

**MARIE SKLODOWSKA CURIE ACTIONS-
MSCA**

4 GIUGNO 2014



DI FRONTE AD UN BANDO SU COSA SI CONCENTRA IN GENERE UN RICERCATORE?

- *Persone/colleghi da coinvolgere nel progetto*
...e non su **tipologia enti partner necessari per il bando specifico**
- *Idea progettuale*
...e meno sugli **obiettivi specifici del bando a cui rispondere**
- *Quanto budget assegnare a ciascuno*
...e non su **regole finanziarie del bando e spese effettive necessarie per il progetto**
- *Scadenza bando e tempi ristretti per la scrittura*
...e non su **progettazione e logistica**
- *Scarso interesse per modulistica, formalità e adempimenti relativi*
...sono **strumenti per ottenere il grant e non ostacoli**
- *Sottovalutazione dell'importanza della scrittura di alcune parti del progetto*
...es. **risk assessment, management, sfruttamento risultati, gestione del partenariato, gender issue, ethical issue, impatto**

PRIMA DI INIZIARE:

- ✓ leggere call e guidelines (attenzione agli obiettivi, il budget disponibile, le attività richieste e i requisiti di eleggibilità)
- ✓ tutte le call nascono da problemi esistenti che il vostro progetto deve contribuire a risolvere
- ✓ domande da porsi prima di presentare una proposta: qualità del partenariato, integrazione necessaria e possibile tra partners, abbiamo gli esperti giusti? chi ha esperienza diretta nel settore? conosciamo i problemi? abbiamo definito i ruoli?
- ✓ scrivere direttamente in inglese
- ✓ ove possibile usare da subito il template della call e utilizzare le evaluation grid come check alla redazione
- ✓ andare dritti al punto
- ✓ ricordarsi sempre di utilizzare nella redazione una struttura logica (problemi > soluzioni)
- ✓ la metodologia è fondamentale: come volete fare le cose che dichiarate di fare? Perché scegliete una metodologia rispetto a un'altra?
- ✓ imparare da proposte precedenti...
- ✓ non pensare di scrivere in pochi giorni una buona proposta

MSCA- PART A

ADMINISTRATIVE AND FINANCIAL FORMS

Proposals in this call must be submitted electronically, using the [Electronic Submission Service of the Commission](#) accessible from the call page on the Participant Portal.

In [Part A](#) you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A constitutes an integral part of your proposal.

Details of the work you intend to carry out will be described in [Part B](#).

PART A OF THE PROPOSAL

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

Section 2: Data on participants and contacts

Section 3: Budget

Section 4: Ethics issues table

Section 5: Information on Partner organisations

SECTION 3: BUDGET

The applicants must enter the duration of the fellowship and the system will automatically calculate an indicative action budget based on the number of months (for GF separate values for each phase), country of the beneficiary (and country of partner organisation for GF) and the family situation as at the deadline of the submission of proposals.

Care should be taken when entering the data for the budget.

Experts will not comment on the budget but will evaluate the planned duration of each element of the fellowship under the Implementation criterion.

SOME EXAMPLES – STANDARD EF

A French researcher without family obligations who obtained her PhD in France on 15 June 2013 in Law applies jointly with a university in Germany for a 24-month fellowship in the SOC panel. In the last 3 years she was in Germany for 5 months. Part B provides for a secondment split in 2 periods of each 2 months at an industrial partner in Ireland.

Total duration= 24 months (person-months)

Country of the host organisation= Germany

1. Living allowance= € 4.650 x 24 x DE Country Correction Coefficient (CCC)
= € 4.650 x 24 x 98.8%= € 110.260,80
2. Mobility allowance = € 600 x 24= € 14.400
3. Family allowance= N/A
4. Research, training and networking costs= € 800 x 24= € 19.200
5. Management and indirect costs= € 650 x 24= € 15.600,00
6. Maximym EU contribution= € 110.260,80 + 14.400 + 19.200 + 15.600 = € 159.460,80

SOME EXAMPLES – CAR PANEL

A Slovenian researcher is living in UK since 1 May 2012 and is working outside research since 1 January 2013. He has a PhD in Social Sciences, family obligations and applies in liaison with museum in UK for an 18-month fellowship in the SOC panel. There are no secondments foreseen in Part B.

Total duration= 18 months

Country of the host organisation= United Kingdom

1. Living allowance= € 4.650 x 18 x UK CCC
= € 4.650 x 18 x 120.3%= € 100.691,10
2. Mobility allowance = € 600 x 18= € 10.800
3. Family allowance= € 500 x 18= € 9.000
4. Research, training and networking costs= € 800 x 18= € 14.400
5. Management and indirect costs= € 650 x 18= € 11.700,00
6. Maximym EU contribution= € 100.691,10 + 10.800 + 9.000 + 14.400 + 11.700,00 = € 146.591,10

SOME EXAMPLES - GF

Outgoing phase= 24 months in USA

Return phase= 12 months in Spain

Total duration= 36 months

1. Living allowance= € $(4.650 \times 24 \times \text{US CCC}) + (4.650 \times 12 \times \text{ES CCC})$
= $(€ 4.650 \times 18 \times 99,4\%) + (€ 4.650 \times 12 \times 97,6\%) = € 165.391,20$
2. Mobility allowance = € $600 \times 36 = € 21.600$
3. Family allowance= € $500 \times 36 = € 18.000$
4. Research, training and networking costs= € $800 \times 36 = € 28.800$
5. Management and indirect costs= € $650 \times 36 = € 23.400$
6. Maximym EU contribution= € $165.391,20 + 21.600 + 18.000 + 28.800 + 23.400 = € 257.191,20$

MSCA- PART B

PART B OF THE PROPOSAL

Part B of the proposal contains the details of the proposed research and training programmes along with the practical arrangements planned to implement them.

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

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.

PART B OF THE PROPOSAL – SOME BASIC INSTRUCTIONS

The maximum total length of sections 1 to 4 of Part B of the proposal is 10 pages, as indicated in the proposal template.

There is no page limit per section.

Experts will be instructed to disregard any excess pages above the 10 page limit.

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)

PART B OF THE PROPOSAL – SOME BASIC INSTRUCTIONS

Literature references should be listed in footnotes, font size 8 or 9. All footnotes will count towards the page limit!!!

Part B of your proposal carries as a header to each page the proposal acronym and the implementation mode to which you are applying (i.e. Standard EF, CAR, Reintegration, GF).

All pages should be numbered on the footer. Recommended numbering format «Part B – Page X of Y»

The final version of Part B must include the letters of commitment required from TC Partner organisations, to be signed by the organisation's legal representative, or someone of equivalent authority.

Part B Template

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)
Call: H2020-MSCA-IF-2014

PART B

“PROPOSAL ACRONYM”

“Title”

This proposal is to be evaluated as:

[Standard EF] [CAR] [RI] [GF]
[Delete as appropriate]

TABLE OF CONTENTS

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

LIST OF PARTICIPANTS

START PAGE COUNT

1. **SUMMARY**
2. **EXCELLENCE**
3. **IMPACT**
4. **IMPLEMENTATION**

STOP PAGE COUNT

5. **CV OF THE EXPERIENCED RESEARCHER**
6. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
7. **ETHICAL ASPECTS**
8. **LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS**

List of Participants

Please provide a list of all participants (both beneficiary and, where applicable, partner organisations) indicating the legal entity, the department carrying out the work and the supervisor of the action.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation foreseen (academic/non-academic) must be stated.

For non-academic beneficiaries, please provide additional data as indicated in the table below.

Participants	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation ¹
<u>Beneficiary</u>							
- NAME							
<u>Partner Organisation</u>							
- NAME							

Data for non-academic beneficiaries

Name	Location of research premises (city / country)	Type of R&D activities	No. of full - time employees	No. of employees in R&D	Web site	Annual turnover (approx. in Euro)	Enterprise status (Yes/No)	SME status ² (Yes/No)

1. SUMMARY

A short summary of the proposal, which could be the same as the proposal abstract (A1).

2. EXCELLENCE

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 expected to be endorsed and applied by all beneficiaries in the Marie Skłodowska-Curie actions.

2.1 Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects)

- Introduction, objectives and overview of the research programme
- Research methodology and approach
- Originality and innovative aspects of the research programme

Suggestion: focus on how the high-quality, novel research is the most likely to open up the best career possibilities for the *Experienced Researcher* and new collaboration opportunities for the host organisation(s).

2.2 Clarity and quality of transfer of knowledge/training for the development of the researcher in light of the research objectives

- How the experienced researcher will gain new knowledge from the hosting organisation(s) during the fellowship
- Outline the capacity for transferring the knowledge, previously acquired by the researcher, to the host organisation

Suggestion: for Global Fellowships explain how the new acquired skills and knowledge in the TC will be transferred back to the host institution in Europe.

2.3 QUALITY OF THE SUPERVISION AND THE HOSTING ARRANGEMENTS

Suggestion: for GF both phases should be described, for the outgoing what practical arrangements are made in place to host a researcher coming from another country and for the return period what measures are planned for the successful re-integration of the researcher.

Career development article from C&C

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

2.4 Capacity of the researcher to reach and re-enforce a position of professional maturity in research

Fellowships will be awarded to the most talented researchers as shown by their ideas and their track record, where it is a fair indicator given their level of experience.

Suggestion: what next thanks to the fellowship???

3. IMPACT

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

The impact of the research and training on the *Experienced Researcher's career*.

The fellowship, including any secondments in Europe, should maximise the impact on the researcher's activity on European society, including the science base and/or the economy.

ARTICLES FROM C&C

Public engagement:

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

Dissemination, exploitation of results

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

3.2 Effectiveness of the proposed measures for communication and results dissemination

Communication and public engagement strategy

Dissemination of the research results

Exploitation of results and intellectual property

Suggestion: concrete plans for the above to be included in the Gantt Chart

DISSEMINATION PLAN

Dissemination refers to the process of making the results and deliverables of a project available to the stakeholders and to the wider audience. Dissemination is essential for take-up, and take-up is crucial for the success of the project and for the sustainability of outputs in the long term.

To ensure that the project results will be taken up and embedded in the community, a project must develop a dissemination plan that explains how the outcomes of the project will be shared with stakeholders, relevant institutions, organisations, and individuals.

The dissemination strategy should be based on **a stakeholder analysis**.

A stakeholder is anyone who has a vested interest in the project or will be affected by its outcomes. A stakeholder analysis is an exercise in which stakeholders are identified, listed, and assessed in terms of their interest in the project and importance for its success and further dissemination.

THE DISSEMINATION PLAN WILL EXPLAIN:

1. WHY – the purpose of dissemination

Raise awareness – let others know what you are doing; **Inform** – educate the community; **Engage** – get input/feedback from the community; **Promote** – ‘sell’ your outputs and results.

2. WHAT will be disseminated – the message should be clear, simple and easy to understand. The language should be appropriate for the target audience, and non-technical language should be used where possible.

3. TO WHOM – the audience

Internal audience; Other project coordinators; External stakeholders (persons who will benefit from the outcomes of the project, "opinion makers" such as teachers, researchers, librarians, publishers, online hosts, etc., can act as catalysts for the dissemination process); **The community**

4. HOW – the method

Newsletters, flyers and press releases can create awareness about the project; **Reports, journal articles, and websites** can transmit information about the project; **Conference presentations and websites** are ways to promote the project and its outcomes.

workshops or online discussion lists can yield a higher level of engagement from stakeholders. This may be particularly relevant for conflicting information or information that is likely to meet resistance.

5. WHEN – the timing

The ideal timing will depend on the progress of the project as well as on the agenda of the target audience. For instance, at the start of the project, it is best to focus on raising awareness; at the end on highlighting the achievements and deliverables.



4. IMPLEMENTATION

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

- Work Packages description
- List of major deliverables
- List of major milestones
- Secondments if applicable

Suggestion: real work plan!!!

- ✓ **Work package** means a major sub-division of the proposed project.
- ✓ **Deliverable'** means a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software etc.
- ✓ **Milestones'** means control points in the project that help to chart progress. **Milestones** may correspond to the completion of a key deliverable, allowing the next phase of the work to begin.

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

Project organisation and management structure, including the financial management strategy, as well as the progress monitoring mechanisms put in place

Risks that might endanger reaching the project's objectives and the contingency plans to be put in place should risk occur

To be also included in the Gantt Chart:
Progress monitoring
Risk Management
Intellectual Property Rights (IPR)

RISK ASSESSMENT

Risks are negative statements about what might go wrong. Assumptions turn risks into positive statements.

They are conditions that need to be met if the project is to continue.

Possible risks include: Climatic; Human ;Economic ; Political ; Projects by other agencies.

Identify the risks by looking at the various analyses that have been carried out and going back to the objectives and considering the constraints.



GANTT CHART

Gantt Chart (included in the counted 10 Pages)

Reflecting work package, secondments, training events and dissemination/public engagement activities

Global Fellowship only

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Work package												■				■									■
Deliverable																		■							■
Milestone																									
Secondment														■	■	■	■								
Conference										■						■							■		
Workshop																									
Seminar					■						■														
Dissemination																■							■	■	■
Public engagement																■	■								
Other													■												

Delete rows and columns that do not apply.

4.3 Appropriateness of the insitutional environment (infrastructure)

Description of the legal entity/ies and its main tasks (per participant).

Explain why the fellowship has the maximum chance of a successful outcome.

Suggestion: Each participant is described in Section 6. This specific information should not be repeated here.

4.4 Competences, experience/complementarity of participating organisations and institutional commitment

How the fellowship will be beneficial for both the fellow and the host-s

Commitment of beneficiary and partner organisations to the programme

The role of partner organisations in Third Countries for GF and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in Section 7 (included within the PDF file of part B, but outside the page limit).

CV OF THE EXPERIENCED RESEARCHER

1. Publications in major international peer-reviewed multidisciplinary scientific journals and/or in the leading international peer-reviewed journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Grand patent(s)
3. Research monographs, chapters in collective volumes and any translations thereof.
4. Invited presentations to peer-reviewed, internationally established conferences and/or international advanced schools.
5. Research expeditions that the *Experienced Researcher* has led.
6. Organisation of International conferences in the field of the applicant (membership in the steering and/or programme committee).
7. Examples of leadership in industrial innovation.
8. Prizes and Awards

8. LETTERS OF COMMITMENT

Please use this section to insert scanned copies of the required Letters of Commitment from partner organisations in TC for the Global Fellowships.

Suggestion: if possible also for the seconding host.

Which contents???

MORE TIPS FOR A GOOD PROPOSAL ...

Use standard and concise English

Make the text clear, well structured, and fluent

Plan an index, use short paragraphs, point out key passages, schematise the concepts

Insert only information relevant to the project

Answer to ALL the questions indicated in the form

Make the proposal readable. Evaluator has few hours to read your proposal and evaluate it. Write in bold, use cursiv, underline.

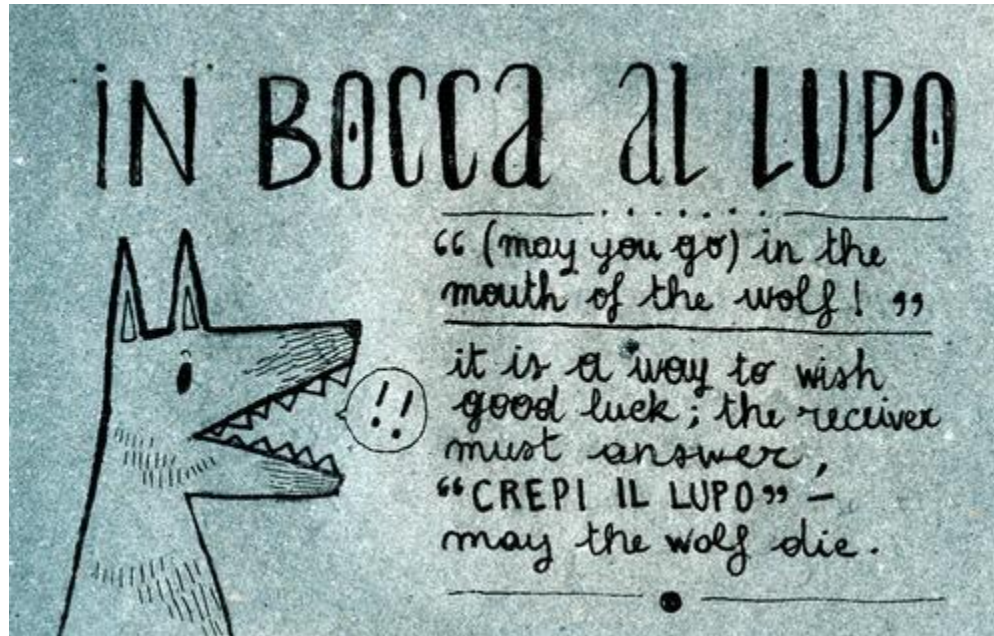
Better one table than thousand words....



CHANGE PERSPECTIVE

Your proposal must be written in order to resolve European problems identified in EU policies.

Never give the impression that you are writing a project because trying to get funding!



Alice Felci afelci@luiss.it
ricerca@luiss.it

06.85225901

www.luiss.it/ricerca