> : If the proposal is successful, a copy of the final agreement between the institutions will be requested as a deliverable after the start of the action.</p>	<p><b>p.12</b> : If the proposal is successful, a copy of the final agreement between the institutions<sup>5</sup> will be requested as a deliverable after the start of the action.</p> <hr/> <p><sup>5</sup> : Both beneficiaries and partner organisations concerned should sign the final agreement.</p>

## 2. Participating Organisations

### 2.1 Beneficiaries

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.13</b> : Where necessary, entities with a capital or legal link to the beneficiaries<sup>6</sup> may implement the tasks of hosting and training of researchers as described in Annex 1 of the Grant Agreement.</p>	<p><b>p.13</b> : Where necessary, entities with a capital or legal link to the beneficiaries<sup>6</sup> may implement the tasks of hosting and training of researchers as described in Annex 1 of the Grant Agreement <b>(including during secondments)</b>.</p>
<p><b>p.13</b> : Note, however, that only beneficiaries can recruit researchers and the recruiting beneficiary remains fully responsible for the correct implementation of the action, for ensuring the eligibility of the recruited fellow, etc.</p>	<p><b>p.13</b> : Note, however, that only beneficiaries can recruit researchers and the recruiting beneficiary remains fully responsible for the correct implementation of the action, for ensuring the eligibility of the recruited fellow, etc. <b>Such entities don't need to supply any letters of commitment but need to be included in the list of participants (part B1) and in the participating organisations table (part B2).</b></p>
<p><b>p.13</b> : The duration of a secondment is limited to a maximum of 30% of the research training (except for EJD where time spent at other participating organisations, in line with the proposal description, is not affected by this limitation). The work performed at an entity with a capital or legal link can be up to 100% of the planned research training.</p>	<p><b>p.13</b> : <b>As a general rule, the total duration of all secondments is limited to a maximum of 30% of the research training<sup>7</sup>.</b> The work performed at an entity with a capital or legal link can be up to 100% of the planned research training <b>foreseen for the recruiting beneficiary.</b></p> <hr/> <p><b><sup>7</sup> : Exception for EID and EJD is dealt with in section 4.2 Secondments.</b></p>

## 2. Participating Organisations

### 2.3 Eligible Applicants

Guide du candidat 2018	Guide du candidat 2019
<b>p.15</b> : In the Rules for Participation some categories of organisations are defined (i.e. SME, international European interest organisation (IEIO), non-profit legal entity).	<b>p.15</b> : In the <b>Horizon 2020</b> Rules for Participation some categories of organisations are defined (i.e. SME, international European interest organisation (IEIO), non-profit legal entity).

## 2. Participating Organisations

### 2.6 Eligible Countries and their Role in an ITN

Guide du candidat 2018	Guide du candidat 2019
<p>p.17 :</p> <ul style="list-style-type: none"> <li>Non-Associated Third Countries and International Organisations</li> </ul>	<p>p.17 :</p> <ul style="list-style-type: none"> <li>Non-Associated Third Countries and International Organisations<sup>13</sup></li> </ul> <p><sup>13</sup> For international participation, the applicants may consult the following link:  <a href="http://ec.europa.eu/research/iscp/index.cfm?pg=participate">http://ec.europa.eu/research/iscp/index.cfm?pg=participate</a></p>
/	<p>p.18 :</p> <div> <p><b>How to find partners for your project ideas?<sup>16</sup></b></p> <p>You can use the new Partner Search<sup>17</sup> function of the Participant Portal. The function allows to: - look for organisations which received funding in the past - create and check partner search requests by call/topic</p> </div> <p><sup>16</sup> <a href="http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/find-partners_en.htm">http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/find-partners_en.htm</a></p> <p><sup>17</sup> <a href="http://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html">http://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html</a></p>



### 3. Implementation of an ITN

#### 3.2 Recruitment

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.18 :</b> For EJD, at least two-thirds of the supported early-stage researchers within an EJD must be enrolled in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in a MS or AC. The remaining supported researchers must also be enrolled in a programme that results in a degree awarded by at least one European participating organisation (MS/AC).</p>	<p><b>p.18-19 :</b> For EJD, at least two-thirds of the supported <b>early-stage researchers must be enrolled</b> in a joint, double or multiple degree within Europe, i.e. between two or more beneficiaries/partner organisations established in a MS or AC. The remaining supported researchers must also be enrolled in a programme that results in a <b>joint, double or multiple degree</b> awarded by at least one European participating organisation (MS/AC).</p>
<p>/</p>	<p><b>p.19 :</b>  <u>Examples of flexible recruitment in an EJD with 2 beneficiaries, a university located in Germany and a company located in Sweden:</u>  <i>i. The university in Germany will recruit one researcher for the full period (36 months). The university will receive the entire budget corresponding to 36 person-months. The country correction coefficient of Germany (97%) will be applied on the living allowance.</i>  <i>ii. The university in Germany will recruit the researcher for 18 months and the company in Sweden will recruit him/her for another 18 months. In this case, the country correction coefficient of Germany (97%) will be applied for the first 18 person-months and the coefficient of Sweden (121.8%) will be applied for the other 18 person-months.</i></p>

## 3. Implementation of an ITN

### 3.4 Conditions of Mobility of Researchers

Guide du candidat 2018	Guide du candidat 2019
<b>p.19</b> : Nationality is therefore not a criterion. Rather the location of the researcher's residence or main activity during the 3 years prior to their recruitment is determining.	<b>p.19</b> : Nationality is therefore not a criterion. Rather the location of the researcher's residence or main activity during the 3 years prior to their recruitment is <b>the determining factor</b> .

## 4. Typical Activities of an ITN

### 4.1 Research and Training Activities

Guide du candidat 2018	Guide du candidat 2019
<p>p.22 :</p> <p><b>Open Science under Horizon 2020</b></p> <p>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.</p> <p>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.</p> <p>Thus, the emergence of Open Science and its future growth should be taken into account in the training of doctoral candidates.</p>	<p>p.22 :</p> <p><b>Open Science under Horizon 2020</b></p> <p>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.</p> <p>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 <b>Horizon 2020</b> 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 <b>and maximise the impact of their research and to</b> collaborate with other researchers.</p> <p>Thus, the emergence of Open Science and its future growth should be <b>embedded in</b> the training of doctoral candidates.</p>

## 4. Typical Activities of an ITN

### 4.2 Secondments (1/2)

**Nota Bene :** Le point 4.2 a été réécrit. A relire attentivement

Guide du candidat 2018	Guide du candidat 2019
<b>p.22 :</b> During their secondment, researchers receive supervision and training at the premises of the receiving beneficiary or partner organisation.	<b>p.23 :</b> During their secondment, researchers receive supervision and training at the premises of the receiving beneficiary, <b>its entities with a capital or legal link</b> , or partner organisation. <b>The premises of these institutions must be independent from each other and therefore the secondment must involve physical mobility of the fellow.</b>
<b>p.22 :</b> Secondments in ITN of six months or less which require mobility from the place of residence must be financed using the Research, Training and Networking costs in order to prevent an unreasonable financial burden for the early-stage researchers. This includes at least the travel and accommodation costs.	<b>p.23 :</b> Secondments in ITN of six months or less which require mobility from the place of residence <b>must</b> be financed using the Research, Training and Networking costs in order to prevent an unreasonable financial burden for the early-stage researchers. This includes at least the travel and accommodation costs. <b>Longer secondments can also be supported in the same way.</b>
<b>p.22 :</b> In ETN, each recruited researcher can be seconded to other beneficiaries and/or to partner organisations for a duration of up to 30% of his/her recruitment period.	<b>p.23 :</b> In ETN, each recruited researcher can be seconded to other beneficiaries and/or to partner organisations for a duration of up to 30% of his/her <b>total</b> recruitment period.

## 4. Typical Activities of an ITN

### 4.2 Secondments (2/2)

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.23</b> : <u>Example</u>: an EID in the field of quantum computing is composed of a university in Finland and a high-tech SME in Lithuania. It is proposed that each ESR will be recruited in Finland but will spend 18 months at the SME in Lithuania and 6 month stays at a non-academic partner organisation in Norway and at a partner organisation in Switzerland. The remaining 6 months of their 36 month recruitment period will be spent at the university in Finland, fulfilling the requirements of their enrolment as doctoral candidates.</p>	<p><b>p.23</b> : <u>Example</u>: an EID in the field of quantum computing is composed of a university in Finland and a high-tech SME in Lithuania. It is proposed that each ESR will be recruited in Finland but will spend 18 months at the SME in Lithuania and <b>5</b> month stays at a non-academic partner organisation in Norway and at a partner organisation in Switzerland. The remaining <b>8</b> months of their 36-month recruitment period will be spent at the university in Finland, fulfilling the requirements of their enrolment as doctoral candidates.</p>
<p><b>p.23</b> : In EJD it is expected that the researchers will need to spend at least the minimum period of time at the corresponding academic beneficiary(ies) required to be eligible to submit a doctoral degree there. This will vary according to the institution and country in question. The limitation of secondments to 30% of the recruitment period does not apply to EJD insofar as time spent at other participating organisations occurs in line with the proposal.</p>	<p><b>p.24</b> : In EJD it is expected that the researchers will need to spend at least the minimum period of time <b>required to be eligible for a doctoral degree at the corresponding academic participating organisations</b>. This will vary according to the institution and country in question. The limitation of secondments to 30% of the <b>total</b> recruitment period does not apply to EJD insofar as time spent at other participating organisations occurs in line with the proposal <b>description</b>.</p>

## 4. Typical Activities of an ITN

### 4.4 Dissemination and Exploitation

#### Guide du candidat 2018

p.23 :

**Open Access and Open Data under Horizon 2020– by default all proposals are in the Pilot**

**Open Access:** beneficiaries must ensure that peer-reviewed scientific publications resulting from ITN 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 Annotated Model Grant Agreement). A repository number for each publication must be provided in the action reports.

**Open Data:** beneficiaries will engage in research data sharing by default, as stipulated under Article 29.3 of the Horizon 2020 Model Grant Agreement (including the creation of a Data Management Plan). Participants 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 Data Management Plan can be found in the documents section of the Participant Portal.

#### Guide du candidat 2019

p.25 :

**Open Access under Horizon 2020**

**Open Access to scientific publications:** Each beneficiary must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results - either as 'gold' open access, i.e. via the publisher AND via the repository, or as 'green' open access, i.e. via the repository only (see guidance on Article 29.2 in the Annotated Model Grant Agreement). A repository link and a digital object identifier (DOI) for each publication must be provided in the action reports.

**Open Access to research data:** beneficiaries will engage in research data sharing by default (**extended Open Research Data Pilot**), as stipulated under Article 29.3 of the Horizon 2020 Model Grant Agreement (including the creation of a Data Management Plan). Participants may, however, opt out of these arrangements, both before and after the signature of the Grant Agreement under the conditions described in Annex L of the Work Programme. 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 Data Management Plan can be found in the **H2020 Online Manual** of the Participant Portal.

## 4. Typical Activities of an ITN

### 4.5 Communication and Public Engagement

Guide du candidat 2018	Guide du candidat 2019
<p>p.25 :</p> <ul style="list-style-type: none"><li>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 or making our lives more comfortable in other ways;</li></ul>	<p>p.25 :</p> <ul style="list-style-type: none"><li>showing how the outcomes are <b>relevant to citizens' everyday lives</b>, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market or <b>making lives</b> more comfortable in other ways;</li></ul>

## 5. Financial Aspects

### 5.3 Family allowance

Guide du candidat 2018	Guide du candidat 2019
<p>p.27 :</p> <p><b>The mobility and family allowances are fixed amounts</b>, regardless of the country of recruitment, and may be excluded from taxation, where this is in line with national legislation.</p>	<p>p.27 :</p> <p><b>The mobility and family allowances are fixed amounts</b>, regardless of the country of recruitment, and may be excluded from taxation <b>and/or social security charges</b>, where this is in line with national legislation.</p>



## 5. Financial Aspects

### 5.4 Research, Training and Networking Costs

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.27</b> : Research, Training and Networking Costs are a unit cost of €1,800 per person-month managed by the host beneficiaries to contribute to expenses related to, for example:</p> <ul style="list-style-type: none"> <li>• the participation of researchers in training activities;</li> <li>• expenses related to research costs;</li> <li>• costs for visiting researchers (see conditions in section 4.1);</li> <li>• tuition fees (where applicable).</li> <li>• Visa, residency card for the recruited researcher and their family (where applicable)</li> <li>• secondment costs (at least travel and accommodation costs for each secondment of 6 months or less)</li> </ul>	<p><b>p.28</b> : Research, Training and Networking Costs are a unit cost of €1,800 per person-month managed by the host beneficiaries to contribute to expenses related to, for example:</p> <ul style="list-style-type: none"> <li>• the participation of researchers in training activities;</li> <li>• expenses related to research costs;</li> <li>• costs for visiting researchers (see conditions in section 4.1);</li> <li>• tuition fees (where applicable).</li> <li>• Visa, residency card <b>for the recruited researcher</b></li> <li>• secondment costs (at least travel and accommodation costs for each secondment of 6 months or less)</li> </ul> <div style="border: 1px solid red; padding: 10px; margin-top: 10px;"> <p><b>Note:</b> all entry visa costs for the recruited researcher and their family (where applicable) must be covered from institutional costs (both at the time of recruitment and in case of secondments)<sup>23</sup>.</p> </div> <div style="margin-top: 10px;"> <p><sup>23</sup></p> <p><a href="http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf">http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf</a>.</p> </div>

# Overview Table

Guide du candidat 2018				Guide du candidat 2019			
p.30 :				p.31 :			
Secondments: international, inter-sectoral, interdisciplinary	≤ 30%	Min 50% stay in the non-academic sector, ≤ 30% in partner organisations	N/A	Secondments: international, inter-sectoral, interdisciplinary	≤ 30%	Min 50% stay in the non-academic sector, ≤ 30% in partner organisations	≤ 30% N/A if in line with the proposal description

**Nota Bene :** L'« Overview Table » a été mis à jour dans son ensemble.

# Annex 2 – Evaluation Criteria and Procedure

## 1. General

Guide du candidat 2018	Guide du candidat 2019
/	<p><b>p.34 :</b> In each of the eight scientific areas (panels) a Chairperson ("Chair"), assisted by several Vice-Chairs (depending on the size of the panel) will assist REA staff with the management of the evaluation. Chairs and Vice-Chairs are distinguished members of the scientific community who do not evaluate proposals. Their tasks include the following: finalising the assignment of three experts to each proposal, providing guidance to evaluators, checking the quality and consistency of the experts' reports, drafting the consensus report, attending the panel review meetings to endorse the final ranked lists of proposals for funding.</p>
<p><b>p.33 :</b> In addition, an independent expert will be appointed by the REA to observe and report on the evaluation process.</p>	<p><b>p.34 :</b> In addition, an <b>independent observer</b> will be appointed by the REA to observe and report on the evaluation process.</p>

## Annex 2 – Evaluation Criteria and Procedure

### 2. Before the Evaluation

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.34</b> : 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).</p>	<p><b>p.35</b> : 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 <b>Annex 4</b> below).</p>

**Nota Bene** : Le dernier paragraphe du point « 2. Before the Evaluation » a été supprimé.


## Annex 2 – Evaluation Criteria and Procedure

### 3. Evaluation of Proposals

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.35</b> : Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation. An expert will be designated as the proposal "rapporteur" and will assume additional responsibilities at the end of this phase and in the following phases of the evaluation session.</p> <p>The proposal will be evaluated against the pre-determined award criteria, applying weighting factors and thresholds.</p>	<p><b>p.36</b> : Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation.</p> <p>Ø</p> <p>The proposal will be evaluated against the pre-determined award criteria, applying weighting factors and thresholds.</p>
<p><b>p.36</b> : This assessment is based on the information to be provided in the proposal section 5 of the part B (Participating Organisations tables, please see page 53).</p>	<p><b>p.37</b> : This assessment is based on the information to be provided in the proposal section 5 of the part B (Participating Organisations tables, please see <b>part B2 template</b>).</p>
<p>/</p>	<p><b>p.37</b> : <u>Financial Capacity</u></p> <p>Please note that the operational capacity should be distinguished from the financial capacity.</p> <p>All beneficiaries in the project shall be financially viable and show that they have a reasonably stable income in relation to the costs of business operations. If the proposal is selected for funding, the beneficiaries' financial capacity will be analysed by a dedicated department at the REA on the basis of standardised criteria, during the Grant Agreement preparation. The previous annual financial statements are essential documents in this context without which a proper analysis is not possible.</p>

# Annex 3 - Instruction for Completing Part A of the proposal

## Introduction

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.37 :</b></p> <p>Due to technical limitations of the system, the eligibility of the consortium cannot be automatically checked in case the consortium includes partner organisations. Therefore, the applicants might <b>not receive any warnings</b> even if the consortium does not comply with the minimum eligibility criteria. <b>It is the responsibility of the applicants to ensure that all eligibility criteria are fulfilled.</b></p>	<p><b>p.40 :</b></p> <p>Due to technical limitations of the system, <b>some eligibility criteria specific to EID or EJD cannot be automatically checked.</b> Therefore, the applicants might <b>not receive any warnings</b> even if the consortium does not comply with the minimum eligibility criteria <b>for these implementation modes (e.g. EID: one academic beneficiary and one non-academic beneficiary).</b> <b>It is the responsibility of the applicants to ensure that all eligibility criteria are fulfilled.</b></p>
<p><b>p.37 :</b></p> <ul style="list-style-type: none"> <li>• Section 1: General information about the proposal and list of participants, including partner organisations;</li> <li>• Section 2: Data on participating organisations; all partner organisations must be flagged in the participants table;</li> <li>• Section 3: Budget (request for funding in terms of person-months);</li> <li>•  Section 4: Ethics table;</li> </ul>	<p><b>p.40 :</b></p> <ul style="list-style-type: none"> <li>• Section 1: General information <b>about the proposal</b>;</li> <li>• Section 2: Data on participating organisations <b>(list of beneficiaries and additional table for partner organisations (manual entry))</b>;</li> <li>• Section 3: Budget (request for funding in terms of person-months);</li> <li>• Section 4: Ethics <b>issues</b> table;</li> <li>• <b>Section 5: Call-specific Question (Open Access)</b></li> </ul>

# Annex 3 - Instruction for Completing Part A of the proposal

## 1. The Concept of Panels

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.38</b> : Experts will evaluate proposals under a given panel regardless of the implementation mode (i.e. ETN, EID or EJD). EID and EJD proposals will then be ranked in separate, multidisciplinary panels, each with its own earmarked budget (€32 million for EID and €35 million for EJD).</p>	<p><b>p.41</b> : Experts will evaluate ETN proposals under a given panel. EID and EJD proposals will be evaluated by dedicated experts, and then be ranked in separate, multidisciplinary panels, each with its own earmarked budget (€35 million for EID and €35 million for EJD).</p>

# Annex 3 - Instruction for Completing Part A of the proposal

## 2. How to Complete the Part A Forms

Guide du candidat 2018	Guide du candidat 2019
<b>p.38</b> : The coordinator fills in the steps 1 to 4, upload part B1 and B2 in step 5 and fills in the sections 1 (general information), 3 (budget), 4 (ethics) of the form.	<b>p.41</b> : The coordinator fills in the steps 1 to 4, uploads part B1 and B2 in step 5 and fills in the sections 1 (general information), 3 (budget), 4 (ethics) and 5 (Call-specific question) of the form.
<b>p.38</b> : All partner organisations complete section 2 of the form corresponding to their respective organisation. Providing a Participant Identification Code (PIC) for partner organisations is now mandatory. A flag needs to be added in the participants table (section 2).	<b>p.41</b> : Information on partner organisations is provided by the coordinator ONLY under section 2 of the proposal. Although not mandatory, providing a Participant Identification Code (PIC) for partner organisations in this section is highly encouraged.
<b>p.39</b> : If you have submitted your proposal (or a very similar one <sup>20</sup> ) to the ITN Calls for Proposals MSCA-ITN-2016 or MSCA-ITN-2017, the evaluators will receive a copy of the previous Evaluation Summary Report <sup>21</sup> .	<b>p.42</b> : If you have submitted your proposal (or a very similar one <sup>26</sup> ) to the ITN Calls for Proposals MSCA-ITN-2017 or MSCA-ITN-2018, the evaluators will receive a copy of the previous Evaluation Summary Report <sup>27</sup> during the consensus phase (i.e. after the individual evaluation has been carried out). However, please note that the evaluation of the current proposal will take place independently of the previous submission(s).



# Annex 4 - Instructions for Drafting Part B of the proposal

## 1. General Information

### Guide du candidat 2018

p.40 :

**NB: For the 2018 call, applicants must submit Part B of their proposal as two separate documents:**

**Document 1 (part B1):** must comprise the Start Page, Table of Contents, List of Participating Organisations data (including non-academic sector and declarations tables), and then Part B sections 1-3. **The maximum total length for this document is 34 pages.** The Start Page must consist of 1 whole page. The Table of Contents must consist of **1 whole page**. The list of Participating Organisations data, including the non-academic beneficiaries and declarations tables, **must consist of a maximum of 2 whole pages**. If two whole pages are not used for this section, the remaining space must be left blank: **section 1 must start on page 5 of the document**. Of the **maximum 30 pages applied to sections 1, 2 and 3**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **The Expert evaluators will be strictly instructed to disregard any excess pages above the 34 page limit.**

**Document 2 (part B2):** must consist of Part B sections 4-7. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per partner organisation).

**Note that applicants will not be able to submit their proposals in the submission system unless both documents 1 and 2 are provided.**

### Guide du candidat 2019

p.43 :

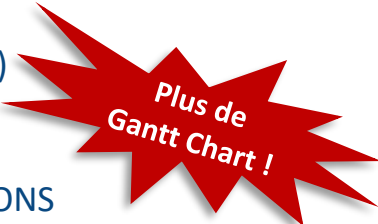
**Note: For the 2019 call, applicants must submit Part B of their proposal as two separate documents:**

**Document 1 (part B1):** must comprise the Start Page, Table of Contents, List of Participating Organisations data (including non-academic sector and declarations tables), and then Part B sections 1-3. **The maximum total length for this document is 34 pages.** The Start Page must consist of 1 whole page. The Table of Contents must consist of **1 whole page**. The list of Participating Organisations data, including the non-academic beneficiaries and declarations tables, **must consist of a maximum of 2 whole pages**. If two whole pages are not used for this section, the remaining space must be left blank: **section 1 must start on page 5 of the document**. Of the **maximum 30 pages applied to sections 1, 2 and 3**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **The Expert evaluators will disregard any excess pages above the 34 page limit, *since all pages in excess will automatically be blanked out once the application is submitted.***

**Document 2 (part B2):** must consist of Part B sections 4-7. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per partner organisation).

**Note that for EID proposals, an additional table is required in the part B2.**

## Annex 5 - Part B Template

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.43 : DOCUMENT 2 (Proposal Number-Acronym-Part B2)</b>  <b>NO OVERALL PAGE LIMIT APPLIED</b>  <b>4. GANTT CHART</b>  <b>5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS</b>  <b>6. ETHICAL ISSUES</b>  <b>7. LETTERS OF COMMITMENT</b>  Please note that:</p> <ul style="list-style-type: none"> <li>Applicants must ensure that document 1 does not exceed the total page limit of 34 pages. The Start Page must comprise 1 full page; The Table of Contents a maximum of 1 page, the List of Participating Organisations, data for non-academic beneficiaries and declarations table a maximum of 2 pages (if two whole pages are not required, the remaining space must be left blank – section 1 must start on page 5). Sections 1 to 3 must not exceed 30 pages. The expert evaluators will be strictly instructed to disregard any content above these pages limits.</li> <li>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.</li> </ul>	<p><b>p.46 :</b>  <b>DOCUMENT 2 (Proposal Number-Acronym-Part B2)</b>  <b>NO OVERALL PAGE LIMIT APPLIED</b>  <b>4. EID SPECIFIC REQUIREMENTS (FOR EID ONLY)</b>  <b>5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS</b>  <b>6. ETHICS ISSUES</b>  <b>7. LETTERS OF COMMITMENT</b>  <b>Ø</b>  Please note that 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.</p> 

# Annex 5 - Part B Template - Document 1

## 1.2 Quality and innovative aspects of the training programme

### Guide du candidat 2018

p.47 :

Table 1.2 a Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	Planned Start Month 0-45	Duration (months) 3-36
1.			
2.			
3.			
...			
Total			

### Guide du candidat 2019

p.50 :

Table 1.2 a Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	PhD awarding entities <sup>36</sup>	Planned Start Month 0-45	Duration (months) 3-36
1.				
2.				
3.				
...				
Total				

<sup>36</sup> Mandatory for EID and EJD implementation modes.

## Annex 5 - Part B Template - Document 1

### 2.2 Contribution to structuring doctoral/early-stage research training at the European level and to strengthening European innovation capacity, including potential for:

Guide du candidat 2018	Guide du candidat 2019
p.48 : Developing sustainable joint doctoral degree structures (for EJD only)	p.51 : Developing sustainable (= lasting) joint doctoral degree structures (for EJD only)

# Annex 5 - Part B Template - Document 1

## 3.1 Coherence and Efficiency of the Implementation

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.49</b> : Required sub-headings:</p> <ul style="list-style-type: none"> <li>• Work Packages description (please include table 3.1a);</li> <li>• List of major deliverables (please include table 3.1b), including the awarding of doctoral degrees, where applicable<sup>31</sup>;</li> <li>• List of major milestones (please include table 3.1c)</li> <li>• Fellow's individual projects (please include table 3.1d);</li> <li>• Gantt Chart, including secondment plan (please use template below)<sup>32</sup>.</li> </ul> <p><sup>32</sup> Note that although the Gantt Chart will be assessed under section 3, the chart itself does not count towards the page limit and should be included under section 4.</p>	<p><b>p.52</b> : Required sub-headings:</p> <ul style="list-style-type: none"> <li>• Work Packages description (please include table 3.1a);</li> <li>• List of major deliverables (please include table 3.1b, including the awarding of doctoral degrees, where applicable<sup>38</sup>);</li> <li>• List of major milestones (please include table 3.1c);</li> <li>• Fellow's individual projects, <b>including secondment plan</b> (please include table 3.1d);</li> <li>• <b>EID specific requirements: for EID proposals, an additional table should be completed in part B2<sup>39</sup>;</b></li> </ul> <p><sup>39</sup> Note that although <b>this table</b> will be assessed under section 3, <b>the table</b> itself does not count towards the page limit and should be included under section 4.</p>
<p><b>p.51</b> : 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.</p>	<p><b>p.54</b> : 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.</p> <p><b>Note that, if the proposal is successful, two mandatory milestones will be added during the Grant Agreement preparation:</b></p> <ul style="list-style-type: none"> <li>• <b>Mid-Term meeting between REA and the consortium, due at month 13-15: the presence of all beneficiaries (scientists-in-charge and recruited researchers) and partner organisations is expected. A best practice is to combine this meeting with other project events as appropriate.</b></li> <li>• <b>Recruitment process completed, due at month 12.</b></li> </ul> <p><b>For EID and EJD projects, specific milestones may also be added (PhD enrolment for all recruited researchers, Agreement to deliver the joint/double/multiple PhD).</b></p>

## Annex 5 - Part B Template - Document 2

### 5. Participating Organisations

Guide du candidat 2018	Guide du candidat 2019
<b>p.55</b> : All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of maximum one page per beneficiary and half a page per partner organisation (minimum font size: 9).	<b>p.58</b> : All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of maximum one page per beneficiary and half a page per partner organisation ( <b>minimum font size: 8</b> ).

## Annex 5 - Part B Template - Document 2

### 6. Ethics Issues

Guide du candidat 2018	Guide du candidat 2019
<b>p.56</b> : The Ethics Review is the core of the H2020 Ethics Appraisal procedure, which concerns all proposals and actions, and also includes the Ethics Checks and Ethics Audit that can be initiated during the action implementation.	<b>p.59</b> : The Ethics Review is the core of the H2020 Ethics Appraisal procedure, which concerns all proposals and actions, and also includes the <b>Ethics Checks that can</b> be initiated during the action implementation.
<b>p.56</b> : Should the applicant identify any ethics issues in the Ethics Issues table in Part A of the proposal, then an ethics self-assessment must be included in part B2 Section 6 (Ethics Issues) of the proposal.	<b>p.59</b> : Should the applicant identify any ethics issues <b>when filling in the Ethics issues table</b> in Part A of the proposal, then an ethics self-assessment must be included in part B2 Section 6 (Ethics Issues) of the proposal.
<b>p.57</b> : Should the proposal be selected for funding, before the beginning of an activity raising an ethics issue, each beneficiary must have obtained: <ul style="list-style-type: none"> <li>any ethics committee opinion required under national law and</li> <li>any notification or authorisation for activities raising ethics issues required under national and/or European law</li> </ul> needed for implementing the action tasks in question.	<b>p.60</b> : Should the proposal be selected for funding, before the beginning of an activity raising an ethics issue, each beneficiary must have obtained: <ul style="list-style-type: none"> <li>any ethics committee opinion required under national law and</li> <li>any notification or authorisation <b>required under national and/or European law for activities raising ethics issues</b></li> </ul> needed for implementing the action tasks in question.

## Annex 5 - Part B Template - Document 2

### 7. Letters of Commitment

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.57</b> : Please use this section to insert scanned copies of the required letters of commitment from partner organisations. These should be on headed paper and signed in order to demonstrate the credibility of the organisation's commitment to the ITN. There is no specific template for these letters.</p> <p>For EJD, letters of institutional commitment must also be included from those academic beneficiaries that will award the doctoral degrees.</p>	<p><b>p.60</b> : Please use this section to insert scanned copies of the required letters of commitment.</p> <p>Letters of commitment from partner organisations should be on headed paper and signed in order to demonstrate the credibility of the organisation's commitment to the ITN. There is no specific template for these letters.</p> <p>For EJD, letters of institutional commitment must also be included from those academic beneficiaries/partner organisations that will award the doctoral degrees.</p>



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

Guide du candidat 2018	Guide du candidat 2019
<p><b>p.59</b> : I undersigned<sup>43</sup> ....., in my quality of Legal Authorized Representative of<sup>44</sup> ....., commit to set up all necessary provisions to award a joint/double/multiple<sup>45</sup> research doctoral degree in the frame of the EJD proposal<sup>46</sup> ..... submitted within the call H2020-MSCA-ITN-20... should the proposal be funded.</p> <p>_____  <sup>44</sup> Name of the Institution/Doctoral School.</p> <p>/</p>	<p><b>p.62</b> : I undersigned<sup>49</sup> ....., <b>in my quality of<sup>50</sup> .....</b>, commit to set up all necessary provisions to award a joint/double/multiple<sup>51</sup> research doctoral degree in the frame of the EJD proposal<sup>52</sup> ..... submitted within the call <b>H2020-MSCA-ITN-2019</b> should the proposal be funded.</p> <p>_____  <sup>50</sup> Role in and name of the Institution/Doctoral School.</p> <p><b>p.62</b> : I hereby declare that I am entitled to commit into this process the Institution/Doctoral School I represent.</p>

## Pour finir...

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

- ✓ **p.10** : *The creation of a joint governance structure for the EID, with joint selection, supervision, monitoring and assessment procedures, is mandatory.*
- ✓ **p.11** : *Applicants must indicate at proposal stage for all supported researchers, from which institution(s) they are supposed to receive the degree(s).*
- ✓ **p.11** : *The final degree must be awarded by institutions from at least two different countries.*

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

- ✓ **p.37-39** : Overview of the evaluation process
- ✓ **p.57** : 4. EID specific requirements (for EID only)

Par ailleurs :

- ✓ Les « Key points » (p.30) et l'« Annex 1 – Timetable and Specific Information for this Call » (p.32-33) ont été mis à jour.
- ✓ Les indications de page ont été mises à jour en fonction de la numérotation du Guide (exemple : p.28 « *pages 17 (section 2.6) and 12 (section 1.2) respectively* »)

### Attention !

La note de bas de page n°4 a été renseignée deux fois pour deux éléments différents (p.9 pour « doctoral degree » et p.10 pour « beneficiaries »). La note de bas de page n°4 à la p.11 concerne le passage sur les « beneficiaries ». L'indication pour le « doctoral degree » a été supprimée.