

# **START PAGE**

Marie Skłodowska-Curie Actions

**Research and Innovation Staff Exchange (RISE)**  
**Call: H2020-MSCA-RISE-2020**

PART B

“PROPOSAL ACRONYM”

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

**DOCUMENT 1 (MAX 32 PAGES)**

**START PAGE (MAX 1 page)**

**1 TABLE of CONTENTS (MAX 1 page)**

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

**2. EXCELLENCE (*starting page 3*)**

**3. IMPACT**

**4. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

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

**DOCUMENT 2 (NO OVERALL PAGE LIMIT APPLIED)**

**5. REFERENCES**

**6. CAPACITIES OF THE PARTICIPATING ORGANISATIONS**

**7. ETHICS ASPECTS**

**8. LETTERS OF COMMITMENT OF TC PARTNER ORGANISATIONS**

**END PAGE (1 page)**

**Please note that:**

- Applicants must ensure that document 1 does not exceed the total page limit of maximum 32 pages (1 start page + 1 table of contents page + 30 pages for Sections 2-4).
- No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references.

# 1. Table of Contents

**START PAGE COUNT – MAX 30 PAGES**

## 2. Excellence

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

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation action including its potential for scientific breakthroughs in relation to the "state-of-the-art". The methodology, transfer of knowledge, secondments, training, dissemination, work plan, etc. described in the rest of the proposal must relate to research and innovation objectives described in this section.*
- *Methodological approach: detail the research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, where applicable.*
- *Consideration will be made of how the proposed RISE project promotes gender equality by encouraging equal opportunities for male and female staff involved in teams and in decision making according to the policy goals in Horizon 2020 (see Box 6 of the Guide for Applicants; reference in footnote 37). Where applicable, gender aspects in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed adequately.*

**Table B1 – Work Package (WP) List<sup>1</sup>**

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)	Number of person-months involved per secondment <sup>2</sup>	Lead Beneficiary	Start Month	End month

<sup>1</sup> A work package is defined as a major subdivision of the proposed project

<sup>2</sup> The same person-month should not be declared in multiple WPs

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

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

Please develop your proposal according to the following line:

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

## **2.3 Quality of the proposed interaction between the participating organisations**

Please develop your proposal according to the following lines:

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

## **3. Impact**

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

Please develop your proposal according to the following line:

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

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

Please develop your proposal according to the following lines:

- *Describe the development and sustainability of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Describe how the project will generate knowledge transfer that will benefit the participating organisations in the long term.*
- *Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.*

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

Please develop your proposal according to the following lines:

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

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

Please develop your proposal according to the following lines:

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

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

#### **Communication**

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

#### **Dissemination and exploitation**

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated (in line with H2020 open access policy) and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

## 4. Quality and efficiency of the implementation

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

In all cases, the Beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers<sup>3</sup> and the Code of Conduct for their Recruitment<sup>4</sup>.

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

Please develop your proposal according to the following lines:

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

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

<sup>3</sup> Available at <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

<sup>4</sup> Available at [https://euraxess.ec.europa.eu/jobs/charter/code\\_of\\_conduct](https://euraxess.ec.europa.eu/jobs/charter/code_of_conduct)

**Table B2: Work Package Description**

<b>Work Package Number</b>	"X*"	<b>Start/End Month</b> <sup>5</sup>	_/_				
<b>Work Package Title</b>	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)						
<b>Lead Beneficiary</b> <sup>6</sup>							
<b>Participating organisation Short Name**</b>							
<b>Total Person Months per Participating organisation:</b>							
<b>Objectives:</b> <i>explain the main objectives of the WP (e.g. R&amp;I, Training, Transfer of Knowledge (Through secondments, After secondments /Through reintegration )</i>							
<b>Description of Work and Role of Specific Beneficiaries / Partner organisations broken down and listed into numbered tasks including the following details:</b>  <b>Task "X.1"</b> <ul style="list-style-type: none"> <li><i>Total number of Person Months allocated to secondments= " " :</i></li> <li><i>Brief description of the task in terms of relevant information concerning the specific activity/goal, the leading organisation of the task, the role(s) of the participating organisation(s), the profiles of the involved staff members, etc.</i></li> </ul> <b>Task "X.X"</b> <ul style="list-style-type: none"> <li><i>...</i></li> </ul>							
<b>Description of Deliverables:</b> <i>- provide a brief description of the planned deliverables that is consistent with the deliverables to be listed from all WPs in Table B3a</i> <i>- i.e. consider consolidating the above listed tasks into a reasonable number of concrete outcomes (scientific and/or management, training and dissemination deliverables)</i>							

\*Add a table for each work package with a number

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

<sup>5</sup> **Start/End Month** refers to months of the project not calendar months

<sup>6</sup> **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

## Deliverables List

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

**⚠ Important!** The secondments encoded in Part A should NOT be entered in this deliverable Table B3a. Moreover, note that the Grant Agreement requires yearly reporting by the consortium to follow-up implementation and to process requests for payments. Please include these reports (e.g. for a 48 month-project, year 1 and 3 progress reports) as managerial deliverables.

**Table B3a** – Deliverables list

<b>Scientific Deliverables</b>						
<b>Deliverable Number<sup>7</sup></b>	<b>Deliverable Title</b>	<b>WP No.</b>	<b>Lead Beneficiary Short Name<sup>8</sup></b>	<b>Type<sup>9</sup></b>	<b>Dissemination Level<sup>10</sup></b>	<b>Due Date<sup>11</sup></b>
<b>Management, Training, and Dissemination Deliverables</b>						
<b>Deliverable Number</b>	<b>Deliverable Title</b>	<b>WP No.</b>	<b>Lead Beneficiary Short Name<sup>12</sup></b>	<b>Type</b>	<b>Dissemination Level</b>	<b>Due Date</b>

<sup>7</sup> Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from Work Package 4.

<sup>8</sup> A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

<sup>9</sup> Please indicate the nature of the deliverable using one of the following codes:

**R** = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination

<sup>10</sup> Please indicate the dissemination level using one of the following codes:

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

**CI = Classified:** classified information as intended in [Commission Decision 2001/844/EC](#).

<sup>11</sup> Measured in months from the project start date (month 1).

<sup>12</sup> A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation



## Milestones List

**Milestones** are control points in the action that help to chart progress. Milestones may correspond to the completion of a key achievement, allowing the next phase of the work to begin. Milestone shall be encoded in Table B3b. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the consortium must decide which of several technologies to adopt for further development. In principle milestones should not be repetitions of deliverables already defined in Table B3a.

**Table B3b** – Milestones list

Number	Title	Related WPs	Lead Beneficiary <sup>13</sup>	Due Date	Means of Verification <sup>14</sup>

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

Please develop your proposal according to the following lines:

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

**Table B3c** – Risk List

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

<sup>13</sup> A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

<sup>14</sup> Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running; software released and validated by a user group; field survey complete and data quality validated.

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

Please develop your proposal according to the following lines:

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

**Table B3d – Secondments allocated to affiliated entities**

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

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

Please develop your proposal according to the following lines:

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

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

**STOP PAGE COUNT – MAX 30 PAGES**