



GUIDE FOR APPLICANTS

Marie Skłodowska-Curie actions

Co-funding of Regional, National and International Programmes (COFUND)

Call identifier: H2020-MSCA-COFUND-2015

Deadline: 01 October 2015 at 17:00:00
(Brussels local time)

Date of publication: 14 April 2015

Version Number: 2015.1

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 research 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 providing attractive working conditions, the MSCA offer high-quality professional opportunities open to researchers of any age, nationality or discipline.

The 2015 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 by following the links on the Participant Portal at:

<http://ec.europa.eu/research/participants/portal>

The MSCA website can be found at:

<http://ec.europa.eu/msca>

This Guide is based on the rules and conditions contained in the legal documents relating to Horizon 2020 (in particular the Horizon 2020 Framework Programme and Specific Programme, the Rules for Participation, and the Work Programme), all of which can be consulted via the Participant Portal.

TABLE OF CONTENTS

1. GENERAL ASPECTS	5
2. PARTICIPANTS	5
3. STRUCTURE AND FEATURES	7
4. EXAMPLES OF A COFUND PROGRAMME	12
5. EXAMPLES FOR COMBINING COFUND WITH EUROPEAN STRUCTURAL AND INVESTMENT FUNDS (ESIF)	14
6. FINANCIAL REGIME	14
ANNEXES	18
ANNEX 1 – TIMETABLE AND SPECIFIC INFORMATION FOR THIS CALL	19
ANNEX 2 – AWARD CRITERIA – PROCEDURES TO BE APPLIED FOR THIS CALL.....	21
ANNEX 3 – INSTRUCTIONS FOR COMPLETING "PART A" OF THE PROPOSAL.....	24
ANNEX 4 – INSTRUCTIONS FOR DRAFTING "PART B" OF THE PROPOSAL	25
ANNEX 5 – PART B TEMPLATE.....	27

Definitions used throughout this Guide

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

Experienced Researchers (ER) shall, at the time of the recruitment by the host organisation (or relevant deadline), be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

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

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

The academic sector consists of public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.

The non-academic sector includes any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation.

International European Interest Organisation: an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

Beneficiary is the legal entity established in a European Union Member State (MS) or Associated Country (AC) with which the REA will sign the Grant Agreement. The beneficiary takes complete responsibility for executing the proposed programme and other requirements of the project.

Partner organisations do not sign the Grant Agreement. They contribute directly to the implementation of the programme by recruiting, supervising, hosting or training researchers.

Europe: EU Member States (**MS**) and Associated Countries (**AC**).

Associated Countries (AC) means non-EU countries that are associated to Horizon 2020.

Non-associated Third Countries (TC) are countries which are neither EU Member States (MS) nor associated to Horizon 2020 (AC).

Work Programme: General Introduction, Part 3 (Marie Skłodowska-Curie actions), and Annexes of the Horizon 2020 Work Programme 2014-2015. European Commission Decision C(2013)8631 of 10 December 2013.

1. General Aspects

As detailed in the [Work Programme](#), the specific objectives of the COFUND scheme are:

The COFUND scheme aims at stimulating regional, national or international programmes to foster excellence in researchers' training, mobility and career development, spreading the best practices of Marie Skłodowska-Curie actions.

This will be achieved by co-funding new or existing regional, national, and international programmes to open up to, and provide for, international, inter-sectoral and interdisciplinary research training, as well as transnational and cross-sectoral mobility of researchers at all stages of their career.

The programmes to be implemented aim to increase the numerical and structural impact of Marie Skłodowska-Curie actions (MSCA), foster research excellence, encourage regional, national and international organisations, both public and private, to create new programmes and to adapt existing ones to interdisciplinary, international and inter-sectoral training, trans-national mobility and career development.

This will increase the quality of research training in Europe at all career stages, including at doctoral level, foster free circulation of researchers and knowledge in Europe, promote attractive research careers by offering open recruitment and attractive working conditions.

COFUND aims to increase the transnational, inter-sectoral and inter-disciplinary mobility of researchers, in line with the principles set out in the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers**¹ and with the **EU Principles for Innovative Doctoral Training**² (when appropriate).

COFUND will support **Doctoral Programmes (DP)** and **Fellowship Programmes (FP)** for the most promising [Early-Stage Researchers](#) and Experienced Researchers, respectively. The programmes must run a selection process based on openness, transparency, merit, impartiality and equality for the researchers who are applying.

2. Participants

Participants in COFUND are legal entities established in an EU Member State or [Associated Country](#) or [International European Interest Organisations](#) that fund or manage Doctoral Programmes or Fellowship Programmes for researchers, such as research funding agencies, ministries, universities, research organisations, private companies or other organisations from the [non-academic sector](#).

¹ Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers (2005/251/EC)

² http://ec.europa.eu/euraxess/pdf/research_policies/Principles_for_Innovative_Doctoral_Training.pdf

For the purpose of COFUND, there are two different types of participants:

- **Beneficiary**

The **Beneficiary is the sole signatory to the grant agreement**, which receives the EU funding, claims costs, and takes full responsibility for executing the proposed programme. The [beneficiary](#) is responsible for the management of the programme. It may also recruit, supervise, host or train the researchers, either on its own or in conjunction with [partner organisations](#).

- **Partner Organisations**

The [Partner Organisations](#) are institutions that contribute directly to the implementation of the programme, by recruiting, supervising, hosting or training the researchers. [Partner Organisations](#) are not signatories of the Grant Agreement. Therefore they **cannot claim costs of the programme directly from the REA**. Instead, the [beneficiary](#) would need to reimburse/pay the [partner organisations](#) for their activities in the research training programme.

Partner organisations that **contribute to the programme funding** must **include an up-to-date letter of commitment in Part B of the proposal** to demonstrate their readiness to participate in the proposed programme and their precise role should also be clearly described in the proposal.

The experts will be instructed to disregard the contribution of any [partner organisations](#) for which no such evidence of commitment is submitted.

Commitments made by [partner organisations](#), both in kind and in terms of financial contributions, should be explicitly stated within the letter of commitments, as well as listed in a separate Table ([model provided](#) in Annex 5).

Participants ([beneficiary](#) and partner organisations) can belong to one of the following sectors: i) **The academic sector** ii) **The non-academic sector** (e.g. companies, non-profit or charitable organisations, trusts, museums, hospitals, etc.).

The quality and degree of involvement and commitment of [partner organisations](#) from the [non-academic sector](#) will be assessed by the expert evaluators and should be appropriate to the topic and to the research field.

Before applying, the [beneficiary](#) has to register, if not yet done, for a Participant Identification Code (PIC), and is automatically classified into one of the two sectors cited above during the validation process³.

³ Legal entities having a valid PIC number under FP7 maintain their PIC in H2020. The details of all validated organisations are stored in a Unique Registration Facility (URF). For the confirmation and, if necessary, revision of the data stored in the URF, the Commission asks each organisation to nominate a Legal Entity Appointed Representative (LEAR). The LEARs can view their organisations' legal and financial data online and ask for corrections and changes through the Participant Portal. Note that under H2020, it will be necessary for each participating

Important: Eligibility requirement

The **beneficiary** must be located in an EU Member State or **Associated Country**.

International European Interest Organisations are also eligible as **beneficiaries**.

Partner organisations can be located in any country, i.e. in any Member State, **Associated Country**, or **non-associated Third Country**.

As previously mentioned, **COFUND is a mono-beneficiary action**. Only one participant organisation located in an EU Member State or **Associated Country** or an **International European interest organisation** will apply to the COFUND scheme through the Participant Portal, as **beneficiary**, and fill the electronic A Forms. The involvement of the other participants (**partner organisations**) that contribute to the programme funding is formalised through their letters of commitment.

Participants having benefited from COFUND under previous calls (under H2020 or the Seventh Research Framework Programme) will explain in their proposals how the latest proposal relates to and goes beyond the earlier grant obtained and provide evidence for its quality (e.g. by external impact assessment reports).

3. Structure and features

Participants will submit multi-annual proposals for new or existing Doctoral Programmes or Fellowship Programmes that may be run at regional, national or international level.

COFUND programmes may take one of two forms:

- | |
|--|
| A. Doctoral Programmes
B. Fellowship Programmes |
|--|

Each application can only cover one of the two types. In case applicants are willing to apply for both DP and FP, then 2 separate applications must be prepared and submitted.

A. Doctoral Programmes

Doctoral programmes will address the development and broadening of the research competencies of **Early-Stage Researchers**. The training should follow the seven EU Principles on Innovative Doctoral Training⁴, namely excellent research standards, attractive employment and working conditions, the triple “i” dimension (international, inter-sectoral, and inter-disciplinary), transferable skills training, and quality assurance of the programmes proposed.

organisation to submit proof documents regarding the nomination of the LEAR before a Grant Agreement can be signed. More information can be found on the Participant Portal http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-grants-manual-lev

⁴ http://ec.europa.eu/euraxess/pdf/research_policies/Principles_for_Innovative_Doctoral_Training.pdf

Doctoral Programmes must concern research training activities for recruited researchers that lead to the award of a doctoral degree, which means that each researcher must be enrolled in a Doctoral Programme. The award of joint or double/multiple degrees and mutual recognition of training activities would also be considered a positive feature during the evaluations. Attention will be paid to qualitative and quantitative supervision and mentoring arrangements as well as to career guidance. A supervisor with adequate experience must be appointed for each researcher to provide the researchers with academic support and a career plan. If possible, the institution(s) awarding the PhD should be identified in the proposal.

The Doctoral Programmes to be funded **must provide for a call**, which would allow the [ESR](#) to apply while choosing their preferences in terms of the research topic of the PhD project to be pursued. The selection of the researchers must follow an open, transparent, merit-based, impartial and equitable selection procedure, with vacancies internationally advertised and published, including on the EURAXESS website⁵. The [beneficiary](#) must take all measures to ensure gender balance among the recruited researchers.

Collaboration with a wider set of partners, including from the [non-academic sector](#), which may provide recruitment, hosting or secondment opportunities or training in research or transferable skills, as well as innovative elements of the proposed programme, will be positively taken into account during the evaluations when relevant.

Examples of features found in a COFUND Doctoral Programme could include, inter alia,

Inter-sectoral dimension:

- Inviting researchers working in industry or other organisations from the [non-academic sector](#) to deliver courses on entrepreneurship, exploitation of research results, ethics, patenting, etc.;
- Mentoring of doctoral candidates by researchers and/or experts from the [non-academic sector](#);
- Exposing researchers to various socio-economic actors gathered in a single campus or hub;
- Offering placement opportunities for a limited, appropriate time to researchers to develop their research projects at the premises of potential employers;
- Creating institutionalised opportunities for cross-sectoral and cross-disciplinary research.

Interdisciplinary dimension:

- Proposing shared courses or projects to doctoral candidates from different disciplines;
- Creating multi-disciplinary projects involving different research teams from the same or from different institutions;

⁵ <http://ec.europa.eu/euraxess/>

- Offering possibilities for laboratory rotations or visits.

International dimension:

- Offering possibilities to take courses abroad to acquire specific sets of skills;
- Developing partnerships, collaborations and/or implementation of joint degree awarding with research institutions, companies or other relevant socio-economic actors based in different countries;
- Participation in international conferences / events.

The involvement of different partners should exploit synergies between the partners to further strengthen the aforementioned international, interdisciplinary and inter-sectoral training and the transferable skills component of the doctoral training programme, in order to best prepare researchers for a wide range of career options.

B. Fellowship Programmes

Fellowship Programmes will fund individual-driven research training and career development fellowships for Experienced Researchers. The programmes supported **must have regular selection rounds following fixed deadlines or regular cut-off dates** allowing a fair competition between applying researchers. There must be no more than 4 deadlines or cut-off dates per year. Calls for proposals must be advertised as wide as possible, including at international level, and on the EURAXESS website⁶.

Researchers must be selected following an open, transparent, merit-based, impartial and equitable selection procedure, based on international peer review. In particular, there should be substantial involvement, at all stages of the selection process, of independent evaluators from other countries, with no conflict of interest. Selection committees must bring together diverse expertise, have an adequate gender balance and include members with relevant experience to assess the candidates.

Mobility types supported by Fellowship Programmes may be similar to those supported under Marie Skłodowska-Curie Individual Fellowships. In addition to transnational mobility, applicants are encouraged to include elements of cross-sectoral mobility in their programmes.

Fellowship Programmes must be based on individual-driven mobility, which means that researchers should be able to freely choose a research topic and the appropriate host organisation fitting their individual needs.

Programmes which predefine the fellow's research work at a given location do not conform to this principle. In any case, fellowship programmes under COFUND will not support "recruitment schemes" to fill regular research vacancies.

⁶ <http://ec.europa.eu/euraxess/>

If the main part of a fellowship takes place in a [TC](#) followed by a return phase to an EU Member State or [AC](#), then this return phase may not last more than 50% of the total duration of the fellowship.

Topic and Duration of the Programmes (DP & FP)

Programmes are encouraged to offer high-quality research options to researchers and to cover all research disciplines ("bottom-up" approach) with respect to excellence of the proposed research, but they can also focus on specific disciplines, especially for the doctoral programmes. Applicants should however demonstrate that the proposed programme has a sufficient impact in the specific research field(s) or geographical area.

Programmes that prioritise specific research disciplines based on national or regional Research and Innovation Strategies for Smart Specialisation (RIS3 strategies⁷) may also be supported. Such programmes will neither have any advantage, nor be penalised during the evaluations because of their choice to support specific research disciplines.

Applicants should present their strategy towards involving the supported researchers in **public engagement activities**. Such activities aim at creating awareness, among the general public, of the research work performed and its implications for citizens and society. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers. Applicants should explain in the proposal how they intend to implement such activities within their programmes.

All research activities supported by Horizon 2020 must respect fundamental ethical principles and the relevant H2020 rules (see Annex 5.4).

The duration of the programmes can vary between 36 and 60 months from the starting date specified in the Grant Agreement. This duration includes the time that is needed to launch the calls, to select and recruit the researchers, and to implement the fellowships. In practice, **the majority of the programmes tend to have the maximum duration (60 months)**, as it allows for the organisation of several calls (if applicable), ensures enough time for the selection and recruitment of the researchers, and their respective implementation within the whole programme lifecycle.

Existing programmes should explain in their proposal the added value of the EU funding through COFUND, in particular its impact on increasing the quantity of participating researchers and/or enhancing their working conditions compared to what has been implemented before. This will be evaluated under the impact award criterion.

⁷ http://ec.europa.eu/regional_policy/sources/docgener/informat/2014/smart_specialisation_en.pdf

Eligible Researchers

For the Doctoral Programmes, the eligible researchers must comply with the definition of [Early-Stage Researchers](#).

For the Fellowships Programmes, the eligible researchers must comply with the definition of Experienced Researchers.

Restrictions on nationality of eligible researchers should be avoided, as well as limitations regarding the researchers' origins and destinations. Programmes limiting their access will have to provide justifications of the added value to do so, and will be carefully assessed by the expert evaluators. However, for the case that the host organisation is in a [TC](#), researchers have to be nationals or long-term residents of a MS or [AC](#). In general, long-term residents are considered researchers who spent a period of at least 5 consecutive years on full-time research activity in a MS or [AC](#). However, a modified definition of long-term residents may be applied in the programmes if justified in the proposal.

Support cannot be awarded to researchers who are already permanently employed at the host organisation, in order to protect them from having their permanent contracts changed to temporary ones. Researchers with permanent positions could still benefit from a COFUND programme, if moving to another organisation (and complying with the [mobility rule](#)) during, for instance, a sabbatical leave.

The lengths of the individual researchers' appointments must be at least 3 months. However, appointments should take into account the specificities of the programmes. Doctoral programmes may take into account the national context in which the doctoral training is provided. For instance, *it can be expected that **Doctoral Programmes would offer appointments of [ESRs](#) corresponding to the typical time needed to complete a PhD in the corresponding country.***

For Fellowship Programmes, the typical duration of appointments of [ERs](#) varies from 12 to 36 months.

In any case the length of the individual researcher's appointment should be sufficient to have a meaningful impact on enhancing skills and career perspectives of the involved researchers.

Researchers to be recruited within either programme are required to undertake trans-national mobility (i.e. move from one country to another, see definition of the [Mobility Rule](#) of this guide).

If an existing programme intends to deviate from the [Mobility Rule](#), for instance if a different definition for trans-national mobility was previously applied within the existing programme, it must be justified in the proposal. For new programmes, no exception to this rule is allowed.

The [beneficiary](#) may, in parallel and through other resources than COFUND (for example, European Structural and Investment Funds), support researchers that do not comply with the [Mobility Rule](#) to participate in the Programme.

Researchers must be fully dedicated to the research training activities and they cannot combine several activities.

4. Examples of a COFUND programme

Note: We emphasise that any example given in this Guide for Applicants does not imply that there will be a preference shown to similar programmes.

A. Doctoral Programmes

Doctoral Programmes are typically proposed by funding bodies, universities, research institutions or a network of organisations offering doctoral training programmes/schools, and ensuring an **international, interdisciplinary and inter-sectoral training for doctoral candidates**. Collaborations with a wider set of [partner organisations](#), including from the [non-academic sector](#), as well as innovative elements of the proposed training, will be taken into account during the evaluations.

Example 1:

A centre of excellence at a Dutch university proposes a Doctoral Programme in the field of neuroscience. The programme will bring together departments of medicine, physics and engineering and will recruit 10 [ESRs](#) in order to build upon an existing doctoral programme and offer an innovative combination of research and transferable skills training. Eight [partner organisations](#), including a strong [non-academic sector](#) presence, will also contribute to the researchers' training. Although the departments themselves will host and provide the infrastructure and day-to-day training for the recruited researchers, they will exploit a series of complementarities with partners from both the academic and [non-academic sector](#) in order to offer secondments and training. Secondments to these [partner organisations](#), based in both EU Member States and [Associated Countries](#), will ensure exposure to the [non-academic sector](#) as well as specialised training modules that the departments would not otherwise be able to offer.

In this example, the [beneficiary](#) takes full responsibility for executing the proposed training programme, while the recruited researchers are expected to benefit from the informal network with the [partner organisations](#) during the training period. Although most of their training period will be spent at the [beneficiary's](#) premises, active mobility of the recruited researchers towards the [partner organisations](#) in the form of secondments will be expected.

Example 2:

In their Smart Specialisation Strategy, a regional authority has identified as a weakness a lack of international human resources at universities in its region. As one of the measures to tackle this issue, it decides to set up a funding programme for doctoral candidates from abroad. The main research funding agency in this region applies for MSC COFUND for in total 50 research positions to be divided over the

5-6 universities that are located in this region. Job vacancies are drawn up by the universities and are widely advertised, including a description of the work that has an international, interdisciplinary and inter-sectoral dimension. The programme itself is managed by the research funding agency, which is also the [beneficiary](#) of the COFUND project.

The following example would not fulfil the minimum requirements of a COFUND proposal:

A university located in a Member State proposes a doctoral school, selecting 10 [ESRs](#) who are residents in that very same Member State, every year, without advertising its vacancies internationally.

In this example, restricting the doctoral school to residents, not respecting the [mobility rule](#), and having the selection of researchers done internally without publishing the vacancies do not meet the requirements and philosophy of the COFUND Doctoral Programmes.

B. Fellowship Programmes

Similarly Fellowship Programmes are typically proposed by funding bodies, universities, research institutions or a network of organisations offering fellowship training programmes/schools, and ensuring an **international, interdisciplinary and inter-sectoral training for researchers**. Collaborations with a wider set of [partner organisations](#), including from the [non-academic sector](#), as well as innovative elements of the proposed training, will be taken into account during the evaluations.

A national or regional fellowship programme set up in a Member State that aims to attract Experienced Researchers working in other Member States, [Associated](#) or [non-associated Third Countries](#) to the country or region of the programme.

A governmental organisation established in an [Associated Country](#) that offers a special scheme for the reintegration of researchers who have spent at least three years in a [non-associated Third Country](#).

A fellowship programme operated by a private non-profit organisation established in a Member State that so far funded only fellowships of Experienced Researchers within the country, now decides to open for trans-national mobility and offers fellowships in other Member States, [Associated](#) or [non-associated Third Countries](#).

The following example would not fulfil the minimum requirements of a Fellowship Programme:

A programme where a pre-defined number of positions would be offered by a research institute, with no option for the applicant to choose her/his project and/or host organisation. This programme would clearly not respect the principle of an open call, required for the Fellowship Programmes, as it would offer jobs rather than having a competitive call for proposals.

Programmes must provide for an evaluation process where the pre-selection of candidates is avoided.

5. Examples for combining COFUND with European Structural and Investment Funds (ESIF)

Note: We emphasise that any example given in this Guide for Applicants does not imply that there will be a preference shown to similar programmes.

Example 1

A new research centre is being created in a specific region of a certain country, the building of its large research infrastructures being financed by the ESIF. It aims at attracting promising researchers in several fields of expertise and in particular in recruiting young fellows. However, no PhD programmes exist in this Region to support training of research fellows in those scientific areas. The research centre therefore decides to apply for COFUND, to help establish new doctoral programmes covering training in those scientific fields of interest at the local University. As part of their doctoral training, the recruited fellows shall follow some research training abroad in order to gain international experience and to diversify their skills and working methods.

Example 2

An existing fellowship programme run by a University is lacking an international and inter-sectoral dimension in the current training it proposes and consequently failing to recruit sufficient researchers who will meet the increasing and diversified needs triggered by its evolving research activities. In order to address this issue, the University decides to apply for ESIF to fund national and international researchers that will experience working in the private sector, while applying for COFUND to support further international researchers recruitment and to improve the quality and streamlining of the selection and recruitment procedures of the programme.

6. Financial Regime

The financial support for COFUND takes the form of "unit costs", i.e. fixed amounts per unit of measure. In the case of COFUND, the unit of measure is the eligible person-month.

The unit costs are divided between researcher unit costs and institutional unit costs.

A. Researcher Unit Costs

The EU contribution to the researcher unit costs has to be used exclusively for the living allowance provided for the benefit of the researcher appointed under

the programme. These amounts are indicated in the table below, for Early-Stage Researchers in Doctoral Programmes, and for Experienced Researchers in Fellowship Programmes, respectively:

Researcher category	EU contribution to living allowance for researchers recruited under employment contract⁸ (EUR/person-month)
Early-Stage Researchers (ESR)	1 855 ⁹
Experienced Researchers (ER)	2 625 ¹⁰

Additionally, according to the specifications provided in the [Work Programme](#), the total remuneration costs, **living allowance plus mobility allowance**, offered by the programme to the fellows shall in no case be lower than the following figures:

- **For the [Early-Stage Researchers](#), a minimum of EUR 2 597 / person-month;**
- **For the [Experienced Researchers](#), a minimum of EUR 3 675 / person-month.**

These amounts represent the minimum total costs related to the employment of the fellows, i.e. the gross living allowances (including employee social security contribution, income taxes, plus all compulsory employers' contributions) and the mobility costs to take up the fellowship.

Note that all applicants have to specify and explain in their proposal **the total amounts that will be provided for the benefit of the researcher and for the organisation that is hosting the researcher**. This information will be needed for the expert evaluators to assess the adequacy of employment and working conditions of the researchers.

In practice, this means that the [beneficiary](#) must, at a minimum, ensure the necessary funds to cover the difference between the EU contribution (EUR 1 855 or EUR 2 625/person-month, for [ESR](#) and [ER](#), respectively) and the minimum amounts for living and mobility allowances (EUR 2 597 or EUR 3 675 / person-month, for [ESR](#) and [ER](#), respectively).

The [beneficiary](#) or the host organisation should recruit each eligible researcher under an employment contract¹¹. **For both the Doctoral and the Fellowship Programmes fixed-amount fellowships are only permitted where national regulation would prohibit the possibility of an employment contract** and only with the prior approval of the Research Executive Agency. In such cases, the [beneficiary](#) must ensure that cover is

⁸ Or other direct contract with equivalent benefits, including social security coverage.

⁹ This figure represents 50% co-funding of 3 710 EUR, the amount established in Commission Decision C(2013) 819454.

¹⁰ This figure represents 50% co-funding of 5 250 EUR, the amount established in Commission Decision C(2013) 819454.

¹¹ Or other direct contract with equivalent benefits, including social security coverage.

provided to the researcher for at least sickness, maternity, invalidity and accidents at work and occupational diseases. This cover does not necessarily have to be paid from the EU contribution for the fixed-amount fellowship.

When employment contracts are prohibited by law, and fixed-amount fellowships would be foreseen, then **the EU contribution on the basis of unit costs mentioned in the Table above and the minimum allowances for the benefit of the researchers would be reduced by half**. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

B. Institutional Unit Costs

In addition to the researcher unit cost, there will be an EU contribution for institutions on the basis of unit costs, which amounts to **EUR 325 / person-month for each eligible researcher**¹². These costs are for the benefit of the participant and must be used towards the management of the programme. This EU contribution is expected to be shared between the [beneficiary](#) and host organisations.

Other cost items (such as mobility allowances, research costs, travel, and overheads) may be funded through other resources, including other EU funds such as the European Structural and Investment Funds, but not through funding from the Horizon 2020 Framework Programme.

Budget Calculations

Applicants are not required to indicate the amount of the estimated EU contribution in their proposal. This will be automatically calculated from the information provided in the A forms of the proposal using the number of person-months requested in the proposal and the respective unit costs indicated in the [Work Programme](#).

It is critical that the information given in Form A is identical to the information given in proposal Part B. In case of discrepancy, the information provided in the Part A will take precedence, unless there is an obvious clerical error.

NB: For this call, the maximum EU contribution is EUR 10 million per [beneficiary](#).

¹² This figure represents 50% cofunding of 650 EUR, the amount established in Commission Decision C(2013) 819454

COFUND Key Points

Common features

- One single [beneficiary](#) from an EU Member State or [Associated Country](#), filling the A Forms electronically and submitting the proposal Part B.
- Possibility to add as many [partner organisations](#) as relevant for the programme, from any country in the world. Partner organisations, which contribute to the programme funding, must provide a letter of commitment to be added to the Part B proposal.
- Eligibility of researchers applies at the time of recruitment/relevant deadline.
- Researchers must be offered employment contracts or other direct contracts with equivalent benefits, including full social security coverage. Fixed-amounts fellowships would only be allowed in exceptional cases, where the national law would prohibit employment contracts.
- Trans-national [mobility rule](#) applies to all researchers supported, unless otherwise clearly specified and explained in the proposal, for existing programmes.

Doctoral Programmes

- Programmes aim at the selection of [Early-Stage Researchers](#) as doctoral candidates.
- Selection of researchers must follow an open, transparent, merit-based, impartial and equitable procedure.
- Vacancies must be internationally advertised and published.
- Appointment of researchers corresponding to typical time needed to complete a PhD in the corresponding country.
- Candidates to the programmes should be given freedom to choose among research projects of their preference.

Fellowship Programmes

- Programmes aim at the selection of [Experienced Researchers](#).
- Fellowships must be granted via regular calls for proposals, internationally advertised and published, with fixed deadlines or regular cut-off dates (max. 4 per year).
- Selection of researchers must follow an open, transparent, merit-based, impartial and equitable procedure, based on international peer review.
- Typical appointment of researchers: from 12 to 36 months.
- Candidates to the programmes should be able to submit proposals, with the freedom to draft their research project and to choose in which host organisation they wish to carry out their research work.

NB

- Programmes tend to have a total duration of 60 months (i.e. the maximum duration).
- Each application can only cover one of the two types of programmes. In case applicants would like to apply for both DP and FP, two separate applications must be submitted.
- Note that under H2020, there will no longer be a phase of project negotiation. Evaluators will therefore not make recommendations for improvements. This implies that proposals must clearly conform to the requirements of the scheme (e.g. open and international publication, free choice of topic and host etc.) to be evaluated positively.

Annexes

- Annex 1 Timetable and Specific Information for this Call
- Annex 2 Award Criteria and Procedures to be applied for this Call
- Annex 3 Instructions for Completing Part A of the Proposal
- Annex 4 Instructions for Drafting Part B of the Proposal
- Annex 5 Part B template

Annex 1 – Timetable and Specific Information for this Call

The **Marie Skłodowska-Curie actions [Work Programme](#)** provides the legal information for submitting a proposal to this call. It describes the content of the topics to be addressed and the details of how it should be implemented. The [Work Programme](#) is available on the Participant Portal call page together with the "call fiche", where the conditions for the call are mentioned. Please consult these documents.

Indicative timetable for this call:

Publication of call	<i>14 April 2015</i>
Deadline for submission of proposals	<i>01 October 2015 at 17:00:00, Brussels local time</i>
Evaluation of proposals	<i>November-December 2015</i>
Information on the outcome of the evaluation	<i>March 2016</i>
Indicative date for the signing of grant agreements	<i>June 2016</i>

Indicative call budget: € 80 million.

Of this amount, € 30 million is allocated to the Doctoral Programmes.

Further information and help

The Participant Portal call page contains links to other sources that you may find useful for preparing and submitting your proposal.

Useful Information

Participant Portal:

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

MSCA 2014-2015 [Work Programme](#):

http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/main/h2020-wp1415-msca_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

European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32005H0251&from=EN>

EU Principles for Innovative Doctoral Training:

http://ec.europa.eu/euraxess/pdf/research_policies/Principles_for_Innovative_Doctoral_Training.pdf

General Sources for Support

Marie Skłodowska-Curie actions website:
<http://ec.europa.eu/research/mariecurieactions/>

EURAXESS website:
<http://ec.europa.eu/euraxess/>

The Commission's Horizon 2020 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

How to register your organisation:
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

Specialised and Technical Assistance

Submission Service Help Desk:
DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

IPR help desk:
<http://www.ipr-helpdesk.eu>

Ethics section on the Participant Portal:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Annex 2 – Award Criteria – Procedures to be applied for this Call

1. General

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

REA staff ensure that the process is fair and in line with the principles contained in the Commission's Guidelines.¹³

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are independent, impartial and objective, and behave in a professional manner. In addition, an independent observer will be appointed by the REA to observe and report on the evaluation process. The observer gives independent advice to the REA on the conduct and fairness of the evaluation sessions, on the way award criteria are applied by the experts and provides recommendations on how to improve the evaluation procedures. The observer will not express views on the proposals under examination or on the experts' opinions on the proposals.

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

Conflicts of interest: under the terms of the expert contract, all experts must declare beforehand any conflict of interest and must immediately inform the responsible REA staff member if they detect a conflict of interest during the course of the evaluation.

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 his/her own account, either during the evaluation or afterwards.

2. Before the Evaluation

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

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

- It is received by the REA before the deadline given in the call fiche;
- It involves one [beneficiary](#) from a MS/[AC](#);

¹³ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

- It is complete (i.e. the requested administrative forms and the proposal description are both present);
- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the work programme.

Please note that the following supporting documents will be required in order to determine the operational capacity:

- A description of the profile of the people who will be responsible for carrying out the proposed work;
- A description of administrative resources to implement the programme;
- A description of [partner organisations](#) (if known) who will be contributing towards the work by hosting researchers.

3. Award Criteria

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.

Each criterion will be scored out of 5. The scoring table is the following:

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

Evaluation scores will be awarded for each of the three criteria (and not for the sub-elements of each criterion). However, these elements are considered by the experts in the assessment of the criteria.

The proposal will be evaluated against the award criteria defined in the [Work Programme](#), as follows:

Excellence	Impact	Implementation
Quality of the selection / recruitment process for the researchers (transparency, composition and organisation of selection committees, evaluation criteria, equal opportunity)	Enhancing research- and innovation-related human resources, skills and working conditions to realise the potential of individuals and to provide new career perspectives	Overall coherence, effectiveness and appropriateness of the work plan
Quality of the research options offered by the programme in terms of science, interdisciplinarity, intersectorality and level of transnational mobility	Impact of the programme on aligning practices at participating organisations with principles set out by the EU for the human resources development in research and innovation	Appointment conditions of researchers
Quality of career guidance and training , including supervision arrangements, training in transferable skills	Effectiveness of the proposed measures for communication and results dissemination of the programmes	Competence and operational capacity of the participant to implement the programme
Weighting		
50%	30%	20%
Priority in case of ex aequo		
1	2	3

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

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

Proposals for this call must be submitted electronically, using the electronic submission service of the European Commission accessible from the call page on the Participant Portal.

In Part A the applicant 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 applicant intends to carry out will be described in Part B (see Annex 4 and 5 of this guide).

The electronic submission service provides guidance on how to complete the Part A, which includes the following sections:

Section 1: General information about the proposal (including the abstract)

Section 2: Data on the participating organisation ([beneficiary](#))

Section 3: Budget (request for funding in terms of researcher-months)

Section 4: Ethics table

1. The Concept of Panels

The evaluation is organised in two different panels:

- A) Doctoral Programmes; and
- B) Fellowship Programmes.

In the electronic submission tool, the applicant chooses the panel to which the proposal will be associated.

2. Budget

The budget of the proposal will be calculated automatically by the system when the applicants enter the total number of person-months requested for the programme (i.e. the result of the multiplication of the number of researchers to be recruited by the duration of the researchers' appointments, multiplied with the rates defined in the [Work Programme](#)). Care should be taken when entering this data.

Experts will not propose changes to the proposed number of person-months, but will score their appropriateness for the programme under the Implementation criterion.

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

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

A maximum length of 30 pages is applicable to Part B (Section 1 to 3) of the proposal. You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages.

Part B of the proposal contains the details of the proposed research and training programmes 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 you to address each of the award criteria as outlined in the following sections. Please note that the explanatory notes below serve to explain the award criteria without being exhaustive. To draft your proposal you should also consult the [Work Programme](#).

Applicants must structure their proposal according to the headings indicated in the Part B proposal template

Please note that this call will be a single-stage proposal submission and evaluation procedure. A Word version of the submission template can be downloaded from the electronic submission services of the Commission. Applicants must ensure that proposals conform to this layout and to the instructions given in this Guide for Applicants.

The **minimum font size** allowed is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman).

Please make sure that **Part B of your proposal carries as a header to each page the proposal acronym and the scheme to which you are applying (i.e. DP or FP)**. All pages should also be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that you use the numbering format "Part B - Page X of Y".

Incomplete proposals are not eligible and will not be evaluated. You will only be able to upload one single PDF file which should include the sections 1 to 5 (see below). If you upload twice the second file will overwrite the first.

Scientific Misconduct

Please note that the REA takes the issue of scientific misconduct very 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 be required to make a "declaration on honour" in Part A of the proposal.

Annex 5 – Part B template

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)**

Call: H2020-MSCA-COFUND-2015

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[DP][FP]
[delete as appropriate]**

Part B - Page X of Y

Table of Contents

In drafting PART B of the proposal, applicants must follow the structure outlined below.

0. GENERAL DESCRIPTION OF THE PROGRAMME (Maximum 2 pages)

LIST OF PARTICIPANTS

START PAGE COUNT

1. EXCELLENCE

2. IMPACT

3. IMPLEMENTATION

STOP PAGE COUNT

4. ETHICAL ASPECTS

5. LETTERS OF COMMITMENT

NB: Applicants must ensure that sections 1-3 do not exceed the limit of 30 pages.

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 participants in the MSCA.

0. General description of the programme (Maximum 2 pages, not evaluated)

LIST OF PARTICIPANTS

Name of Beneficiary	Beneficiary short name	Country	Academic (Y/N)

For partner organisations, please provide additional data as indicated in the table below.

Partner organisation name	Partner organisation short name	Country	Academic (Y/N)	Department / Division / Laboratory

Note that:

- Any relationship between different participating institutions or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff, etc.) **must** be declared and justified;
- The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase.

Under each subcriterion it is advised to develop at least the following points:

1. Excellence

1.1 Quality of the selection/recruitment process for the researchers

1.1.1 Transparency of the selection process for the fellows under the programme

- Dissemination of the calls in appropriate ways;
- Information provided to the applicants (e.g. conditions of the fellowship, host institution, evaluation process, results, redress/appeal, etc.);
- Eligibility criteria and application requirements;
- Any other relevant point.

1.1.2 Organisation of selection process

- Description/Composition of committees involved in the different stages of the process (i.e. eligibility check, evaluation, selection);
- Selection of experts;
- Fellows/Researchers' selection workflow and powers entrusted to the different actors.
- Any other relevant point.

1.1.3 Evaluation Criteria

- Criteria/sub-criteria for the selection of fellows;
- Any other relevant point (scoring, thresholds, etc.).

1.1.4 Equal opportunity

- Measures the programme takes to ensure equal opportunities (e.g. gender balance, career break, etc.);
- Any other relevant point.

1.2. Quality of the research options offered by the programme

- Excellence of the research programme;
- Quality of the research options in terms of the triple "i" dimension (international mobility, inter-sectoral exposure, and inter-disciplinarity).

1.3. Quality of career guidance and training

1.3.1 Supervision arrangements

- Specific mentoring or support schemes in place to support career development (this section is of special importance for the doctoral programmes);
- Any other relevant point.

1.3.2 Training

- Training on skills within the chosen discipline and/or to gain new skills;
- Support and/or additional training in non-research oriented transferable skills;
- Any other relevant point.

2. Impact

2.1 Enhancing research- and innovation-related human resources, skills and working conditions to realise the potential of individuals and to provide new career perspectives

- Impact of programme on enhancing human resources on regional, national or international level;
- Enhancing skills, working conditions and career perspectives of participating researchers;
- Any other relevant point.

2.2 Impact of the programme on aligning practices at participating organisations with principles set out by the EU for the human resources development in research and innovation

- How does the programme contribute to the implementation of principles set out by the EU for the human resources development in R&I (such as Charter& Code, Principles for Innovative Doctoral Training for DP) at the participating organisations ([beneficiary](#), [partner organisations](#));
- For applicants having benefited from COFUND under FP7: explain the differences with the earlier grant and how the new proposal will help further alignment of practices with principles set out by the EU for the human resources development in R&I;
- How does the programme contribute to the overall objective and expected impact of COFUND as specified in the [Work Programme](#);
- Any other relevant point.

2.3 Effectiveness of the proposed measures for communication and results dissemination of the programmes

- Communication, results dissemination, and public engagement strategy of the programme;
- Intellectual Property Rights issues (if relevant);
- Any other relevant point.

3. Implementation

3.1 Overall coherence, effectiveness and appropriateness of the work plan

- Describe the management plan of the programme and the resources; include a timeline or Gantt chart giving an overview of at least the:
 - Expected start and end date of the project (number of months);
 - Number of Calls;
 - Opening /Closing date of the call(s);
 - Number of fellowships offered per call;
 - Evaluation timeline;
 - Expected/planned start/end date of researchers' appointments.
- Justifications of the estimated programme budget including the requested co-funding contribution;
- Financial management and risk management/contingency plans of the programme;
- Any other relevant point.

3.2 Appointment conditions of researchers

- Amounts that will be provided for the benefit of the researcher (e.g. living, mobility, travel and family allowances) and for the organisation that is hosting the researcher (contribution to research costs, training costs, overheads);
- Working conditions, institutional administrative support, and available services/facilities;
- Employment conditions, including statutory working practices, social security coverage and social benefits;
- Alignment of working conditions proposed within the regional and/or national and/or sectoral context;
- Any other relevant point.

3.3 Competence of the participant to implement the programme

- Overview of the staff responsible for the implementation of the programme, description of the administrative resources, and, if known, description of [partner organisations](#) contributing / hosting the researchers;
- Application documentation, with particular view to accessibility and usability;
- Support offered to candidate researchers during the application/recruitment/implementation;
- For participants having benefited from COFUND under FP7: provide evidence for the quality of the earlier grant (e.g., if possible, by external evaluations);
- Any other relevant point.

The following table (or similar) should be used to detail the financial aspects of the programme

Cost categories	EU contribution (EUR / person-month)	Total cost = EU contribution + own resources (EUR / person-month)
Living allowance	1 855 (for ESR)* 2 625 (for ER)*	***
Mobility allowance**	N/A	***
Family allowance**	N/A	
Travel allowance**	N/A	
Research costs**	N/A	
Other (training, etc.)**	N/A	
Management	325	
Overheads**	N/A	

*Choose the applicable rate, and delete the other.

** If applicable, delete otherwise. Other lines can be included for categories not shown in the template above.

*** The sum of living and mobility allowance must not be lower than EUR 2597 for [ESR](#) and EUR 3675 for [ER](#).

The following work packages and pre-filled deliverables are mandatory. (You can add additional ones, if you wish.)

Work package number	1	Start date or starting event:	
		Final date:	
Work package title	Management		

<p>Deliverables</p> <p>D1.1 Researcher Declaration to be submitted within 20 days of the start of the research training activities, one for each researcher;</p> <p>D1.2 Periodic Report to be submitted within 60 days following the end of each reporting period.</p> <p>D1.3 Final Report.</p> <p>...</p>
--

Work package number	2	Start date or starting event:	
		Final date:	
Work package title	Evaluation and Selection		

<p>Deliverables</p> <p>D2.1 Report for each call on evaluation and selection (containing at least the following information):</p> <ul style="list-style-type: none"> – Number of applications received (how many eligible/ineligible?) – Date when the evaluation and selection took place – Names and affiliations of experts involved (From which countries? Gender? Sectors?) – Was the evaluation done remotely or onsite? – Was there a briefing of the experts? – Number of experts evaluating each proposal – Number of proposals passing/failing evaluation – Number of fellows finally selected under the specific Call (and in the reserve list, if relevant). <p>...</p>

Work package number	3	Start date or starting event:	
		Final date:	
Work package title	Dissemination of the Programme and its Calls		
M 3.1 Milestone			
Publication of the Call			

<p>Deliverables</p> <p>D 3.1 Report/s on dissemination activities (containing at least the following information):</p> <ul style="list-style-type: none"> – Dates of Call Publication and places where it was published (Supporting documents required). – Flyers, brochures, or other information produced – Presentations conferences and meetings or other events – Published articles in the press (please list and attach only main articles)
--

- Any other means of advertising the programme
- D 3.2** Inform for each call the Project Officer by sending the link to the Euraxess website where the Call has been published

Work package number	4	Start date or starting event:	
		Final date:	
Work package title	Ethical Issues		

Deliverables

D.4.1 Report for each call on ethical issues (containing at least the following):

- A list of the research projects with ethical issues and a description of which ethical issues it raises
- Overview how these issues were handled (information about ethics given to applicants, actions taken during the evaluation and selection process)
- Has an ethics committee been involved? If yes, which one?
- Have approvals and licences been obtained?
- Have follow-up measures been implemented?

STOP PAGE COUNT – MAX 30 PAGES

4. Ethics clearance

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union¹⁴ and the relevant ethics rules of H2020. 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.

Ethics is important for all research domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

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.

COFUND programmes are encouraged to follow a bottom-up approach and it is often not known in advance if the fellowships to be funded will raise ethical issues. Therefore, it is important to describe how the proposal meets the European as well as the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out. In particular, applicants should take care to describe the ethics procedures that they will enforce in the execution of the programme.

In practice, this means that the successful COFUND programmes, when opening their calls for proposals, will have to detail the procedure to be followed for addressing proposals raising ethical issues. This procedure could, eventually, follow the same steps as the ones detailed for the other MSCA. You will find below information on the Ethics Review procedure in Horizon 2020.

5. Letters of Commitment from Partner organisations

Please use this section to insert scanned copies of the letters of commitment from the [partner organisations](#). For [partner organisations](#) that contribute to the funding of the programme, it is mandatory to provide the details of their contribution by filling up the following summary table:

Legal Entity	Contribution in kind	Financial Contribution

¹⁴ Charter of Fundamental Rights of the European Union, 2000/C 364/01.
See also http://www.europarl.europa.eu/charter/default_en.htm

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)**

Call: H2020-MSCA-COFUND-2015

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[DP] [FP]
[delete as appropriate]**