



THE SIXTH FRAMEWORK PROGRAMME

The Sixth Framework Programme covers Community activities in the field of research, technological development and demonstration (RTD) for the period 2002 to 2006

GUIDE FOR PROPOSERS

Marie Curie Actions

Human Resources and Mobility Activity

Structuring the European Research Area

Fixed deadline call for proposals

Marie Curie Research Training Networks (RTN)
Call Identifier FP6-2005-Mobility-1
Closure Date 28 September 2005 at 17:00 (Brussels local time)

Electronic submission only

MANDATORY PRE-REGISTRATION

The following different types of actions are available to fund activities in the Human Resources and Mobility (HRM) Activity. These actions are described in the brochure “A Rough Guide to the Marie Curie Actions” and on EUROPA at <http://europa.eu.int/mariecurie-actions>:

- Marie Curie Research Training Networks (RTN)
- Marie Curie Host Fellowships for Early Stage Training (EST)
- Marie Curie Host Fellowships for the Transfer of Knowledge (ToK)
- Marie Curie Conferences and Training Courses (SCF/LCF)
- Marie Curie Intra-European Fellowships (EIF)
- Marie Curie Outgoing International Fellowships (OIF)
- Marie Curie Incoming International Fellowships (IIF)
- Marie Curie Excellence Grants (EXT)
- Marie Curie Excellence Awards (EXA)
- Marie Curie Chairs (EXC)
- Marie Curie European Reintegration Grants (ERG)
- Marie Curie International Reintegration Grants (IRG)

There are Guides for Proposers for each of the Marie Curie Actions. **This version of the Guide for Proposers concerns:**

Marie Curie Research Training Networks (RTN)

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The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of action and may vary from call to call. It is entirely your responsibility to ensure you are using the correct version of the Guide for Proposers for the type of action and the call for which you are proposing, and that you register and submit your proposal to the correct call.

Key recommendations for submitting a proposal to the Human Resources and Mobility (HRM) Activity

- **Objectives:** Check that your proposed work does indeed address training and research objectives open in the current Call and as described in the current Human Resources and Mobility (HRM) Work Programme.
PROPOSALS ADDRESSING OBJECTIVES WHICH ARE NOT OPEN IN THIS CALL WILL NOT BE EVALUATED.
- **Completeness:** Proposals are submitted in two stages. At each stage a proposal must comprise a Part A, containing the administrative information on standard forms; and a Part B, containing the scientific and technical description of your proposal (as described in Annex 2). Check that your proposal contains both parts.
- **Use of correct forms:** The proposal forms for Part A and the structure of Part B vary according to the action you are applying for and may also vary from call to call.
 - Check that you have chosen the correct action for the type of work you are proposing (refer to <http://europa.eu.int/mariecurie-actions>).
 - Check on the call page that you are using the version of the Guide for Proposers and the Proposal Submission Form specific for this action and call.
- **Eligible partnership:** Confirm that you and your partners are indeed eligible for participation in this action – for some actions there are minimum requirements for the makeup of your consortium (refer to the Work Programme and the call text), and organisations must have a registered legal existence.
- **Evaluation criteria:** All proposals are evaluated according to fixed sets of criteria, depending on the type of action, which are defined in Annex “Mob-B” of the HRM Work Programme and further described in the HRM Guidance Notes for Evaluators. Be sure that your proposal clearly addresses each of the evaluation criteria used for this action. Be aware that there are threshold scores on the criteria, which must be achieved, or else the proposal fails.
- **Ethical, safety and regulatory issues:** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with specific sensitive issues. Proposals will fail if they do not respect the ethical rules for FP6.
- **Gender issues:** Clearly indicate the way in which these issues are taken into account (see Proposal Part B and Annex 4)
- **Presentation:** Proposals should be precise and concise. They should present the objectives and the expected results, how the participants intend to disseminate or exploit these results and how the project contributes to structuring the European research area. Proposals should assemble the necessary critical mass of activities, expertise and resources to achieve the proposed objectives.
- **Competition:** There will be strong competition. Therefore edit your proposal tightly, strengthen or eliminate weak points. Arrange for your draft to be evaluated by experienced colleagues, using the evaluation criteria for the type of action you are proposing, before sending it in. Then use their advice to improve it before submission.
- **Deadlines:** Call deadlines are absolutely firm and are strictly enforced. Proposals must be received by the Commission before or on the deadline as it is specified in the Call for proposals. Proposers are reminded that it is their own responsibility to ensure the timely submission of their proposal.
PROPOSALS ARRIVING AT THE COMMISSION AFTER THE DEADLINE ARE NOT ELIGIBLE FOR EVALUATION. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

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I Introduction

I.1 Structure and content of the Guide for Proposers

This Guide for Proposers contains the basic information needed to guide you in preparing a proposal.

It shows examples of the proposal forms which comprise Part A of a proposal, and gives instructions on how to write Part B. At each of the two stages of submission, both parts are required to make a complete proposal. Incomplete proposals will be ineligible and therefore will not be evaluated.

It describes the procedure for the online submission of proposals. It contains references to other documents, reports, forms and software tools that are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Marie Curie Research Training Networks (RTN)** and which you will need to consult during the preparation of your proposal are:

The brochure “The 6th Framework Programme in Brief”. This brochure gives a brief overview of FP6. It serves as a guide for navigating through the activities, funding schemes, thematic areas, types of instrument etc., allowing potential participants to better find their way through to the activity most suiting their ideas.

The current HRM Activity Work Programme. The Work Programme provides a detailed description of the Marie Curie actions, which are open for proposals, and gives an indicative timetable for future calls (“roadmap”). It also gives details on the eligibility and evaluation criteria that will be applied to proposals.

The Call for proposals (“the Call text”) as published in the Official Journal of the European Union. This will tell you the deadline for proposal submission.

Additional documents, which you should review, are:

The Guidelines on proposal evaluation and selection procedures (the “Evaluation Manual”). This document describes the general principles and the procedures, which will be used in the evaluation and selection of proposals.

The HRM Activity Guidance notes for evaluators. This describes in detail how proposals will be evaluated in the HRM actions. You may use the Guidance notes for evaluators as a checklist to ensure the quality of your proposal.

The model contract and its annexes for Marie Curie Research Training Networks. This specifies the contractual terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding.

The brochure “A Rough Guide to the Marie Curie Actions”. This brochure provides an overview of all the Marie Curie actions. It serves to rapidly orientate both individual researchers and research organisations on the types of action that might be of interest. This brochure can be downloaded from <http://europa.eu.int/mariecurie-actions>.

The “Marie Curie Research Training Networks – Handbook”. Details of what the Marie Curie Research Training Networks Action comprises and how such a project should be implemented are provided in this document (downloadable from <http://europa.eu.int/mariecurie-actions>).

All these documents, as well as additional information, may be found at: the CORDIS call page for this call (see reference in section VII) and on EUROPA at <http://europa.eu.int/mariecurie-actions>.

This Guide for Proposers does not supersede the rules and conditions laid out, in particular, in Council and Parliament Decisions relevant to the Sixth Framework Programme, the Specific Programme, the Human Resources and Mobility Work programme, the Call for proposals or the Guidelines on evaluation and selection of proposals.

1.2 Specific information for this call

PROPOSERS **MUST** TAKE NOTE OF THE FOLLOWING:

- Proposals are submitted electronically in two stages and evaluated as detailed in sections II & IV of the present Guide for Proposers.
- **Mandatory registration** of the network coordinator **ONLY** on the CORDIS call page is required before the first stage of submission.
- The outline proposals for Marie Curie Research Training network submitted in **Stage 1** will only be assessed against two criteria (i.e. the Scientific Quality of the collaborative Project and Quality of the training/transfer of knowledge activities) as described in the HRM Work Programme and the Call for proposals.
- Following the first stage of the evaluation, the proposals will be ranked in order of descending total score. Proposals failing one or more of the thresholds for the criteria established in the first stage will not be retained for the second stage of the evaluation. Out of the proposals passing the thresholds only 2 ½ times as many proposals as those likely to be selected for funding will be retained for the second stage. The number of proposals passing to the second stage will be determined on the basis of the average cost of a proposal from the previous call for this action. (All proposals with identical marks at the cut off level will pass through to the second step of evaluation).
- Only proposals retained after the first stage of the evaluation will be invited to submit a Stage 2 complete proposal which should be elaborated starting with the proposal outline submitted for Stage 1 evaluation.
- Proposals for Marie Curie Research Training network submitted in **Stage 2** will be assessed against **the full set** of evaluation criteria as described in the HRM Work Programme and the Call for proposals.

II Proposal preparation

II.1 Two stage submission as applied in the current call

Proposals for Marie Curie Research Training Networks (RTN) in the Human Resources and Mobility (HRM) Programme are submitted in two stages. In the two-stage procedure, proposers initially present their idea to the Commission as an outline proposal. The outline proposal is submitted in accordance with the instructions set out in the Call for proposals as published in the Official Journal of the European Union. Proposals must be received by the Commission by the relevant deadline of the call.

Independent experts will evaluate the submitted outline proposals of maximum 10 pages, according to two evaluation criteria as described in the HRM Work programme and Annex 2 of this document.

Only proposals retained in stage 1 will be invited to submit a stage 2 proposal. The proposals retained for submission in stage 2 should include in addition to the information already provided in the first stage, a detailed work plan, clarification on the demarcation of tasks and responsibilities among partners, management arrangements, consortium agreement, financial information etc. Stage 2 proposals will be evaluated by independent experts on the basis of the full set of evaluation criteria.

Favourable evaluation of the outline proposal does not oblige the proposers to subsequently submit a Stage 2 proposal, nor does it commit the Commission to supporting a subsequent project.

Submission of proposals in this call should be made by electronic means (see Call text).

II.2 Participants

Proposals must be presented by a minimum of three mutually-independent legal entities (organisations or individuals) established in at least three Member States or Associated States of which two must be Member or Associated candidate countries. However, it is anticipated that a network will normally consist of a larger number of participants.

The *EU Member States* are: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.

International organisations of European interest¹, and the European Commission's Joint Research Centre (JRC) are considered on the same footing as legal entities established in an EU Member state.

The *Associated States* are: Iceland, Israel, Liechtenstein, Norway, Switzerland, Bulgaria, Romania and Turkey. Of these, the latter three are also *Associated Candidate Countries*.

Organisations from Third Countries may also in some cases receive a Community financial contribution, as defined in the Rules of Participation in FP6 (see address in Section VII).²

¹ International organisations, the majority of whose members are European Union Member States or Associated States, and whose principal objective is to promote European scientific and technological co-operation

² Please note that Croatia, which is a candidate to join the European Union, is not at present an Associated Candidate Country for FP6.

II.3 Structure of a proposal

At each stage of the submission procedure, a proposal has two parts. Full details about preparing these parts are annexed to this Guide.

- **Part A** is a set of forms (see Annex 1) which collect necessary administrative information about the proposal and the proposers e.g. proposal name, proposers' names and addresses, brief description of the work, training request, etc. This information will be encoded in a structured database for further computer processing to produce statistics, evaluation reports etc., and also to support the experts and Commission during the evaluation process.
- **Part B** consists of a free text narrative of the proposed project which should describe the scientific and technical content of a proposal taking into account the criteria used for the evaluation process, the first two criteria for Stage 1 and all five criteria for Stage 2 (see Annex 2). It describes among other things the nature of the proposed work, the participants and their roles in the proposed project. It describes the reasons for carrying out the work, and the benefits which would come from it. A maximum length is specified for the different sections of part B.

Any additional material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded as will other embedded material (audio, video multimedia etc.), attached files or hyperlinks to other documents. Evaluations will be based on black-and-white printouts of the A forms and the Part B of the proposal.

II.4 Proposal language

Proposals may be submitted in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. In any event the abstract contained in Part A of the proposal must be in English.

II.5 Pre-proposal check

No facility for a pre-proposal check is provided for the current Call.

II.6 Notification of intention to submit a proposal

As part of the Electronic Proposal Submission system, proposers **MUST** register their intention to submit a proposal. Registration information is indicative only but the proposers are requested to complete as many fields as possible. The information that you provide at this stage will help the Commission to prepare for evaluation of the call. The details that you give need not be final and will not form part of your eventual outline proposal. Only the details you provide in the final proposal when you make the submission will be evaluated.

II.7 National Contact Points

In order to maintain contact with and to support organisations which are preparing proposals, the HRM Activity manages a network of National Contact Points. It is highly recommended that you inform the National Contact Point for your country of your participation in this call. See Section VII.

III Submission of proposals

Proposals for this call are invited to be submitted only as an electronic proposal via the web-based Electronic Proposal Submission System (EPSS), which is reached **via the CORDIS call page** to prepare and submit your proposal online.

Alternatively an offline version of the tool - called the EPTool (EPT) - may be downloaded to prepare a proposal offline. The user must also download special software and a set of forms appropriate to the instrument and call. Once the proposal has been prepared with the EPTool, the user returns to Electronic Proposal Submission System to submit the proposal file that he has prepared.

In both cases the tool distinguishes between the participant who is taking the lead in the preparation of the proposal (the “proposal coordinator”), and the other participants in the consortium (the “partners”).

Failure of your proposal to arrive in time for any reason, including communications delays, is not acceptable as an extenuating circumstance

III.1 Online preparation and submission

The following instructions briefly outline the principal steps for online proposal preparation and submission. A detailed “EPSS Online preparation and submission guide” is available on CORDIS (see Section VI).

The online EPSS is a Web-based system, i.e. you do not have to install special software on your computer. You only need a standard Web browser and a username and password. All the data that you upload is securely stored on a Web server, to which only the participants in the proposal have access (not even the Commission before submission), providing a common online workspace for the preparation of the proposal.

Request for username and password (by the proposal coordinator):

- Go to the CORDIS call page for the current call
- On the call page, go to the box “Prepare and submit a proposal for this call”
- Choose the action you want to apply for from the dropdown list and press “Go”. You will arrive at the EPSS start page
- Click on “Register” for **ONLINE preparation and submission**, fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation (**Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment**)³.
- The EPSS will send you by return email a username and password as proposal coordinator. They will also send a (different) username and password for your partners. In case of problems in receiving these, contact the EPSS helpdesk (reference see section VII)
- If you make an error concerning the call you have registered for, the action, or the choice between online or offline preparation, you must abandon this registration and register again
- The usernames and passwords are linked to only one proposal (for the call and for the action you have chosen). For each proposal you want to prepare you have to register again.

Using the online system (coordinator):

Once you have received your username and password, you can start building a proposal. Access to the system is again via the CORDIS call page for the current call. By entering your coordinator username and password you will now reach the EPSS main menu for your proposal. At the first login, you will be invited to reset your own password and the other partner’s password.

As a coordinator you can then:

- set up (and modify) your consortium by adding/removing partners
- complete all Part A forms
- download the document template for writing Part B of the proposal, and when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

Using the online system (partners):

The other participants in the proposal receive their partner username and password directly from the coordinator. For entering the EPSS see above. As a partner (not coordinator) they can:

- complete their own A2 form
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however only the coordinator can upload the finished version)
- view the whole proposal.

Submitting the proposal online

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal the coordinator must expressly submit it by pressing the “SUBMIT” button.** Only the coordinator is authorised to submit the proposal.

On submission, the EPSS performs an automatic validation of the proposal (e.g. confirms if all mandatory fields are completed, that there appears to be the eligible minimum number of participants etc.) and informs the coordinator of any apparent problems with the proposal. The coordinator may decide to submit the proposal even when apparent problems have been indicated by the EPSS. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

All files are also subject to a check for viruses. Files which are found to contain viruses will not be accepted, the coordinator will instead receive a message to remove the virus and to try submission again. Also files which are found subsequently to be unreadable or unprintable cannot be evaluated.

Note there is a 10 Mbyte limit to the total size of proposal file (Part A and Part B) which may be submitted. Excessively large files will not be accepted, the coordinator will instead receive a message to reduce the size of the file and try again.

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the “SUBMIT button” each time!) right up until the call closure.

For the proposal Part B you must use exclusively PDF (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Also zipped or otherwise compressed archives will not be accepted - as PDF is self-compressing there is nothing to be gained by zipping.

Only a single PDF file comprising the complete Part B can be uploaded. Unless specified in the call, any further files with annexes or additional information (company brochures, supporting documentation, reports, audio, video, multimedia etc.) will be rejected.

Using only PDF format for submission of Part B - Why?

This format of text documents is supported by the vast majority of computer platforms; it bears a minimum risk of viruses; it is self-compressing. Allowing any possible format would require that the Commission maintain an arsenal of software and even then readability could not be guaranteed in 100% of the cases. The other advantage of saving as a PDF file is that the contents are “locked” and the original formatting (margins, page breaks, etc.) will always be maintained when the file is printed.

Using only PDF format for submission of Part B- How?

The possibility of converting a text file into PDF is integrated into some word processors. In case this is not implemented in the word processor you are using, you can download special conversion software (commercial software or downloadable freeware) from the web. Conversion into PDF is the last step in preparing a document for submission; since PDF documents are then locked, they cannot be edited like normal text files.

Please note that if you have used the on-line submission procedure for the first stage, you must **also** use the on-line procedure for the second stage.

III.2 Proposal preparation and submission using the EPTool

The following instructions briefly outline the principal steps for offline proposal preparation and online submission. A detailed “Offline Electronic Proposal Tool (EPT) User Guide” is available on CORDIS (see Section VI).

Downloading the EPTool

The offline EPTool is a software programme running on your computer to create a proposal for later upload to the online EPSS. For preparing a proposal you have to download two components:

- the EPTool itself i.e. the basic software
- the package of forms and Part B template **specific to the call and action** you want to apply for.

The following steps are necessary for the proposal coordinator:

- Go to the CORDIS call page for the current call (reference see section VII)
- On the call page, go to the box “Prepare and submit a proposal for this call”
- Choose the action you want to apply for from the dropdown list and press “Go”. You will arrive at the EPSS start page
- Click on “Register” for **OFFLINE preparation and online or offline submission**
- Fill in the registration form and submit it. This form asks for a few brief details about the proposal, to assist the Commission in planning the evaluation⁴
- The EPSS will send you by return email a username and password. You will need this for subsequent online submission of the proposal. In case of problems in receiving these, contact the EPSS helpdesk (reference see section VII)
- Click on “Download EPT”, then choose one of the two options presented, depending on your computer platform, and follow the instructions for download and installation
- Go back to the EPSS start page (via the CORDIS call page) and click on “Download forms package”. You will be able to download the package (a compressed .zip file) applicable to the call and action you have chosen. You have later to remember the directory on your hard disk to which you saved the package
- If you make an error concerning the call you have registered for, the action, or the choice between online or offline preparation, you must abandon this registration and the downloaded package of forms and templates and register again
- The username and password are linked to only one proposal (for the call and for the action you have chosen). For each proposal you want to prepare you have to register again.

⁴ Please complete as many fields as possible, even if only with preliminary data - the information you give does not involve you in any commitment

Working with the EPTTool:

- Unzip the downloaded forms package to a separate directory indicating call and action
- If you have downloaded the EPTTool with the Java runtime attached, find the directory ...\\EPTTool that has been created on your hard disk during installation of the tool. In this directory you find a pdf file “EPSS-EPT-user-guide” with instructions how to use the application. Otherwise locate the EPT files you have downloaded, extract them to a directory. We recommend using the ...\\EPTTool directory.
- In the subdirectory ...EPTTool\\bin you find the file “Runme.bat” (Windows) or “runme.sh” (Unix), a batch or shell script file. Run this file to open the application, use the programme following the instructions in the “Offline Electronic Proposal Tool (EPT) User Guide”.

Online submission of a proposal created with the EPTTool

Once the proposal coordinator, with the assistance of his partners, has created and packaged a proposal with the offline tool following the instructions in the “Offline Electronic Proposal Tool (EPT) User Guide”, submission is carried out by uploading the package to the EPSS. **For this you will need the username and password which you obtained at registration.** Control for viruses and excessive file size is applied as in the case of online preparation and submission.

Software problems with the EPTTool are not considered as extenuating circumstances for call deadlines. It is therefore advisable to test the functioning of the system well in advance of the deadline, and, as for the EPSS online version, submit a first consolidated version of the proposal well in advance of the deadline (i.e. at least several days before), so that in case of technical or other problems close to the deadline there is a valid version already submitted.

Disclaimer: The offline EPTTool is a software tool to be installed and running on your own computer system. Although designed for maximum compatibility, its proper functioning, as for any software, depends on proper installation and on your computer environment and settings and therefore cannot be guaranteed. The Commission cannot be held liable for any malfunction of the EPTTool on your computer nor can it give technical assistance on problems related with your local computer environment.

Please note that if you have used the off-line submission procedure for the first stage, you must **also** use the off-line procedure for the second stage.

III.3 Errors in submitted proposals

Errors discovered in proposals submitted by the EPSS (with either online preparation in the EPSS or offline preparation using the EPTTool) can be rectified by simply submitting a corrected version. So long as the call is not yet closed, the new submission will overwrite the previous one.

Once the deadline has passed, however, we can accept no further additions, corrections or re-submissions. The last version of your proposal received before the deadline is the one which will be evaluated, and any later material will be disregarded.

III.4 Deadline for reception

Proposers are reminded that it is their own responsibility to ensure the timely submission of their proposal.

Electronically submitted proposals must be submitted to the EPSS system before the call deadline, at which time the access to the EPSS for this call will close. Proposers using online preparation should note that **submission is the point at which you have completed the upload of your proposal and have pressed the “Submit” button.** It is not the point at which you commence the upload. If you wait until too near to the close of call to commence uploading your proposal, there is a high probability you will not be able to submit in time.

The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **Do not delegate the job of submitting your proposal!**

If you have in error registered and submitted your proposal to another call which closes after this call, the Commission will not receive it until it is discovered in the download of this later call. **It will therefore be classified as ineligible because of late arrival.**

III.5 Acknowledgement of receipt

Shortly after the close of call, the Commission will dispatch an Acknowledgement of receipt letter to the proposal coordinator (the individual named as “person in charge” on the A2 form of participant no. 1). The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

Proposers who have not received an Acknowledgement of receipt by 12 working days after the call deadline should urgently contact the HRM Activity Information Desk.

The brief electronic message given by the EPSS system after submission does not constitute an official Acknowledgement of receipt.

IV Evaluation and negotiation

IV.1 Timetable of evaluation

All proposals that fulfil the eligibility criteria are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the HRM Work Programme and HRM Guidance Notes for Evaluators.

The evaluation follows a two-stage procedure (see summary timetable below).

Stage 1 Outline proposals

The evaluation of outline proposals in stage 1 will be completed in November 2005. Co-ordinators of retained proposals following stage 1 will be notified in December 2005 and will receive the Evaluation Summary Report with comments and an overall statement on passed thresholds. They will be invited to submit their stage 2 proposals by the second deadline, envisaged for February 2006.

All other proposals will receive an Evaluation Summary Report with the outcome of the evaluation including comments, marks per criteria and the overall score of their proposal. Unsuccessful proposals will subsequently receive a formal notification of the Commission Decision not to retain their proposal.

Stage 2 Full proposals

The evaluation of proposals in stage 2 is planned to take place within two months after the second deadline. After the completion of the evaluation of proposals in stage 2, the proposers, whether successful or unsuccessful, will receive an Evaluation Summary Report with the outcome of the evaluation.

Successful proposals that involve ethical issues will go through an ethical review prior to the contract negotiation. This may raise issues that may need clarification prior to or during the negotiations.

Remote evaluation

For the current call, the Commission may opt to have proposals evaluated remotely. For this, independent experts are invited to carry out the evaluation fully or partially at their home or place of work. In general, remote assessment of proposals is used for the individual reading and evaluation of proposals by individual independent experts.

The fact of using remote evaluation for any step of the overall evaluation process does not change in any way the provisions on confidentiality or conflict of interest set out in the code of conduct for independent experts. Independent experts working remotely are also required to fill in and sign the declaration on confidentiality and non-conflict of interest before beginning work.

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been selected for possible funding, contract negotiation will start through an official letter sent by the Commission in July 2006.

Negotiations apply at two levels: scientific and technological, and administrative and financial. The officials conducting these negotiations on behalf of the Commission will be working within a predetermined budget envelope for the proposal and also within the framework of any recommendations which the experts may have made concerning modifications to the work presented in the proposal.

Members of the proposal consortium may be asked to come to Brussels to facilitate the negotiation. This may involve one or more meetings which would take place from July 2006 onwards.

Proposers should familiarise themselves well before these meetings with the content of the model contract for this action, and its annexes. This contract can be downloaded from the Internet (see address in Section VII).

Before a negotiation can begin, the Commission may request certain legal and financial information on participating organisations (and in particular the Commission may ask for copies of the documents, which legally establish each organisation, which is in the consortium). All participants in the proposals should familiarise themselves at an early stage with the documentation they will need to provide if they are successful and the Coordinator must ensure on behalf of the consortium that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Form.

If the negotiation is successful, a Commission Decision approving the funding is foreseen in a timeframe starting from July 2006. The project may begin work in accordance with the provisions in the contract signed with the Commission regarding the project start date.

In the event of budget availability (due e.g. to failure of negotiations of initially selected proposals, or to negotiations concluded at a lower level of funding than originally anticipated), proposers from a short reserve list may be contacted to start negotiations.

IV.3 Submission, evaluation and negotiation summary timetable for this call

Publication of call	<i>17 June 2005</i>
Deadline for submission of stage 1 proposals	<i>28 September 2005, 17h00 Brussels local time</i>
Acknowledgement of receipt	<i>October 2005</i>
Evaluation of stage 1 proposals	<i>November 2005</i>
Evaluation Summary Reports sent to proposal coordinators; Invitation letter to successful coordinators to submit Stage 2 proposals	<i>December 2005</i>
Indicative deadline for submission of stage 2 proposals	<i>February 2006</i>
Acknowledgement of receipt	<i>February 2006</i>
Evaluation of stage 2 proposals	<i>April 2006</i>
Evaluation Summary Reports sent to proposal coordinators Invitation letter to successful coordinators to launch contract negotiations with Commission services	<i>June 2006</i> <i>July 2006</i>
Signature of first contracts	<i>From July 2006</i>

V Check list for proposers

- Have you informed your National Contact Point of your intention to submit a proposal?
- Do you have the authorisation of each member of the consortium to submit this proposal on their behalf (the Commission does not prescribe in which form the authorisations are made and will not check them; this is a matter of internal organisation of the Consortium)?
- Have you completed both a Part A and a Part B?
- Is your Part B prepared in portable document format (PDF), including no material in other formats?
- Have you printed out the PDF file of your Part B, to check that it is complete, printable and readable? **After the call closure it will not be possible to replace any sections of your proposal which are missing or unreadable**
- Is your proposal file within the size limit of 10 Mbytes?
- Have you virus-checked your PC, using up-to-date anti-virus software?
- Are you submitting to the correct call, **FP6-2005-Mobility-1** and using the correct Part A and Part B format ?⁵
- Have you pressed the **SUBMIT** button?

It is strongly advised to submit a first version of the proposal well in advance of the deadline (i.e. at least several days before), and then to continue to improve it with regular resubmissions, so that in case of technical or other problems close to the deadline there is a valid version already submitted.

In the event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by email to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS and on the Call page on the EPSS.

Such a failure is a rare and exceptional event, therefore do not assume that there will be an extension to this call. If you have difficulty in submitting your proposal, you should not assume that it is because of a problem with the Commission server, since this is rarely the case. Check whether a notice of extension has been published on the Call page on the EPSS and on CORDIS, or telephone the EPSS helpdesk.

Please note that the Commission will not extend deadlines for system failures that are not its responsibility. In all circumstances, you should aim to submit your proposal well before the deadline to have time to solve any problems.

⁵ If you have in error registered for the wrong call or instrument, discard that registration (passwords etc.) and re-register and resubmit correctly.

VI Support to proposers

VI.1 HRM Activity Information Desk

The coordinates of the HRM Activity Information Desk is:

European Commission
The HRM Activity Information Desk
Research Directorate General
SDME 3/75
B-1049 Brussels

Email: mariecurie-actions@cec.eu.int
Web: <http://europa.eu.int/mariecurie-actions>

The desk is open 09h00 - 17h00 (Brussels time), Monday to Friday.

Links to all the necessary information to prepare a proposal are available on the HRM Activity call pages (http://fp6.cordis.lu/fp6/calls_activity.cfm?ID_ACTIVITY=594)
Proposers should periodically check these for latest information

VI.2 EPSS helpdesk and user guides

This software-related technical helpdesk treats exclusively technical questions on the use of the electronic proposal submission system (EPSS):

EPSS Helpdesk

E-mail: support@epss-fp6.org
Phone: +32 2 233 37 60

EPSS and EPTool user guides are available at <http://www.cordis.lu/fp6/find-doc.htm#userguides>.

VI.3 Partner search facilities

The Commission's CORDIS server offers a number of services and information sources which may be useful in partner search for participation in this HRM Activity, as well as a list of organisations which have already expressed an interest in participating in the call (see addresses in Section VII).

VI.4 National Contact Points

The HRM Activity supports a network of National Contact Points (NCPs), which can be helpful to organisations from their country both in general advice (particularly on preparing proposals) and in finding participants from other countries. Organisations should contact the NCP of their own country for further information. It is highly recommended that the proposal coordinator informs his National Contact Point of his intention to submit a proposal at as early a stage as possible. (see CORDIS at: <http://www.cordis.lu/fp6/ncp.htm>).

VI.5 HRM Activity Information Days

The HRM Activity, EU Member States and Associated States frequently organise Information Days, where those interested in proposing may attend for a presentation of the HRM Activity and of the general Framework Programme, to obtain documentation, to ask questions and to meet potential consortium participants.

The latest information on planned Information Days is obtainable on the Internet (see address in Section VII).

VI.6 The Intellectual Property Rights Helpdesk

The IPR-Helpdesk has as its main objective to assist potential and current contractors taking part in Community funded projects on Intellectual Property Rights issues, and in particular on Community diffusion and protection rules and issues relating to IPR in international projects. Another objective is to raise awareness in the European research community on IPR issues, emphasising their European dimension.

It operates a free helpline offering a first line assistance on IPR related issues. The helpline is run in English, French, Italian, German and Spanish.

Website

<http://www.ipr-helpdesk.org>

Helpline (detailed queries)

ipr-helpdesk@ua.es

tel +34 96 590 97 18

fax +34 96 590 97 15

VI.7 ETI actions

As part of the special support for SME participation in European research activities, the Sixth Framework Programme funds a range of Economic and Technological Intelligence (ETI) projects. The goal of these projects is to facilitate the participation of SMEs in FP6 proposals. The existing ETI projects already cover most of the Priority Thematic Areas and are establishing extensive networks of SMEs, and thus they offer a unique source of information and contacts.

There is more information at:

http://sme.cordis.lu/economic/eti_projects.cfm

VI.8 Additional Financial Support from the Structural Funds (Bonus)

The “Bonus” mechanism allows eligible FP6 project partners established in Objective 1 Regions to get access to additional financial contribution from the Structural Funds. The additional financial support from the Bonus allows beneficiaries to reduce their own contribution to the project’s budget.

It has to be stressed, however, that, it is the competent Management Authority of the Structural Funds for each programme in the respective Member State which is responsible for deciding whether a specific FP6 contractor should or should not be awarded a bonus from the Structural Funds, and on the level of this award. Therefore proposers have to possess adequate resources either on their own or from third parties to carry out their tasks under the FP6 project without the bonus being taken into account. In any case this bonus cannot lead to situations where the consortium receives more funding than the eligible total claimed costs since this would lead to a profit.

More information is available at:

<http://www.cordis.lu/era/regions.htm>

VI.9 ERACAREERS - The Pan-European Researcher's Mobility Portal

On line since July 2003, (<http://europa.eu.int/eracareers>) the Portal aims to create a more favourable environment for career development opportunities for researchers in the European Research Area by providing the necessary structured information. The Portal provides access through links to a selection of international, European, national, regional and sectorial web resources covering general information about research fellowships and grants, research job opportunities published by different actors of the Research community (universities, industries, research organisations, foundations etc), practical information about administrative and legal issues when moving from one country to another, as well as up to-date information about cultural and family-related aspects (housing, schooling, day-care, language courses, etc).

The Portal also provides general information about research policies relevant to the career development of researchers in Europe. Furthermore, it offers research organisations the opportunity to put research job vacancies, and offers researchers the possibility to put their CVs on the Researcher's Mobility Databases, (the service is free of charge). Researchers also have free access through the Portal to a Europe wide customised assistance service offered by the **European Network of Mobility Centres**. These Centres will assist researchers in all matters related to their professional and daily lives, including practical information on housing, schooling, day-care or language courses.

VI.10 The European Charter for Researchers and Code of Conduct for Recruitment

The European Commission has adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. These two documents are key elements in the EU's policy to make research an attractive career, which is a vital feature of its strategy to stimulate economic and employment growth. The Charter and Code of Conduct aim at giving individual researchers the same rights and obligations wherever they may work throughout the EU. This should help counter the fact that research careers in Europe are fragmented at local, regional, national or sectoral level, and allow Europe to make the most of its scientific potential.

The European Charter for Researchers addresses the roles, responsibilities and entitlements of researchers and their employers or funding organisations. It aims at ensuring that the relationship between these parties contributes to successful performance in the generation, transfer and sharing of knowledge, and to the career development of researchers.

The Code of Conduct for the Recruitment of Researchers aims to improve recruitment, to make selection procedures fairer and more transparent and proposes different means of judging merit: Merit should not just be measured on the number of publications but on a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management and public awareness activities.

The documents may be downloaded from <http://europa.eu.int/eracareers/europeancharter>

Due to the nature of the Marie Curie Actions participants are informed that adhering to the principles of the Charter and the Code is considered to be best practice for the implementation of these actions

VII References

Potential proposers could consult the following documents:

Legal decisions

Decision on the Framework Programme	http://www.cordis.lu/fp6/decision/
Rules of Participation in FP6	http://www.cordis.lu/fp6/participationrules/
Specific Programme “Structuring the European Research Area” (includes the Human Resources and Mobility Activity)	http://www.cordis.lu/fp6/specificprogrammes/

Call page for Marie Curie Actions

Marie Curie Call announcements	http://www.cordis.lu/calls/mariecurie-actions/
Brochure “The Fp6 in Brief”	http://www.cordis.lu/fp6/inbrief/
Guides for Proposers	http://www.cordis.lu/calls/mariecurie-actions/
HRM Work Programme	http://www.cordis.lu/calls/mariecurie-actions/ and http://www.cordis.lu/fp6/workprogrammes/
Guidelines on proposal evaluation and project selection procedures (the “Evaluation Manual”)	http://www.cordis.lu/fp6/find-doc.htm#evalproc
HRM Guidance Notes for Evaluators	http://www.cordis.lu/calls/mariecurie-actions/
Organisations expressing interest in the activity	http://www.cordis.lu/calls/mariecurie-actions/
Access to Electronic Proposal Submission Service	http://www.cordis.lu/calls/mariecurie-actions/

Supporting information

CORDIS FP6 service	http://www.cordis.lu/fp6/
National Contact Points	http://www.cordis.lu/fp6/ncp.htm
Information Days and other events	http://www.cordis.lu/fp6/events/
Electronic submission: EPSS and EPTool user guides	http://www.cordis.lu/fp6/find-doc.htm#userguides
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu/
Pan-European Researcher’s Mobility Portal	http://europa.eu.int/eracareers
European Charter for Researchers and Code of Conduct for Recruitment	http://europa.eu.int/eracareers
International cooperation	http://www.cordis.lu/fp6/inco.htm
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html
Guidelines on techniques for science communications with the public	http://europa.eu.int/comm/research/science-society/science-communication/index_en.htm
ETI actions	http://sme.cordis.lu/economic/eti_projects.cfm
Structural funds	http://www.cordis.lu/era/regions.htm
European Investment Bank	http://www.eib.org/ (EIB general information)

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/modelcontracts
Contract preparation forms	http://www.cordis.lu/fp6/find-doc.htm#cpf
Model contracts	http://www.cordis.lu/fp6/find-doc.htm#modelcontracts

Marie Curie Actions on the web:

Marie Curie Actions - CORDIS	http://europa.eu.int/mariecurie-actions
Marie Curie Actions - EUROPA	http://www.cordis.lu/calls/mariecurie-actions/

Annexes

Annex 1 - Proposal Part A: forms and instructions

Annex 2.1 - Proposal Part B – Stage 1: guidelines for drafting outline proposal

Annex 2.2 - Proposal Part B – Stage 2: guidelines for drafting full proposal

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension

Annex 1 - Proposal Part A: forms and instructions

Proposals in this call must be submitted electronically, using the Commission's Electronic Proposal Submission System. The forms on the following pages are therefore for information only.

This section provides guidance on how to complete the administrative forms (A1, A2 and A4) for first-stage (“**outline**”) and second stage (“**full**”) proposals in a two-stage procedure (Note that some instructions are different between first and second stage!). These forms will be an integral part (‘Part A’) of your proposal for a **Marie Curie Research Training Network (RTN)**.

- **For Stage 1:** proposals include the complete set of forms (A1, A2, A4), but the A4 form should only be filled partially (with the overall number of ESR and ER person-months requested for the project).

- **For Stage 2:** proposals include the complete set of forms (A1, A2, A4) filled in for all the participants and with the complete details of the project.

How to complete the forms (A1, A2 & A4).

First-stage (“**outline**”) proposal:

The co-ordinator fills in the form A1, and the form A4. **At this stage, the A4 form should only be filled partially:**

Only the total Early Stage Researchers (ESR) and total Experienced Researchers (ER) person-months for the project should be indicated **using the first line only** (i.e. the line of the coordinator). All the data fields corresponding to the other participants should be filled with the value: **0** (ZERO).

All participants (including the co-ordinator) fill in one A2 form each.

Second-stage (“**full**”) proposal:

The co-ordinator fills in one form A1 and one form A4 with annual details for each participant (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the network co-ordinator).

The participants (including the co-ordinator) fill in one A2 form each.

Subcontractors are not required to fill in the A2 form and are not listed separately in the A4 form. **Note however that each subcontractor should be identified in the proposal narrative (Part B).**

Explanatory notes are attached. Please read and follow these notes carefully.

For numbers, (amount, duration, etc.), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number. Please remember to indicate the proposal short name (acronym) on all sheets of the forms (A1, A2 and A4) where indicated, as well as on every page of the part B. All costs must be given in euro (and not kilo euro) and must exclude value-added tax (VAT).

Proposal Submission Forms



EUROPEAN COMMISSION
6th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Mobility Actions
**Marie Curie Research Training Networks
(RTN)**

A1

<i>Proposal Number</i> ¹		<i>Proposal Acronym</i> ²	
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GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i> ³			
<i>Marie Curie action-code</i> ⁴	RTN	<i>Scientific Panel</i> ⁵	
<i>Total duration in months</i> ⁶		<i>Call identifier</i> ⁷	FP6-2005-Mobility-1
<i>Keyword code 1</i> ⁸			
<i>Keyword code 2</i> ⁸			
<i>Keyword code 3</i> ⁸			
<i>Free keywords</i> ⁹ (up to 200 characters)			
<i>Abstract</i> ¹⁰ (up to 2000 characters)			

Proposal Submission Forms



EUROPEAN COMMISSION

6th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Mobility Actions
Marie Curie Research Training Networks (RTN)

A2

Proposal Number ¹	Proposal Acronym ²	Participant Nr ¹¹
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INFORMATION ON THE PARTICIPANTS

Participating organisation			
Organisation legal name ¹²			
Organisation short name ¹³			
Legal address			
PO Box ¹⁴	Postal Code ¹⁴	Cedex ¹⁴	
Street name and number ¹⁴			
Town	Country ¹⁵		
Internet homepage			

Activity Type ¹⁶	HE / RES / IND / OTH	
Legal status ¹⁸	GOV/INO/JRC/PUC/PRC/EEIG ¹⁷ /PNP	
If "PRC" please specify ¹⁹		
Is the organisation a Small or Medium-Sized Enterprise (SME) according to the new definition as described in the Commission Recommendation 2003/361/EC? ²⁰		YES/NO
Name of Less-Favoured Region (if applicable) ²¹		

Are there dependencies between the organisation and (an)other participant(s) ? ²²		YES/NO
If yes, participant number	If yes, participant short name	
Character of dependence SG, CLS, CLB ²³		
If yes, participant number	If yes, participant short name	
Character of dependence SG, CLS, CLB ²³		
If yes, participant number	If yes, participant short name	
Character of dependence SG, CLS, CLB ²³		

Scientist in charge²⁴			
Name	First name(s)		
Title ²⁵	Sex ²⁶ Female(=F)/Male(=M)		
Department/Faculty/Institute/Laboratory name			
Address (if different from above)			
PO Box ¹⁴	Postal Code	Cedex ¹⁴	
Street name and number ¹⁴			
Town	Country ¹⁵		
Phone 1 ²⁷	Phone 2 ²⁷	Fax ²⁷	
e-mail			
Internet home-page			

Previously submitted similar proposals or signed contracts?²⁸		YES/NO
If yes, programme name(s) and year		
If yes, proposal or contract number(s)		

Explanatory notes

1 Proposal number

The proposal number will be assigned by the Commission on submission. Please leave the field empty.

2 Proposal Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal (including the Part B and Annexes) in order to prevent errors during its handling.

3 Proposal Title

Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

4 Marie Curie action code

Insert the abbreviation for the relevant Marie Curie action:

Marie Curie actions			Code
Host-driven actions	Marie Curie Research Training Networks		RTN
	Marie Curie Host Fellowships	Early-stage Research Training	EST
		Transfer of Knowledge	TOK
Marie Curie Conferences and Training Courses	Series of Events	SCF	
Individual-driven actions	Marie Curie Individual Fellowships	Intra-European Fellowships	EIF
		Outgoing International Fellowships	OIF
		Incoming International Fellowships	IIF
Excellence promotion and recognition	Marie Curie Excellence Grants		EXT
	Marie Curie Excellence Awards		EXA
	Marie Curie Chairs		EXC
Return and re-integration mechanisms	Marie Curie European Reintegration Grants		ERG
	Marie Curie International Reintegration Grants		IRG

5 Scientific Panel

Please choose a code from the table below indicating the main scientific area of relevance to your proposal. This information will help the Commission in the organisation of the evaluation of proposals.

Description	Code
Chemistry	CHE
Social and Human Sciences	SOC
Economic Sciences	ECO
Engineering and Information Technologies	ENG
Environment and geosciences	ENV
Life sciences	LIF
Mathematics	MAT
Physics	PHY

5.1 Sub-disciplines

To help you in selecting the most relevant panel code please find below a breakdown of each scientific area into a number of sub-disciplines:

To help you in selecting the most relevant panel code please find below a breakdown of each scientific area into a number of sub-disciplines:

CHEMISTRY (CHE)

Description
New Synthesis, Combinatorial Chemistry
Homogeneous and Heterogeneous Catalysis
Reaction Mechanisms and Dynamics
Biological, Pharmaceutical and Medicinal Chemistry
Instrumental Techniques, Analysis and Sensors
Theoretical and Computational chemistry
Surface Science and Colloids
Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
Environmental Chemistry
Other Chemistry

SOCIAL AND HUMAN SCIENCES (SOC)

Description
Law (European or Comparative National)
Political Sciences (European or Comparative National)
Sociology
Psychology (Social, Industrial, Labour, or Education)
Education and Training
Linguistics (applied to: Education, Industrial Efficiency or Social Cohesion)
Media and Mass Communication
Other Social and Human Sciences

ECONOMIC SCIENCES (ECO)

Description
Microeconomics
Macroeconomics
International Economics
Financial Sciences
Industrial Economics (incl. Technology and Innovation)
Public Sector Economics
Urban and Regional Economics (incl. Transport Economics)
Natural Resources and Environmental Economics
Labour Economics
Social Economics
Management of Enterprises (incl. Marketing)
Quantitative Methods
Research Management
Other Economic Sciences

ENGINEERING AND INFORMATION SCIENCES (ENG)

Description
Mechanical Engineering
Transport Engineering
Civil Engineering
Electrical Engineering
Electronics
Telecommunications
Automation, Computer Hardware, Robotics
Chemical Engineering
Bioengineering
Materials Engineering
Other Engineering Sciences
Signals, Speech and Image Processing
Computer Graphics, Human Computer Interaction, Multimedia
Information Systems, Software Development and Databases
Knowledge Engineering and Artificial Intelligence
Systems, Control, Modelling and Neural Networks
Parallel and Distributed Computing, Computer Architecture
Other Information sciences

ENVIRONMENT AND GEOSCIENCES (ENV)

Description
Pollution, Waste Disposal and Ecotoxicology
Ecology and Evolution (incl. Population Biology)
Biodiversity and Conservation
Agriculture, Agroindustry and Forestry
Fisheries and Aquaculture
Environmental Engineering and Geotechnics
Natural Resources Exploration and Exploitation
Soil and Water Processes
Stratigraphy, Sedimentary Processes and Palaeontology
Geophysics, Tectonics, Seismology and Volcanology
Geochemistry and Mineral Sciences
Marine Sciences
Climatology, Climate Change, Meteorology and Atmospheric Processes
Physical Geography, Earth Observation and Remote Sensing
Other Environment and Geosciences

LIFE SCIENCES (LIF)

Description
Macromolecular Structures and Molecular Biophysics
Metabolism of Cellular Macromolecules
Biological Membranes
Enzymology
Bioenergetics
Metabolic Regulation and Signal Transduction
Genomics and General Genetics
Computational Biology and Bioinformatics
Genetic Engineering
Developmental Biology
Physiology
Cell Biology
Microbiology and Parasitology
Virology
Immunology
Cancer Research
Pharmacology and Toxicology
Neurosciences (incl. Psychiatry and Clinical Psychology)
Biomedicine, Public Health and Epidemiology
Medical Pathology
Other Life Sciences

MATHEMATICS (MAT)

Description
Algorithms and Complexity
Statistics and Probability
Algebra and Number Theory
Geometry and Topology
Analysis and Partial Differential Equations
Applied Mathematics and Mathematical Physics
Discrete Mathematics and Computational Mathematics
Logic and Semantics
Other Mathematics

PHYSICS (PHY)

Description
Elementary Particles and Fields
Nuclear Physics
Atomic and Molecular Physics
Optics and Electromagnetism
Fluids and Gases
Plasmas and Electric Discharges
Statistical Physics and Thermodynamics
Astronomy, Astrophysics and Cosmology
Condensed Matter- Mechanical and Thermal Properties
Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
Condensed Matter- Optical and Dielectric Properties
Surface Physics
Physics of Superconductors
Physical Chemistry, Soft Matter and Polymer Physics
Biophysics and Medical Physics
Non Linear Dynamics and Chaos Theory
Other Physics

6 Total duration in months

Indicate the estimated duration of the project in full months.

7 Call Identifier

The call identifier is the reference number given in the call you are addressing, as indicated in the publication of the call in the Official Journal.

8 Keyword codes from thesaurus

Choose maximum 3 codes for keywords characterising your project from the hierarchical list available at <http://www.cordis.lu/fp6/keywords>.

9 Free keywords

In addition to the keywords from the hierarchical thesaurus, you have the possibility to freely choose additional words characterising your project (maximum 100 characters including spaces, commas etc.).

10 Abstract

You should not use more than 2,000 characters. The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the objectives of the Specific Programme and the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise. Please use plain typed text, avoiding formulae and other special characters. Even if the rest of the proposal is written in a language other than English, the proposal abstract should be written in English.

11 Participant number

Allocate a number to each of the participants in the proposal.

A participant is defined in Article 2.7 of the applicable Regulation on the rules for participation and would be a signatory to the contract with the Commission for the purpose of the proposed project, contrary to a partner institution.

In an RTN proposal the co-ordinator is always number one.

12 Organisation legal name

This is the official name of the participant organisation. If applicable, name under which the participant is registered in the official trade registers.

13 Organisation short name

The short name chosen by the participant for this proposal. This should normally not be more than 20 characters and the same should be used for the participant in all documents relating to the proposal.

14 Address data

Fill in only the fields forming your complete postal address (e.g. if the P.O.Box is sufficient, you do not have to give a street name). If your address is specified by an indicator of location other than a street name and number, please insert this instead.

15 Country

Insert the name of the country as commonly used.

16 Activity Type

Please choose among the four codes below, the one which you consider to be most appropriate to your organisation, according to the following explanations:

CODE		
HE	Higher Education	organisations only or mainly established for higher education/training, e. g. universities, colleges
RES	Research	organisations only or mainly established for carrying out research activities
IND	Industry	industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance
OTH	Others	Organisations not fitting in one of the above categories

17 European Economic Interest Group (EEIG)

If the organisation is a European Economic Interest Group you have to add a sheet to part B of the proposal listing the members of the group (legal names, addresses, dependencies). This is necessary to verify if the proposal meets the eligibility criterion of minimum partnership composition.

18 Legal status

Please insert only one abbreviation from the list below, according to the following explanations:

GOV: Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);

INO: International Organisation (i. e. an international organisation established by national governments);

JRC: Joint Research Centre (i. e. the Joint Research Centre of the European Commission);

PUC: Public Commercial Organisation (i. e. commercial organisation established and owned by a public authority);

PRC: Private Commercial Organisation including Consultant (i. e. any commercial organisations owned by individuals either directly or by shares);

EEIG: European Economic Interest Group⁰;

PNP: Private Organisation, Non Profit (i. e. any privately owned non-profit organisation).

19 Legal Status: If 'PRC', Specify

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, LTD, GmbH, independent person etc.).

20 Small or Medium Sized Enterprise (SME)

A new definition of SME entered into force on 1 January 2005. According to this, an SME (Micro, Small or Medium-sized Enterprise) is an enterprise which:

- has fewer than 250 employees,
- has an annual turnover not exceeding 50 million euro,
and/or
- an annual balance-sheet total not exceeding 43 million euro.

Please be aware that according to the new SME definition, you may have to take into account possible relationships with other enterprises when calculating the data for your enterprise.

For further information please consult the SME definition (Commission Recommendation 2003/361/EC of 6 May 2003), in particular Articles 1-6 of the Annex on http://europa.eu.int/comm/enterprise/enterprise_policy/sme_definition/index_en.htm

If the above conditions apply to the organisation insert **YES**, else **NO**.

21 Less-favoured regions

For the purposes of the Marie Curie Actions, the less-favoured regions correspond to **the Objective 1 regions¹** defined by the Community. These regions are currently:

OBJECTIVE 1 REGIONS²

Austria	Burgenland
Czech Republic	Střední Čechy, Jihozápad, Severozápad, Severovýchod, Jihovýchod, Střední Morava, Moravskoslezsko
Estonia	Eesti
Finland	Itä-Suomi, Väli-Suomi, Pohjois-Suomi
France	Guadeloupe, Martinique, Guyane, Réunion
Germany	Brandenburg, Mecklenburg-Vorpommern, Chemnitz, Dresden, Leipzig, Dessau, Halle, Magdeburg, Thüringen
Greece	Anatoliki Makedonia, Thraki, Kentriki Makedonia, Dytiki Makedonia, Thessalia, Ipiros, Ionia Nisia, Dytiki Ellada, Sterea Ellada, Peloponnisos, Attiki, Vorio Aigaio, Notio Aigaio, Kriti
Hungary	Közép-Magyarország, Közép-Dunántúl, Nyugat-Dunántúl, Dél-Dunántúl, Észak-Magyarország, Észak-Alföld, Dél-Alföld

Ireland	Border Midlands and Western
Italy	Basilicata, Calabria, Campania, Puglia, Sardegna, Sicilia
Latvia	Latvija
Lithuania	Lietuva
Malta	Malta
Poland	Dolnośląskie, Kujawsko-Pomorskie, Lubelskie, Lubuskie, Łódzkie, Małopolskie, Mazowieckie, Opolskie, Podkarpackie, Podlaskie, Pomorskie, Śląskie, Świętokrzyskie, Warmińsko-Mazurskie, Wielkopolskie, Zachodniopomorskie
Portugal	Norte, Centro, Alentejo, Algarve, Açores, Madeira
Slovakia	Západné Slovensko, Stredné Slovensko, Východné Slovensko
Slovenia	Slovenija
Spain	Andalucía, Asturias, Castilla-Léon, Castilla-La Mancha, Ceuta y Melilla, Comunidad Valenciana, Extremadura, Galicia, Islas Canarias, Murcia
Sweden	Norra Mellansverige, Mellersta Norrland, Övre Norrland
The United Kingdom	South Yorkshire, West Wales and The Valleys, Cornwall and Isles of Scilly, Merseyside

Notes:

1. With the enlargement of the EU the Commission has amended the list of regions covered by Objective 1 of the Structural Funds for the period 2000 to 2006. For the ten new Member States the list is valid from 1 May 2004 until 31 December 2006.
2. Objective 1 regions in Council Regulation (EC) No. 1260/1999, OJ n°L 194/42, p. 53, 27.07.99, Annex 1 + OJ n°L 236, p. 662, 23.09.2003.

22 Dependencies between participants

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity, **or**
- A legal entity directly or indirectly controls another legal entity, **or**
- A legal entity is directly or indirectly controlled by another legal entity.

Control:

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

23 Character of dependence

Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:

- **SG:** Same group: if your organisation and the other participant are controlled by the same third party

- **CLS:** Controls: if your organisation controls the other participant
- **CLB:** Controlled by: if your organisation is controlled by the other participant

24 Scientist in charge

Please insert in this section the data of the main scientist in charge of the proposal for the participant. For participant number 1, this will be the person the Commission will contact concerning this proposal (e.g. for additional information, sending of evaluation results, convocation to negotiations).

25 Title

Please choose one of the following: **Prof., Dr., Mr., Ms.**

26 Sex

This information is required for statistical purposes. Please indicate with an **F** for female or an **M** for male as appropriate.

27 Phone and fax numbers

Please insert the full numbers including country and city/area code. Example +32-2-2991111.

28 Previously submitted similar proposals or signed contracts

If the participant has submitted or is in the process of submitting the same or a similar proposal for funding under RTD Framework Programmes and/or has any contract(s) under such programmes, insert **YES**, else insert **NO**. If yes, give the programme name, year of submission and proposal/contract number(s).

In case of participants being involved in multiple proposal submissions for the same action or for other actions open at the same time, their capacity to participate in those proposals simultaneously (in terms of research staff, infrastructure and management) should be clearly demonstrated in part B of the proposal.

29 Early-stage Researchers

Means researchers who have at the time of the appointment no more than 4 years (full-time equivalent) research experience since obtaining the diploma which gives them direct access to doctoral studies in the country in which the diploma was obtained and who do not have a doctoral degree.

In the first stage of submitting an RTN proposal only the overall number of fellow months for the project should be indicated in the line of the coordinator. Only if the proposal is selected for the second stage will it be necessary to provide the full breakdown by year and by participant.

30 Experienced Researchers (4-10 years)

Means researchers who have at the time of the appointment a doctoral degree or a (full-time equivalent) research experience of 4-10 years since obtaining the diploma which gives them direct access to doctoral studies in the country in which the diploma was obtained.

In the first stage of submitting an RTN proposal only the overall number of fellow months for the project should be indicated in the line of the coordinator. Only if the proposal is selected for the second stage will it be necessary to provide the full breakdown by year and by participant.

31 (Sub-) Total

To be used at Stage 2 submission only.

32 Total

In the **first stage** of submitting an RTN proposal only the overall number of ESR and ER person-months for the project should be indicated in the line of the coordinator (line 1). Because the “Total “box is a computed field that will appear only after you have saved the form, you are requested to enter for “Year 1” to “Year 4” either a value or zero. Also you are requested to fill in fields for both ESR **and** ER before you can save the form. For all the other participants you are requested to fill each box with **0** (zero). Only if the proposal is selected for the **second stage** will it be necessary to provide the full breakdown between partners and for each year

Annex 2.1 - Proposal Part B – Stage 1: guidelines for drafting outline proposal

Part B differs from Stages 1 to 2: Make sure that you use the right structure to prepare your proposal for each of the two stages.

This annex gives **guidelines for drafting the outline Part B for Stage 1 proposals** for Marie Curie Research Training Networks. Guidelines for the Stage 2 full proposal are provided in Annex 2.2.

The templates for the two stages are downloadable from the EPSS.

The information contained in the proposal description will be used by the independent experts to undertake their assessment. We would therefore advise you to address each point fully and consult the HRM Work Programme and the HRM Guidance Notes for Evaluators for more detailed information concerning the evaluation criteria.

The outline Part B submitted in stage 1 should not be longer than 10 pages (the narrative including citations, tables, figures and charts) in addition to the table of contents and the standard start & end pages. The document should be written in Times New Roman font size 12 (or equivalent), with single line spacing (spacing before: 6 pt; spacing after: 0 pt), top margin set to 2.5 cm and left, right and bottom margins set to 2 cm.

In order to ensure equal treatment of all proposers as well as a smooth evaluation process, you are strongly recommended to respect these formatting guidelines.

All proposals should respect the maximum number of pages for the stage 1 outline Part B.

The Commission services reserve the right to disregard parts of a proposal that clearly exceed the maximum lengths specified.

Ensure that your Part B carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. The numbering format “Part B - Page X of Y” should be used.

In addition to the detailed technical information provided in the Part B, the proposal must also contain a Part A, containing basic information. Examples of the forms for Part A are provided in Annex 1 to this Guide. Incomplete proposals are not eligible and will not be evaluated.

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HUMAN RESOURCES AND MOBILITY (HRM)
ACTIVITY

MARIE CURIE ACTIONS
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(RTN)

Call: FP6-2005-Mobility-1

PART B

STAGE 1 – OUTLINE PROPOSAL

“PROPOSAL ACRONYM”

Table of Contents for the Outline Proposal

B OUTLINE PROPOSAL (Maximum 10 A4 pages)

For Stage 1 of the evaluation process, expert evaluators will be asked to review the first two criteria (see Mob-B of the Work Programme) when evaluating the proposals.

You should ensure, therefore, that your proposal addresses all these issues.

Provide, as free text, a description of the proposed network project, taking into account the elements of the two criteria presented below.

CRITERION 1: SCIENTIFIC QUALITY OF THE COLLABORATIVE PROJECT

For Stage 1 this criterion has a weight of 50 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Are the S&T objectives well specified including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia cooperation and/or overcoming fragmentation?
- Is the joint collaborative research project of high scientific quality, realistic and well described?
- Is the research methodology appropriate?
- Is the project original and innovative?
- Does the project demonstrate sound knowledge of the state-of-the-art?

Complementary note: In view of the above listed criteria the narrative should clearly show the reasons for carrying out further research in the selected topic and explain if major breakthroughs could be anticipated.

Please describe any novel concepts, approaches or methods that will be employed and explain why these are likely to succeed.

CRITERION 2: TRAINING AND/OR TRANSFER OF KNOWLEDGE (ToK) ACTIVITIES

For Stage 1 this criterion has a weight of 50 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Is the training/ToK programme precisely described, well articulated and consistent with the collaborative research project?
- Does the training/ToK programme address important and timely training/ToK needs (including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia cooperation and/or overcoming fragmentation)?
- Is it adapted to the targeted researchers (ESR/ER)?
- Does it combine local and network-wide training/ToK activities?
- Does it bring benefit to the researcher in terms of acquisition of relevant complementary skills (e.g. management, communication, IPR, ethics, etc.)?

Complementary note: The description of the training programme should precisely state how you intend to exploit the network’s potential to add value to the training of the researchers over and above that which could be provided within a single research organisation and national context.

The training measures should emphasise the nature of the project.

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PART B

STAGE 1 – OUTLINE PROPOSAL

“PROPOSAL ACRONYM”

Annex 2.2 - Proposal Part B – Stage 2: guidelines for drafting full proposal

Part B differs from Stage 1 to 2: Make sure that you use the right structure to prepare your proposal for each of the two stages.

This annex gives **guidelines for drafting the Part B “Full Proposal Description” for Stage 2 proposals** for Marie Curie Research Training Networks.

The template is downloadable from the EPSS.

Proposals for Marie Curie Research Training Networks submitted in stage 2 will be assessed against the full **set of evaluation criteria**. Please consult the HRM Work Programme and Guide for Evaluators for more detailed information concerning these criteria.

When preparing the proposal narrative, please note that the information contained in this proposal description will be used by a multidisciplinary panel of independent experts with the relevant expertise to undertake their assessment according to the full set of five criteria. We would therefore advise you to address each point fully and consult the HRM Work Programme and Guide for Evaluators for more detailed information concerning the evaluation criteria.

Part B submitted in stage 2 should not be longer than 45 pages (the narrative including citations, tables, figures and charts) in addition to the table of contents and a standard start & end page. The document should be written in Times New Roman font size 12 (or equivalent), with single line spacing (spacing before: 6 pt; spacing after: 0 pt), top margin set to 2.5 cm and left, right and bottom margins set to 2 cm.

In order to ensure equal treatment of all proposers as well as a smooth evaluation process, you are strongly recommended to respect these formatting guidelines.

All proposals should respect the maximum number of pages for the stage 2 full Part B.

Ensure that your Part B carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. The numbering format “Part B - Page X of Y” should be used.

In addition to the detailed technical information provided in the Part B, the proposal must also contain a Part A, containing basic information. Examples of the forms for Part A are provided in Annex 1 to this Guide. Incomplete proposals are not eligible and will not be evaluated.

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PART B

STAGE 2 – FULL PROPOSAL

“PROPOSAL ACRONYM”

Table of Contents for Full Proposal

Instructions for preparing Part B STAGE 2 “Proposal Description” for Marie Curie Research Training Networks (RTN)

Referring to Mob-B of the Work Programme and when evaluating proposals expert evaluators will be asked to review how well the proposal meets the five criteria meaning that the first two criteria will be re-evaluated taking into account the more elaborated narrative for the project.

For the second stage of the submission process, you are also requested to provide some indicative financial information as well as information relative to previous proposals and/or contracts and if applicable information regarding ethical issues and gender dimension of the project.

You should ensure, therefore, that your proposal addresses all these issues.

Starting from the narrative submitted for the first stage (which was evaluated on the basis of the two first criteria), provide, as free text, a more detailed description of the project, taking now into account the elements of all five criteria presented below.

A multidisciplinary panel of independent experts with the relevant expertise will review and evaluate the submitted proposals according to a set of criteria defined below. For each criterion suggested questions that the reviewer will consider in the evaluation of each proposal are provided as an aid for the preparation of the proposal description.

When preparing the proposal narrative, particular attention should be paid to elements that will support the full set of criteria to be used for the evaluation by the independent experts. Make sure that expert evaluators are properly guided where to find information pertaining to each criterion. Each proposal is expected to incorporate the following considerations for which a brief description is provided in the following pages:

CRITERION 1: SCIENTIFIC QUALITY OF THE COLLABORATIVE PROJECT

For Stage 2 this criterion has a weight of 15 % of the overall score.

As for Stage 1, in assessing the proposal experts will be asked to review this criterion on the following basis:

- Are the S&T objectives well specified including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia cooperation and/or overcoming fragmentation?
- Is the joint collaborative research project of high scientific quality, realistic and well described?
- Is the research methodology appropriate?
- Is the project original and innovative?
- Does the project demonstrate sound knowledge of the state-of-the-art?

Complementary note: In view of the above listed criteria the narrative should clearly show the reasons for carrying out further research in the selected topic and explain if major breakthroughs could be anticipated.

Please describe any novel concepts, approaches or methods that will be employed and explain why these are likely to succeed.

CRITERION 2: TRAINING AND/OR TRANSFER OF KNOWLEDGE (ToK) ACTIVITIES

For Stage 2 this criterion has a weight of 20 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Is the training/ToK programme precisely described, well articulated and consistent with the collaborative research project?

- Does the training/ToK programme address important and timely training/ToK needs (including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia cooperation and/or overcoming fragmentation)?
- Is it adapted to the targeted researchers (ESR/ER)?
- Does it combine local and network-wide training/ToK activities?
- Does it bring benefit to the researcher in terms of acquisition of relevant complementary skills (e.g. management, communication, IPR, ethics, etc.)?

Complementary note: The description of the training programme should precisely state how you intend to exploit the network’s potential to add value to the training of the researchers over and above that which could be provided within a single research organisation and national context. The training measures should emphasise the nature of the project.

CRITERION 3: QUALITY/CAPACITY OF THE NETWORK PARTNERSHIP

For Stage 2 this criterion has a weight of 15 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Has the network, collectively the necessary expertise, facilities, and infrastructures to achieve the project scientific objectives and if the tasks distribution and the schedule are well thought out?
- Have the partners the capacity to provide high quality training and tutoring to the requested ESRs.
- Are the complementarities and the synergies among partners in terms of research and training well exploited?
- Have the partners the experience with ToK and international research collaboration in the area of the project?
- Is the size of the network in relation to the research/ training/ ToK objectives?
- If applicable, how essential is third country participation in order to achieve the project’s objectives?

Complementary note: Please explain how, in practical terms, the research teams will collaborate, and complement each other, stating for each team its specific role in the project.

Each team should supply a list of the key scientific staff who will be involved in the research and note, for each person, their individual expertise and the foreseen extent of their involvement (in percentage of full time employment).

List the three most significant recent publications for each of the teams in the network.

If one or more of the network teams is based outside of the EU Member states, Associated Candidate Countries and Associated states, explain in terms of the project’s objectives why their involvement is required for the implementation of the project.

CRITERION 4: MANAGEMENT AND FEASIBILITY

For Stage 2 this criterion has a weight of 15 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Are there detailed and appropriate plans (using charts if convenient) for the overall management of the collaborative project (demarcation of responsibilities, delegation or distribution of tasks, rules for decision making, fair participation of all teams ...)?
- Is there a clear recruitment strategy based on competitive international recruitment and incorporating an equal opportunity policy?
- Is there provision for effective networking, dissemination of best practice among partners?

- Is there a strategy for dissemination of results during and after completion of the project?

Complementary note: Please outline the financial management strategy of the network, in particular how the Community financial contribution towards management-related expenses will be used. Any relevant project management experience of the participants should be described.

Because of the specificity of this call your narrative should describe the approach to be taken regarding any intellectual property that may arise from the research project of the network (background information on such issues can be found at <http://www.ipr-helpdesk.org>)

CRITERION 5: ADDED VALUE TO THE COMMUNITY AND RELEVANCE TO THE OBJECTIVES OF THE ACTIVITY

For Stage 2 this criterion has a weight of 35 % of the overall score.

In assessing the proposal experts will be asked to review this criterion on the following basis:

- Is the proposed project relevant to one or more of the three specific objectives of the action as specified in section 2.3.1.1 of the work programme?
- What is the anticipated impact of the proposed research, training / ToK programme on the career development of the recruited researchers as well as on the partner organisations’ capabilities in these domains and in fostering longer term collaborations among them?
- To which extent are the other objectives of European policies and actions are met? (e.g. structuring the European Research Area, attractiveness of science, European competitiveness, promoting women in science, cohesion and regional policy)
- To which extent does the proposal integrates research partners from Less Favoured Regions, New Member States and Associated Candidate Countries?

Complementary note: To address the above evaluation criteria please describe carefully why there is a special interest or need at the European level to promote research and training in the particular area and to which extent the project will increase the attractiveness of Europe for researchers and European competitiveness. Furthermore, please.

Outline the expectation of the network project in terms of fostering long-term durable intersectorial or inter/multi-disciplinary collaborations and /or how it will overcome fragmentation issues.

INDICATIVE FINANCIAL INFORMATION

To calculate the budget for Marie Curie Research Training Networks, it is important to note that the expenses associated with the appointment of early-stage and experienced researchers are determined by the Commission services on the basis of the amount of training to be provided. At least 65% of the overall network budget must be devoted to these expenses (refer to the Human Resources and Mobility Work Programme for detailed information on the method of calculation).

Outline, using the table shown below, approximately how the planned expenses for other activities (i.e. those not related to the appointment of early-stage and experienced researchers) will be allocated among the teams. Ensure that the network team numbering and acronyms are consistent with those used in Part A of the proposal forms. Check also that the values provided are within the financial envelope defined by the 65% rule described above and make provision for indirect costs (overheads) of 10% of the direct expenses (i.e. excluding subcontracting expenses), if applicable. Please note that Management activities are not considered as direct expenses.

Under “Contribution to the research/ training / transfer of knowledge expenses”, the network should distinguish between expenses related to the participation of researchers not appointed by the network in networking and transfer of knowledge activities e.g. network meetings, conferences, secondments (column A) and expenses related to the organisation and implementation of the project e.g. research/training

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expenses, exchange of information/materials, publication of vacant positions, web site development and subcontracts (column B).

Note that “Other types of eligible expenses/specific conditions” (column D) includes the possible procurement of durable equipment for a network team. If this is foreseen, justify the amount to be spent and the equipment to be purchased. It should be demonstrated that such equipment is essential to achieve the project objectives.

Indicative financial information on the network project (excluding expenses related to the recruitment of early-stage and experienced researchers)				
Network Team No.	Contribution to the research/ training / transfer of knowledge expenses (Euro)		Management activities (including audit certification) (Euro)	Other types of expenses / specific conditions (Euro)
	(A)	(B)	(C)	(D)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Totals				

In exceptional cases, funding may be possible for teams located outside of the EU Member and Associated States if it is **essential for achieving the objectives of the project**, i.e. if the contribution of the network team cannot be provided by any other means and the project **cannot be carried out** without that team. Provide information on any funding request for such teams in the table above and justify the request accordingly.

PREVIOUS PROPOSALS AND CONTRACTS

If the present proposal is based on a network already financed in the frame of the FP4 Training and Mobility of Researchers, FP5 Improving Human Potential or FP6 Human Resources and Mobility programmes, please provide the following information: (a) network acronym; (b) contract number and (c) contract period from (DD/MM/YYYY) to (DD/MM/YYYY).

If the present proposal is a resubmission of the same or a similar network proposal previously rejected under the FP5 Improving Human Potential or FP6 Human Resources and Mobility programmes, please provide the following information: (a) proposal number and (b) the main differences of the new proposal (approx. 1000 characters).

Please provide details of any other known sources of community support currently provided or expected to be provided for training and transfer of knowledge within the same or similar fields. This must include details of similar or overlapping support provided from within the European Communities educational programmes, EURATOM programmes, or thematic priorities within the Framework programme or any other form of European Community support.

OTHER ISSUES

If there ethical or safety issues associated with the subject of the proposal, show they have been adequately taken into account - indicate which national and international regulations are applicable and explain how they will be respected. Explore potential ethical aspects of the implementation of project results. Are there other EC-policy related issues, and are they taken into account? Demonstrate a readiness to engage with actors beyond the research to help spread awareness and knowledge and to explore the wider societal implications of the proposed work; if relevant set out synergies with education at all levels.

Where appropriate, clear plans for the management of intellectual property rights and confidentiality should be stated.

ETHICAL ISSUES CHECKLIST

Table A. Proposers are requested to fill in the following table

Does your proposed research raise sensitive ethical questions related to:	YES	NO
• Human beings		
• Human biological samples		
• Personal data (whether identified by name or not)		
• Genetic information		
• Animals		

*If you answer “YES” to any of the above, please include in your proposal section B7 the more detailed version of Table A (“Crucial information”) obtained from:
http://europa.eu.int/comm/research/science-society/ethics/rules_en.html
 and also incorporate in section B.7 and in other appropriate parts of your proposal comments corresponding to the detailed instructions given in sections C-D at the above address*

Table B. Proposers are requested to confirm that the proposed research does not involve:

- Research activity aimed at human cloning for reproductive purposes,
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹
- Research activity intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

Confirmation : the proposed research involves none of the issues listed in Table B	YES	NO

Further information on ethics requirements and rules are given at the science and ethics website at http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html

¹ Research relating to cancer treatment of the gonads can be financed

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HUMAN RESOURCES AND MOBILITY (HRM)
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(RTN)

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PART B

STAGE 2 – FULL PROPOSAL

“PROPOSAL ACRONYM”

Annex 3 – Ethical rules for FP6 projects

National legislation

Participants in FP6 projects must conform to current legislation and regulations in the countries where the research will be carried out. Where required by national legislation or rules, participants must seek the approval of the relevant ethics committees prior to the start of the RTD activities that raise ethical issues.

EU legislation

Participants must conform to relevant EU legislation such as:

- The Charter of Fundamental Rights of the EU
- Directive 2001/20/EC of the European Parliament and of the Council of 4 April 2001 on the approximation of the laws, regulations and administrative provisions of the Member States relating to the implementation of good clinical practice in the conduct of clinical trials on medicinal products for human use
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data
- Council Directive 83/570/EEC of 26 October 1983 amending Directives 65/65/EEC, 75/318/EEC and 75/319/EEC on the approximation laid down by law, regulation or administrative action relating to proprietary medicinal products
- Directive 98/44/EC of the European Parliament and of the Council of 6 July 1998 on the legal protection of biotechnological inventions
- Directive 90/219/EEC of 23 April 1990 on the contained use of genetically modified micro-organisms
- Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC

International conventions and declarations

Participants should respect the following international conventions and declarations:

- Helsinki Declaration in its latest version
- Convention of the Council of Europe on Human Rights and Biomedicine signed in Oviedo on 4 April 1997, and the Additional Protocol on the Prohibition of Cloning Human Beings signed in Paris on 12 January 1998
- UN Convention on the Rights of the Child
- Universal Declaration on the human genome and human rights adopted by UNESCO

Opinions of the European Group on Ethics

Participants should take into account to the opinions of the European Group of Advisers on the Ethical Implications of Biotechnology (1991 –1997) and the opinions of the European Group on Ethics in Science and New technologies (as from 1998).

Protection of Animals

In accordance with the Amsterdam protocol on animal protection and welfare, animal experiments must be replaced with alternatives wherever possible. Suffering by animals must be avoided or kept to a minimum. This particularly applies (pursuant to Directive 86/609/EEC) to animal experiments involving species which are closest to human beings. Altering the genetic heritage of animals and cloning of animals may be considered only if the aims are ethically justified and the conditions are such that the animals' welfare is guaranteed and the principles of biodiversity are respected.

Ethical review at EU level

An ethical review will be implemented systematically by the Commission for proposals dealing with ethically sensitive issues, in particular proposals involving the use of human embryonic stem cells in culture. In specific cases, further ethical reviews may take place during the implementation of a project.

Fields of research which are excluded from the programme

Certain fields of research are excluded:

- Research activity aiming at human cloning for reproductive purposes;
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable¹;
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

Further information on ethics requirements and rules are given at the science and ethics website at: http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html.

¹ Research relating to cancer treatment of the gonads can be financed.

Annex 4 - Integrating the gender dimension in FP6 projects

The European policy of equal opportunities between women and men is enshrined in the Treaty on European Union. Articles 2 and 3 establish equality between women and men as a specific task of the Community, as well as a horizontal objective affecting all Community tasks. The Treaty seeks not only to eliminate inequalities, but also to promote equality. The Commission has adopted a gender mainstreaming strategy by which each policy area, including that of research, must contribute to promoting gender equality.

The Commission recognises a threefold relationship between women and research, and has articulated its action around the following:

- women's participation in research must be encouraged both as scientists/technologists and within the evaluation, consultation and implementation processes,
- research must address women's needs, as much as men's needs,
- research must be carried out to contribute to an enhanced understanding of gender issues.

Promoting women does not mean treating them in the same way as men. Men's characteristics, situations and needs are often taken as the norm, and – to have the same opportunities - women are expected to behave like them. Ensuring gender equality means giving equal consideration to the life patterns, needs and interests of both women and men. Gender mainstreaming thus includes also changing the working culture.

We need to go a step further by questioning systematically whether, and in what sense, sex and gender are relevant in the objectives and in the methodology of projects. Many science and research projects include humans as subjects. There is no such thing as a universally neutral person. Because sex and gender differences are fundamental organising features of life and society, recognising these differences has important implications in scientific knowledge.

- Gender differences are relevant in health research for combating diseases, and in the fundamental research on genomics and its applications for health.
- In information technologies, gender disparities exist at user level and in the labour market. By assuming that information technology is neutral, biases can enter into technological research and development that can have a negative impact on gender equality.
- Gender-specific needs could be relevant to the development of materials for use in the biomedical sector.
- Gender differences could exist in the impact on health of food products, such as those containing genetically modified organisms. Gender may also be relevant in the epidemiology of food-related diseases and allergies.
- Gender differences are relevant in the design and development of sustainable technologies and in sectors such as transport.
- There are differences in gender roles and responsibilities, as well as in the relationship to the resource base, which are relevant to sustainable development research (land management, agricultural and forest resources, water cycle).
- Developments in the knowledge-based society and in the new forms of relationships between citizens and institutions in Europe have some significant gender dimensions.

Indications of relevant gender issues and suggestions on how the gender dimension can be integrated are available in the gender impact studies that were carried out during the Fifth Framework Programme in the following fields :

- life sciences
- information society
- energy
- environment
- international co-operation
- SME and innovation
- Mobility and socio-economic research.

The reports can be requested at rtd-sciencesociety@cec.eu.int.