

5. References

Add all relevant references in a standard scientific citation form.


6. Participating organisations

Note that:

- Any inter-relationship between different participating institutions or individuals (e.g. shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, family-ties, etc.) must be declared and justified in this part of the proposal.
- All information provided (including table B4) must be based on current data, not on projections; for the annual turnover, approximations are acceptable and any other additional explanations to help assess operational capacity.
- The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase.
- The absence of sufficient information in this section may be considered by the REA as a ground to disregard the participation of an organisation based on insufficient operational capacity.

Table B4 – Data for non-academic Beneficiaries

Name	Location of research premises (city/country)	Type of R&I activities	No. of full - time employees involved in the project	No. of employees in R&I	Web site	Annual turnover (approx. in Euro)

 **Important!** This table is mandatory to correctly assess the operational capacity of non-academic beneficiaries.

All organisations (whether Beneficiaries or TC Partner organisations) must complete the appropriate table below. Complete one table of maximum one page per Beneficiary and half a page per TC Partner organisation. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5 – Organisations (Beneficiaries and TC Partner organisations) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the action.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
Independent research premises?	Please 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 Beneficiaries and/or TC Partner organisations in the consortium?
Previous Involvement in Research and innovation actions	Describe relevant research/ innovation actions in which the organisation took part
Current involvement in Research and Innovation actions	Describe relevant research/ innovation actions in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

Partner organisations in TC Legal Name	
General Description	
Role and Profile of key people	As above
Key Research Facilities, Infrastructure and Equipment	As above
Do you have independent research premises?	As above
Previous Involvement in Research and innovation actions	As above
Current involvement in Research and Innovation actions	As above
Relevant publications and/or research/innovation products	Max 3

7. Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union¹⁵. 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.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review procedure.

Ethics Review is part of the overall H2020 Appraisal Scheme and Ethics Review concerns all proposals and actions including Ethics Screening and Ethics Assessment (if necessary). Under the H2020 Ethics Appraisal Scheme, Ethics Checks can be carried out during the action's implementation and for a period of up to two years afterwards.

When preparing a proposal, **it is required to conduct an Ethics Self-assessment** starting with the completion of an Ethics Issues Table (Part A). 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.

Please refer to the Ethics Self-Assessment Guidelines under Horizon 2020¹⁶.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B2 Section 7.

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law;
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities.

⚠ Important! Note that according to the revised Art. 34.2 Grant Agreement, before the beginning of an activity raising an ethical activity, the appropriate ethics committee opinions required under national law or any notification/authorisation for activities raising ethical issues required under national and/or European law must be obtained. The documents must be kept on file and be submitted upon request to the Executive Agency. If they are not in English, they must be submitted together with an English summary which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned.

¹⁵ [Charter of Fundamental Rights of the European Union, 2000/C 364/01.](#)

See also http://www.europarl.europa.eu/charter/default_en.htm

¹⁶ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

2) Explain in detail how you intend to address the issues mentioned in the ethics issues table (Part A), in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);
- Research **methodology** (e.g. protection of any personal data collected, consent procedures, involvement of children, clinical trials, etc.);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).
- Include a table explaining the task and the WP where the activities will be performed to fulfil the ethical requirements.

Make sure to follow the guidance provided in the ethics self-assessment guidance note¹⁷ when addressing the different issues raised by your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will consider this section.

⚠ Important! Please indicate which WP, deliverable, and/or task concerns the ethical issue you describe to avoid any unnecessary confusion during the Ethics Evaluation process.

¹⁷ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

8. Letters of Commitment of TC Partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC Partner organisations (see details in Annex 4 of the Guide for Applicants). The Letter of Commitment must explicitly refer to the proposal (call and acronym) as well as to motivate/explain the engagement to implement the secondments planned in the proposal. Please note that the letter must be signed by the legal representative of the concerned institution. Template provided in Annex 6 of the Guide for Applicants.

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Research and Innovation Staff Exchange (RISE)

Call: H2020-MSCA-RISE-2020

PART B

“PROPOSAL ACRONYM”