## template of part b 2 of the proposal - – please delete all instructions!

***Part B-2:***

Part B-2 must contain sections 4-7 as described below. **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 one page per partner organisation).

- Section 4: CV of the experienced researcher (maximum length: 5 pages)

- Section 5: Capacities of the participating organisations (1 page for the overview and 1 page for each participating organisation)

- Section 6: Ethical aspects

- Section 7: Letter of commitment of the partner organisation (for GF only)

*Note that applicants will not be able to submit their proposal in the submission system unless* ***both documents*** *1 and 2 are provided* ***in pdf format*** *(*Adobe version 3 or higher, with embedded fonts*).*

# 4. Part B-2 Section 4 - CV of the experienced researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Ensure that the information provided in Parts A and B is fully consistent. Always mention full dates (dd/mm/yyyy) in your CV.

The CV should be limited to a maximum of 5 pages and should include **the standard academic and research record**. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

At a minimum, the CV should contain:

a) the **name** of the researcher

b) **professional experience** (in chronological order, using **exact** dates)

c) **education** (in chronological order, using **exact** dates)

The CV should also include information on:

1. **Publications** in peer-reviewed scientific 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. Granted **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** led by the experienced researcher.
6. **Organisation of International conferences** in your field(s) of research, including membership in the steering and/or programme committee.
7. Examples of **participation in industrial innovation**.
8. **Prizes and Awards**.
9. **Funding** received so far.
10. **Supervising** and **mentoring** activities.

**In addition*,* researchers without a doctorate** at the call deadline should clearly detail any period of full-time equivalent research experience in the CV (Part B, section 4). It is essential that the CV clearly explains how the research experience is calculated, following the template below.**[[1]](#footnote-2)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic qualifications counting towards the Total Full time postgraduate research experience** | | | |
| University degree giving access to PhD[[2]](#footnote-3): | Institution name and country | Date of award (a) |  |
|  | DD/MM/YYYY |
| Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD: | Institution name and country | From | To |
|  | DD/MM/YYYY | DD/MM/YYYY |
| Full time research experience | Proportion of research activities as a percentage of the duration of the Master | Duration of research activities expressed in months |
| xx % | (b)[[3]](#footnote-4) = xx% \* duration of Master |
| Doctorate: | Institution name and country | From | To (Date of expected Award) |
|  | DD/MM/YYYY | DD/MM/YYYY |
| Full time research experience[[4]](#footnote-5) |  | Duration of research activities expressed in months |
| (c) |
| **Other research activities counting towards the total full-time postgraduate research experience** | | | |
| Position: | Institution name and country | From | To |
|  | DD/MM/YYYY | DD/MM/YYYY |
|  | Full time research experience |  | Duration of research activities expressed in months |
| (d) |
| **Total full-time postgraduate research experience: number of months** | | | **= (b)+(c)+(d)** |

***Please make sure this data is consistent with the data inserted in part A of the proposal.***

# 5. Part B-2 Section 5 - Capacity of the Participating Organisations

List of participating organisations (one page)

Please provide a list of all participating organisations (the beneficiary and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[[5]](#footnote-6)) indicating the legal entity name, the department carrying out the work and the supervisor.

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

Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**.

Applicants should provide detailed information regarding the administrative/legal relations between the department carrying out the work as described in the below table and the entity mentioned in Part A of the proposal (i.e. linked to the given Participant Identification Code - PIC).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participating organisations** | **Legal Entity Short Name** | **Country** | **Supervisor** | **Role of partner organisation[[6]](#footnote-7)** |
| Beneficiary |  |  |  |  |
| - NAME |  |  |  |  |
| Entity with a capital or legal link |  |  |  |  |
| - NAME |  |  |  |  |
| Partner Organisation |  |  |  |  |
| - NAME |  |  |  |  |

Beneficiaries and partner organisations must complete the appropriate table below.

Complete one table (min font size: 9) of maximum one page per beneficiary and one page per partner organisation. The expert evaluators will be instructed to disregard content above this limit.

|  |  |
| --- | --- |
| 1 page for each role – choose one of:   * *beneficiary (compulsory)* * *entity with a capital or legal link to the beneficiary (optional)* * *partner organisation for GF (compulsory for GF only)* * *partner organisation for secondment (optional)* | |
| **[Full name + Legal Entity Short Name + Country]** | |
| **General description** |  |
| **Academic organisation** | (Yes / No) delete as appropriate |
| **Role and profile of key persons (supervisor)** | *(names, title, qualifications of the main supervisor)* |
| **Dept./Division / Laboratory** |  |
| **Key research facilities, Infrastructure and Equipment** | *Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher*  *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action in the following table.* |
| **Independent research premises?** | *Explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?*  *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link in the following table.* |
| **Previous and current involvement in research and training programmes** | *Indicate up to 5* ***relevant*** *EU, national or international research and training actions/projects in which the beneficiary has previously participated and/or is currently participating* |
| **Relevant publications and/or research/innovation products** | *(Max 5) Only list items (co-)produced by the supervisor* |

**6. Ethical Issues**

### Part B-2 Section 6 - Ethical Issues

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding for Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively that they are aware of, and will comply with, European and national legislation and fundamental ethical principles, including those reflected in the [Charter of Fundamental Rights of the European Union](http://www.europarl.europa.eu/charter/pdf/text_en.pdf) and the [European Convention on Human Rights and its Supplementary Protocols](http://www.echr.coe.int/Documents/Convention_ENG.pdf). Another important source is the UN Convention on the Rights of Persons with Disabilities (UN CRPD).

Main ethical principles:

- Respecting human dignity and integrity

- Ensuring honesty and transparency towards research subjects and notably getting free and informed consent (as well as assent whenever relevant)

- Protecting vulnerable persons

- Ensuring privacy and confidentiality

- Promoting justice and inclusiveness

- Minimising harm and maximising benefit

- Sharing the benefits with disadvantaged populations, especially if the research is being carried out in developing countries

- Maximising animal welfare, in particular by ensuring replacement, reduction and refinement (‘3Rs’) in animal research

- Respecting and protecting the environment and future generations

Please be aware that it is the applicants' responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

The appropriateness of the measures proposed will be assessed by ethics experts during the ethics review, which is a part of the overall evaluation procedure.

Compliance with the ethical principles and legislation is ensured by the H2020 ethics appraisal scheme (i.e. the H2020 policy on ethics issues in research), which includes all of the following:

* ethics self-assessment (done by the applicants, in their proposal)
* two-stage ethics review, with an ethics screening and, if necessary, an ethics assessment (during the evaluation procedure)
* if necessary, ethics checks, reviews and audits (during the implementation of the action and up to two years afterwards).

**The Ethics Review Procedure in Horizon 2020**

All proposals above threshold and considered for funding will be subject to an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an Ethics Issues Table (EIT) in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to complete also a more in depth Ethics Self-Assessment in Part B.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations. The Grant Agreement can only be signed if all ethics requirement have been duly addressed. The ethics review result will distinguish between ethics requirements to be addressed before Grant Agreement signature and those that can be cleared at a later stage (e.g. ethics approvals to be submitted before the start of the action task). In the latter case, a separate work package ‘Ethics Requirements’ listing the deliverables will be created automatically.

For more details, please refer to the H2020 [“How to complete your Ethics Self-Assessment”](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf) guide.

**Ethics Self-Assessment (Part B)**

The Ethics Self-Assessment must:

**1) Describe how the proposal complies with ethical principles and the applicable international, EU and national law in the country/countries where the activity raising ethical issues is to be carried out.**

For more information on how to deal with non-EU countries29 please see Article 34 of the Annotated Model Grant Agreement, as well as the rules for the protection of personal data inside and outside the EU. Please note that activities carried out in a non-EU country must comply with the laws of that country AND be allowed in at least one EU Member State. Applicants **must confirm** in this section that this condition is met.

**2) Ensure timely compliance of the proposed research with ethical principles and the applicable international, EU and national law.**

At the end of Part B2 you can add relevant documents as annexes. If they are not in English, they must be submitted together with an English summary. Please list the documents provided with their expiry date.

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date by which you will obtain the relevant approvals/authorisations and any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorisations/opinions.

Should your proposal be selected for funding, you will be required - if applicable - to confirm that, before the beginning of an activity raising an ethical issue, you have obtained:

(a) any ethics committee opinion required under national law, and

(b) any notification or authorisation for activities raising ethical issues required under national and/or European law.

*The documents must be kept on file and submitted upon request to the REA. If they are not in English, they must be submitted together with an English summary, which shows that the activities in question are covered and includes the conclusions of the committee or authority concerned (if available).*

*If you plan to request these ethics documents specifically for your proposed action, your request must contain an explicit reference to the project/action's title.*

**3) Explain in detail how you intend to address the ethical issues flagged, in particular with regard to:**

• the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);

• the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);

• processing of sensitive **personal data;**

• safeguard of the **rights** and **freedoms** of the data subjects/research participants;

• the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);

• appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;

• possible harm to the environment the research might cause (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

In order to facilitate the ethics review of the proposal, you may wish to include in this section one of the following statements (if relevant/applicable). The table below is not about declaring whether the applicants identified ethics issues or not (as done in part A). **Please fill in the table below only if you flagged the corresponding ethics issue in Part A of the proposal**. **Do not answer yes if opinions/approvals/licenses/authorisations/etc. still have to be obtained**. If applicable, please provide the licence/authorisation/etc. number and issue date.

In order to facilitate the ethics review of the proposal, please confirm (delete as appropriate):

|  |  |
| --- | --- |
| **Humans** | |
| I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file. | **Yes ¤ No ¤** |
| I confirm that opinions/approvals by ethics committees and/or competent authorities for the research with humans have been obtained, and are kept on file | **Yes ¤ No ¤** |
| **Human Cells** | |
| I confirm that confirm that authorisation has been obtained from the primary owner of cells/tissues (including references to ethics approval) and is kept on file. | **Yes ¤ No ¤** |
| **Data protection** | |
| I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research. | **Yes ¤ No ¤** |
| I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle). | **Yes ¤ No ¤** |
| In case of further processing of previously collected personal data, I confirm to have lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects. | **Yes ¤ No ¤** |
| I confirm that the data used are publicly available and can be freely used for the purpose of the project. | **Yes ¤ No ¤** |
| I confirm that the transfer(s) of personal data from the EU to a non-EU country or international organisation, is(are) in accordance with Chapter V of the General Data Protection Regulation 2016/679. | **Yes ¤ No ¤** |
| I confirm that the transfer(s) of personal data from a non-EU country to the EU (or another third state) comply(ies) with the laws of the country in which the data was collected. | **Yes ¤ No ¤** |
| I confirm that confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) are kept on file. | **Yes ¤ No ¤** |
| **Animal** | |
| I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file. | **Yes ¤ No ¤** |
| I confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and will be kept on file. | **Yes ¤ No ¤** |
| **Third country** | |
| I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States. | **Yes ¤ No ¤** |
| I confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project. | **Yes ¤ No ¤** |
| **Environmental protection and safety** | |
| I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project. | **Yes ¤ No ¤** |
| I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained and will be kept on file. | **Yes ¤ No ¤** |

**7. Letters of Commitment (GF only)**

For Global Fellowship proposals, a *letter of commitment* **of the partner organisations** (hosting the outgoing phase in a Third country) must be included in Part B-2 to ensure their real and active participation. Do not attach this letter as a separate PDF file or as an embedded file since this makes them invisible in the proposal.GF Proposals which fail to include a *letter of commitment* of the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

* heading or stamp from the institution;
* up-to-date (may not be dated prior to the call publication);
* the text must demonstrate the will to actively participate in the (identified) proposed action and the precise role.

Please note that no template for this letter is provided, only general indications.

1. More entries can be added if needed. This table is beyond the 5-page limit. [↑](#footnote-ref-2)
2. See [Definition](#Definitions) of Full-Time Equivalent Research Experience in this Guide for Applicants [↑](#footnote-ref-3)
3. Please count only time spent in months on research activities. [↑](#footnote-ref-4)
4. Please count only time spent until the IF 2017 call deadline (14/09/2017) or the end of the PhD, whichever comes first. [↑](#footnote-ref-5)
5. All partner organisations should be listed here, including secondments [↑](#footnote-ref-6)
6. For example hosting secondments, for GF hosting the outgoing phase, etc. [↑](#footnote-ref-7)