



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 Outgoing International Fellowships (OIF)
Call Identifier FP6-2002-Mobility-6
Closure Dates: 21st May 2003 & 12th February 2004

The following different types of actions are available to fund projects 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 Outgoing International Fellowships (OIF)

This version of the Guide for Proposers concerns:

Call Identifier FP6-2002:-Mobility-6
Closure Dates: 21st May 2003 & 12th February 2004

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

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 ACTIONS WHICH ARE NOT OPEN IN THIS CALL WILL NOT BE EVALUATED.
- **Completeness:** Proposals must comprise a Part A, containing the administrative information (including partner, training and project cost details) 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 the correct forms for the action:** The proposal forms for Part A and the structure of Part B vary according to the action you are applying for:
 - 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 that the call is actually open for the action of the type in which you propose to work.
 - Check on the call page that you are using the version of the Guide for Proposers specific for this action and call.
- **Eligible partnership:** Confirm that you and your partners (if applicable) 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 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. 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 issues, 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 carefully, strengthening or eliminating 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 safe delivery of their proposal.
PROPOSALS ARRIVING AT THE COMMISSION AFTER THE DEADLINE ARE NOT ELIGIBLE FOR EVALUATION. NO EXTENUATING CIRCUMSTANCES WILL BE TAKEN INTO CONSIDERATION.

Contents

I INTRODUCTION.....	5
I.1 STRUCTURE AND CONTENT OF THE GUIDE FOR PROPOSERS	5
II. PROPOSAL PREPARATION	7
II.1 ONE STAGE SUBMISSION AS APPLIED IN THE HRM ACTIVITY	7
II.2 CONSORTIUM COMPOSITION	7
II.3 STRUCTURE OF A PROPOSAL	7
II.4 PROPOSAL LANGUAGE	7
II.5 ELECTRONIC PROPOSAL SUBMISSION SYSTEM	7
II.6 PROPOSAL PRE-REGISTRATION	8
III SUBMISSION OF PROPOSALS	9
III.1 ELECTRONIC SUBMISSION	9
III.2 SUBMISSION ON CD-ROM OR DISKETTE.....	9
III.3 SUBMISSION ON PAPER	10
<i>III.3.1 Procedure.....</i>	<i>10</i>
<i>III.3.2 Preparing your proposal for submission</i>	<i>10</i>
<i>III.3.3 Packaging and delivery.....</i>	<i>10</i>
<i>III.3.4 Errors in submitted proposals.....</i>	<i>11</i>
III.4 DEADLINE FOR RECEPTION.....	11
III.5 ACKNOWLEDGEMENT OF RECEIPT	11
IV EVALUATION AND NEGOTIATION	12
IV.1 PROPOSAL EVALUATION	12
IV.2 CONTRACT NEGOTIATIONS.....	12
V CHECK LIST FOR PROPOSERS	14
VI SUPPORT TO PROPOSERS.....	15
VI.1 HRM ACTIVITY INFORMATION DESK.....	15
VI.2 PARTNER SEARCH FACILITIES.....	15
VI.3 NATIONAL CONTACT POINTS	15
VI.4 HRM ACTIVITY INFORMATION DAYS.....	15
VI.5 THE INTELLECTUAL PROPERTY RIGHTS HELPDESK	15
VI.7 THE PAN-EUROPEAN RESEARCHER'S MOBILITY PORTAL.....	16
VII REFERENCES	17
ANNEX 1 - PROPOSAL PART A: FORMS AND INSTRUCTIONS.....	19
ANNEX 2 - PROPOSAL PART B: GUIDELINES FOR DRAFTING THE PROPOSAL DESCRIPTION	33
ANNEX 3 - ETHICAL RULES FOR FP6 PROJECTS	42
ANNEX 4 - INTEGRATING THE GENDER DIMENSION IN FP6 PROJECTS	44

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 contains the proposal forms needed to prepare Part A of a proposal, and instructions on how to write Part B. Both parts are required to make a complete proposal. Incomplete proposals will be ineligible and therefore will not be evaluated.

It also describes other services, which may be available for the proposers. It contains references to other documents, reports, forms and software tools, which are of assistance in the preparation of proposals.

Other documents which constitute, together with this guide, the **Information Package for Marie Curie Outgoing International Fellowships (OIF)** 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 the sixth Framework Programme (FP6). It serves as a guide for navigating through the activities, funding schemes, thematic areas, actions, 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 as published in the Official Journal of the European Communities. This will tell you which actions are open for proposals, and what are the address and deadline for proposal submission.

You are also advised to consult this document:

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/>.

Additional documents that you should review are¹:

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

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

The “Marie Curie Outgoing International Fellowships – Handbook”. Full details of what the Marie Curie Outgoing International Fellowships Action comprises and how such a project should be implemented are provided in this and downloadable from <http://europa.eu.int/mariecurie-actions/>.

¹ These documents should become available in February 2003. They will be published on CORDIS at <http://www.cordis.lu/fp6/>

The model contract for Marie Curie Outgoing International Fellowships, and its annexes. This specifies the contractual terms and conditions to which the participants and, in some cases, the consortium will be expected to agree if your proposal is selected for funding.

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 Human Resources and Mobility Work Programme, the Call for proposals or the Evaluation manual.

These documents are available at: <http://www.cordis.lu/fp6/find-doc.htm>

II. Proposal preparation

II.1 One stage submission as applied in the HRM Activity

Proposals for Marie Curie Outgoing International Fellowships (OIF) in the Human Resources and Mobility (HRM) Activity are submitted in a single stage – by submitting a complete proposal application to the address set out in the Call for proposals as published in the Official Journal of the European Communities. Proposals must be received by the Commission by the closing date and time of the call.

II.2 Consortium composition (Not applicable to this action)

II.3 Structure of a proposal

A proposal has two parts. Full details about preparing these parts are annexed to this Guide.

Part A is a set of forms 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 structure or list of headings which should be followed to describe the scientific and technical content of a proposal (see Annex 2), rather than a pre-prepared form. 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. The recommended length is specified for the different sections of part B.

Any unrequested material sent with the proposal (company brochures, supporting documents and reports, videos etc.) will be disregarded. In proposals submitted electronically, other embedded material or hyperlinks to other documents will be disregarded.

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 Electronic proposal submission system

An electronic proposal submission system will be available from early 2003 **via the call page** (<http://www.cordis.lu/calls/mariecurie-actions/>) to help you prepare your proposal. This tool may be used directly online to prepare and submit a proposal, or alternatively, it may be downloaded to prepare a proposal offline. In this case, once the proposal has been prepared with the tool, it may be either sent: electronically via the tool, or via CD_ROM or diskette, or on paper, as preferred by the proposers.

Use only the version of the proposal preparation tool which is prepared for **OIF Action in the HRM Activity**.

II.6 Proposal Pre-registration

To assist the Commission in its evaluation planning, proposers are kindly requested to pre-register their intention to submit a proposal (title and acronym). No matter if they intend to submit electronically or on paper. Proposals are pre-registered via the Internet, at the call page for this Action (see address in Section VII).

You may always submit a proposal without pre-registration and pre-registering an intention to submit a proposal does not commit you to actually submit a proposal.

III Submission of proposals

Proposals to the HRM Activity may be submitted online via the Internet, or may be sent on electronic media (CD-ROM, diskette) or on paper to the address indicated in the Call for proposals.

III.1 Electronic submission

The proposer or proposal coordinator must register his/her intention to prepare a proposal by visiting the web-page set up for this purpose (to be reached via the Call page, see address in chapter VII). In return, he/she will then receive by post a login and password as well as a partner login and password (in the case of actions involving several partners). He/she may now access the Electronic Proposal Submission System (EPSS) in order to fill out administrative forms and upload files containing the contents of the proposal. On upload, the EPSS performs a check for computer viruses. If any virus is detected, the proposer is informed of the fact and that the upload has been refused. It is the proposers responsibility to ensure that infected files are deleted or that viruses are removed before the file can be uploaded.

In the case of some actions, the proposal partners may access and edit their individual administrative forms and view all other parts of the proposal once they have received their login and password from the coordinator. Only the coordinator may compile and edit the proposal contents.

File formats accepted by the Commission for the proposal contents are PDF ("portable document format", version 3 or higher with embedded fonts) and RTF ("rich text format"). The submission of other file formats is at the risk of the proposers. Other file formats will only be accepted if they can be read and printed. In the case that this is not possible, the proposal may be rejected. Parts of proposals that cannot be printed will not be used for evaluation purposes.

Once the proposal is complete, the proposer submits it by entering his/her login and password. On submission, the EPSS performs an initial check on eligibility and informs the coordinator of any apparent eligibility problems with the proposal. This check does not replace the eligibility check carried out by the Commission and the proposer may decide to submit the proposal even when apparent eligibility problems have been indicated by the EPSS.

Once successfully submitted, the proposer receives a message that indicates that his/her proposal has been received and accepted for submission. The proposer may continue to modify his/her proposal and submit revised versions overwriting the previously submitted one up until the call closure date and time, but will not be able to modify the proposal after call closure. Proposal files successfully submitted, but which later turn out to contain computer viruses or which are unreadable or unprintable, will be excluded.

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

III.2 Submission on CD-ROM or diskette

The EPSS also comprises a software tool for preparing proposals off-line. The proposer may download this tool to fill in forms and attach the proposal content file(s). The same restrictions on file formats apply as for the on-line submission method. Submission may then be carried out in three ways:

- by registering as set out above to use the on-line preparation and submission system and then uploading and submitting the files via the on-line system;
- by using the off-line tool to write files to CD-ROM or diskette, which are then delivered before the call closure to the address given in the call for proposals;
- by using the offline tool to prepare a paper copy of the proposal, which is then delivered before the call closure to the address given in the call for proposals.

When using the second method, the proposer is required to include a paper copy of the proposal in the package with the CD-ROM/diskette. The paper copy is only used for processing and subsequent evaluation if the electronic media are unreadable or if the files on the media are found to contain a computer virus. A proposal submitted on CD-ROM or diskette which is unreadable or which contains a computer virus will be excluded if a paper copy is not included in the same package.

III.3 Submission on paper

III.3.1 Procedure

Proposal Part A – Complete the forms electronically using the proposal preparation tool, then print out the completed forms for submission. Alternatively, you may use the forms annexed to this Guide, photocopying extra copies of the forms as necessary for the number of partners in your proposal.

Proposal Part B – Prepare a text document following the outline supplied in Annex 2:

- each page of Part B **must** be numbered (preferably in the format “page X of Y”).
- each page of Part B **must** be headed with the acronym you have chosen for your proposal.

III.3.2 Preparing your proposal for submission

Your proposal should be submitted as one complete unbound Part A and one complete unbound Part B.

The Commission will reproduce the number of copies needed by the evaluators, therefore:

- **Print your proposal on white A4 paper (80 g/m²)**
- **Print on one side of the paper only; no two-sided copies please**
- **Do not convey information using colour; the copies will be made in black and white**
- **Do not use glossy or surfaced paper**
- **Do not include paper clips or staples**
- **Do not include front or back covers of plastic, cardboard etc.**
- **Do not bind your proposal**

You are strongly advised to securely retain an additional complete unbound copy of your proposal.

III.3.3 Packaging and delivery

The complete set of proposal documentation should be placed in an envelope or envelopes marked “Commercial-in-confidence” with the following information on each:

- The name of the Activity – “HRM Activity” and Action - “Marie Curie Outgoing International Fellowships (OIF)”
- The call identifier as given in the Call for proposals (as shown on the first page of this document)
- The proposal acronym

If you use more than one envelope, please mark them clearly 1 of X, 2 of X etc.

The envelope(s) should then be sealed within an overall packaging, which should be addressed to the Commission office for receipt of proposals as given in the Call for proposals. Ensure that the outside of this package is also marked with “HRM Activity” and “Marie Curie Outgoing International Fellowships (OIF)”

The proposal may be sent by mail, by special delivery service or delivered by hand, but **must** arrive at the specified address no later than the deadline given in the Call for proposals.

The contact person for private courier services is Mr. J-C DEBOUVERE (Tel. +32 2 295 5875).

If you are submitting more than one proposal:

Submit each proposal separately. **Never mix two different proposals in a single package.**

III.3.4 Errors in submitted proposals

If after sending your proposal you discover there has been a **serious error which will affect its evaluation** (wrong address, missing pages, missing parts etc.) and the call deadline has not yet passed, you should at once contact the HRM Activity Information Desk, whose contact details are given in section VI.1.

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

To be eligible, proposals must be **received by the Commission** before or on the deadline at the address specified in the call.

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

III.5 Acknowledgement of receipt

Once a proposal has been received and registered by the Commission, an Acknowledgement of receipt will be either returned electronically in case of electronic submission, or despatched to the proposal coordinator in case of paper (CD-ROM/Diskette) submission.

All proposers who have submitted a proposal to this call will receive an acknowledgement of receipt promptly on receipt of their proposal and at the latest one month after the deadline for submission to this call. **Proposers who have not received an Acknowledgement of receipt by that time should urgently contact the HRM Activity Information Desk.**

The sending of an Acknowledgement of receipt by the Commission does not imply that a proposal has been accepted as eligible for evaluation.

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

IV Evaluation and negotiation

IV.1 Proposal evaluation

All proposals that fulfil the eligibility criteria (see the “Evaluation Manual” from the call page (reference given in VII)) are evaluated to determine their quality. Independent experts will evaluate the eligible proposals, following the criteria of the HRM Workprogramme.

The experts will prepare an Evaluation Summary Report on each proposal which will later be sent by the Commission to the proposer. The experts will make a list of the proposals ranked in order of merit for consideration by the Commission.

The experts’ conclusions are examined by the Commission with the support of the HRM Activity Committee, which comprises representatives of Member and Associated States.

After the evaluation results are finalised, all proposers will receive the Evaluation Summary Report with the outcome of the evaluation of their proposal. These reports will be sent out during August 2003.

Unsuccessful proposers will subsequently receive a formal notification of a Commission Decision not to retain their proposal.

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.

IV.2 Contract negotiations

If the proposal has been successful in the evaluation and has been retained for possible funding, contract negotiation will start through an official letter sent by the Commission in September 2003.

Negotiations apply at two levels: scientific and technological, and administrative & 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.

Proposers should familiarise themselves well before the start of contract negotiations 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 (Legal documents and financial viability checks are not requested from public organisations, only from all private non-profit and private participants). 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 must ensure that the correct documentation is sent to the Commission. This information must be made available with the submission of the Contract Preparation Forms. The information required is fully described in detail in the Contract preparation forms (see address in Section VII).

In particular, the Commission may ask for a copy of the document that legally establishes each organisation in the proposal.

If the negotiation is successful, a Commission Decision approving the funding is foreseen in a timeframe starting October 2003. 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.

V Check list for proposers

For **ELECTRONIC** submission of your proposal you must check the following:

- Are both parts of your proposal, Part A and Part B fully completed?
- Is the Part B prepared in the approved file format (PDF or RTF), without any material in other formats?
- Have you virus-checked your complete proposal, using up-to-date anti-virus software?
- Do you have all the necessary authorisations from each partner in the project to submit this proposal on their behalf?
- Last but not least: have you made all possible arrangements to ensure that the proposal is received by the Commission before the deadline?

For **PAPER** submission (including submission on CD-ROM or diskette which must include a paper version) of your proposal you must check the following:

- Are both parts of your proposal, Part A and Part B fully completed?
- Is each page of your proposal headed with the proposal acronym?
- Is each of the pages numbered (page X of Y)?
- Is your proposal prepared as one complete unbound single-sided paper copy (plus one additional copy for you to hold in reserve)?
- Is the copy of the proposal placed in an envelope, marked “Commercial-in-confidence”, with the following information:
 - “HRM Activity, Marie Curie Outgoing International Fellowships (OIF)”?
 - The Call identifier (as given in the Call for proposals)?
 - The proposal acronym?
- If you used more than one envelope, are they numbered 1 of X, 2 of X, etc., with each clearly marked as described above?
- Is the complete set of proposal documentation placed in a package, correctly addressed using the address given in the Call for proposals ?
- Is the outside of the package marked “HRM Activity, Marie Curie Outgoing International Fellowships (OIF)” ?
- Do you have all the necessary authorisations from each partner in the project to submit this proposal on their behalf?
- Last but not least: have you made all possible arrangements to ensure that the proposal is received by at the Commission before the deadline?

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
B-1049 Brussels

Email: rtd-mariecurie-actions@cec.eu.int

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

**Links to all the necessary information to prepare a proposal are available on the HRM Activity call pages (<http://www.cordis.lu/calls/mariecurie-actions/>)
Proposers should periodically check this for latest information**

VI.2 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 the 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.3 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 partners from other countries. Organisations should contact the NCP of their own country for further information (see CORDIS at: <http://www.cordis.lu/fp6/ncp.htm> and select the experts according to the activity listed as "MOBILITY").

VI.4 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, where relevant, to meet potential consortium partners.

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

VI.5 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

Representative office (general information)

tel +32 2 649 53 33

fax +32 2 647 59 34

ipr-helpdesk@global-eu.com

VI.7 The Pan-European Researcher's Mobility Portal

On line as from May 2003, it offers the opportunity to publish vacancies for research opportunities. In addition, it offers information on available grants and opportunities for researchers in Europe as well as on questions related to visa, access to employment, social security rights, fiscal matters and cultural aspects when researchers move to another country. Moreover, researchers will have free access through the Portal to a Europe wide customised assistance service offered by the **European Network of Mobility Centres** to be launched in spring 2003. 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.

Information about the launch of these services will be published on <http://europa.eu.int/mariecurie-actions> , <http://europa.eu.int/comm/research/> and www.cordis.lu.

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 decision "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/
HRM Guidance Notes for Evaluators	http://www.cordis.lu/calls/mariecurie-actions/
Organisations expressing interest in this activity	http://www.cordis.lu/calls/mariecurie-actions/
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/ncps/
Information Days and other events	http://www.cordis.lu/fp6/events/
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu/
International cooperation	http://europa.eu.int/comm/research/fp6/index_en.htm 1 (general site) and www.cordis.lu/fp6/inco/
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html and http://www.cordis.lu/rtd2002/science-society/library.htm
Guidelines on techniques for science communicating with the public	http://www.cordis.lu/fp6/society.htm (available from 15 March 2003)
European Investment Bank	http://www.eib.org/ (EIB general information) - http://www.eif.org/ (EIF general information)

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/consortiumchecklist/
Contract preparation forms	http://www.cordis.lu/fp6/contractpreparation/
Model contracts	http://www.cordis.lu/fp6/contracts/

Annexes

Annex 1 - Proposal Part A: forms and instructions

Annex 2 - Proposal Part B: guidelines for drafting the proposal description

Annex 3 - Ethical rules for FP6 projects

Annex 4 - Integrating the gender dimension in FP6 projects

Annex 1 - Proposal Part A: forms and instructions

How to complete the proposal submission forms

Introduction

This section provides guidance on how to complete the administrative forms (A1-A3). These forms will be an integral part ('Part A') of your proposal for **Marie Curie Outgoing International Fellowships [OIF]**.

Proposals may be submitted either electronically or on paper. **You are strongly advised to prepare and submit your proposal electronically** (for the procedure, see section III.1 "Electronic submission" of this guide).

How to complete the forms (A1 to A3).

The table below provides an overview of the number of proposal forms to be completed for each of the Marie Curie actions:

Proposal Submission Forms for Marie Curie Actions					
		Number of forms to be filled			
Action code		A1	A2	A3	A4
RTN		1	at least 3	n.a.	1
EST	(mono-participant)	1	1	n.a.	1
	(multi-participant)	1	at least 3	n.a.	1
TOK	Development Scheme	Phase 1 only (Knowledge Acquisition (KA))	1	1	n.a.
		Phase 1 (KA) + Phase 2 (Knowledge Transfer (KT))	1	at least 2	n.a.
	Industry-Academia Strategic Partnership Scheme		1	at least 2	n.a.
SCF	(mono-participant)	1	1	n.a.	1
	(multi-participant)	1	at least 2	n.a.	1
LCF		1	1	n.a.	1
EIF		1	1	1	n.a.
OIF		1	2	1	n.a.
IIF	Phase 1 only (Incoming)	1	1	1	n.a.
	Phase 1 (Incoming) + Phase 2 (Return)	1	2	1	n.a.
EXT		1	1	1	1
EXA		1	optional	1	n.a.
EXC		1	1	1	1
ERG		1	1	1	n.a.
IRG		1	1	1	n.a.

For a proposal for **Marie Curie Outgoing International Fellowships** the forms should be completed as follows:

Form A1: General information on the Proposal -

Form A2: Information on Organisations - should be filled in by the participants (host institutions)

Form A3: Information on the Researcher - should be filled in by the individual researcher

Note that for some Marie Curie Actions the A2 form is used to collect information also on organisations that will not be participants in the project in the legal sense of the term. (For more details on the legal concept of

“participants” in FP6, please see the Rules for Participation and dissemination of research results of FP6 – available at: <http://www.cordis.lu/fp6/participationrules/>

Explanatory notes are attached. Forms A1 to A3 submitted on paper may be machine-read at the Commission, so to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully.

Please keep the forms as clean as possible and do not fold, staple or amend them with correction fluid. Please enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission’s database.

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-A3) where indicated, as well as on every page of the part B and possible annexes. 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 Outgoing International
Fellowships (OIF)**

A1

<i>Proposal Number</i> ¹		<i>Proposal Acronym</i> ²	
-------------------------------------	--	--------------------------------------	--

GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i> ³			
<i>Marie Curie action-code</i> ⁴	OIF	<i>Scientific Panel</i> ⁵	
<i>Total duration in months</i> ⁶		<i>Call identifier</i> ⁷	FP6-2002-Mobility-6
<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 Outgoing International
Fellowships (OIF)**

A2

Proposal Nr ¹		Proposal Acronym ²		Participant Nr ¹¹	
--------------------------	--	-------------------------------	--	------------------------------	--

INFORMATION ON ORGANISATIONS

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/PNP		
If "PRC" please specify ¹⁹			
Is the organisation a Small or Medium-Sized Enterprise (SME)? ²⁰			YES/NO
Is the organisation situated in a Less-Favoured Region within the EU? ²¹			YES/NO
Name of Less-Favoured Region 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 charge ²⁴					
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)			

Proposal Submission Forms



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

Marie Curie Mobility Actions
Outgoing International Fellowships (OIF)

A3

Proposal Number ¹		Proposal Acronym ²	
INFORMATION ON THE RESEARCHER			
Family Name		Birth Family Name	
First Name(s)			
Title ²⁵		Sex ²⁶ Female(F)/Male(M)	
1 st nationality		2 nd nationality	
Country of residence	of	Date of birth	
Country of birth			
Legal address			
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			

Do you originate from a Less-Favoured Region within the EU? ²¹	YES/NO	<input type="checkbox"/>
Name of Less-Favoured Region ²¹		

Qualifications²⁹		
University degree	Date of award (DD/MM/YYYY)	
Doctorate (in progress)	Expected date of award (DD/MM/YYYY)	
Doctorate	Date of award (DD/MM/YYYY)	
Full-time postgraduate research experience	Number of months	
Other academic qualifications	Date of award (DD/MM/YYYY)	
Place of activity/place of residence (previous 5 years)³⁰		
Period ³¹ : From	To	Country ¹⁵

Mobility³² (Not IIF)	
Total number of months spent in research activities outside country of origin	
Total number of months spent in research activities outside EU and Associated States	
Total number of months of Community training and mobility support received	

Return/Re-integration	
EIF only: Do you intend to apply for an ERG return grant at a later stage? ³³	YES/NO
OIF only: Duration in months of Phase 2 ³⁴	
ERG only: Previous Marie Curie Action contract number found. <small>Error! Reference source not found.</small>	

Full mobility allowance³⁶	
Are you eligible for a full mobility allowance due to your family status?	YES/NO

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
		Large Conferences	LCF
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 sciences	ENG
Environment and geosciences	ENV
Life sciences	LIF
Mathematics and information sciences	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:

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 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

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

LIFE SCIENCES (LIF) – Continued from previous page

Description
Immunology
Cancer Research
Pharmacology and Toxicology
Neurosciences (incl. Psychiatry and Clinical Psychology)
Biomedicine, Public Health and Epidemiology
Medical Pathology
Other Life Sciences

MATHEMATICS AND INFORMATION SCIENCES (MAT)

Description
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
Algorithms and Complexity
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 Mathematics and Information Sciences

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. For **OIF** this should be the total duration of phases 1 and 2 (if applicable).

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 (pre-filled in the form).

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 2.24 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 proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.

Special cases:

OIF: the host institution in the EU or in an Associated State is always participant number one and the partner institution in a third country is number two

12 Organisation legal name

This is the official name of 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 (in the sense of Council Regulation (EEC) No 2137/85 of 25 July 1985) 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 (if applicable).

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 Group¹⁷;

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)

To be regarded as an SME, your organisation must have:

- less than 250 full time equivalent employees **and**;
- an annual turnover not exceeding EUR 40 million **or** an annual balance sheet total not exceeding EUR 27 million, **and**;
- must not be controlled by 25% or more by a company which is not an SME (on the issue of control, see note 22).

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 ¹ include the less-favoured regions of the Community (**the Objective 1 regions**). These regions are currently the following:

OBJECTIVE 1 REGIONS ²

Austria	Burgenland
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
Ireland	Border Midlands and Western
Italy	Basilicata, Calabria, Campania, Puglia, Sardegna, Sicilia
Portugal	Norte, Centro, Alentejo, Algarve, Açores, Madeira
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. The above list was correct at the time of preparing this Guide for Proposers. It is however subject to change and should be considered as indicative only. For further information please consult: http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm
2. Objective 1 regions in Council Regulation (EC) No. 1260/1999, OJ n°L 194/42, p. 53, 27.07.99, Annex 1.

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).

29 Full-time postgraduate research experience

Please note that the information you provide in these fields will be used to determine your eligibility according to the definitions of eligible researchers given in the Work Programme (see in particular section 2.5.3. of the Work Programme)

30 Place of activity/place of residence (previous 5 years)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the 5 years preceding the submission of the proposal – **starting with the most recent**.

31 Period

Indicate the starting date and the end date of each period using the format: **DD/MM/YYYY**

32 Mobility

Indicate the number of months (full-time equivalent) of research activities and of training and mobility support received under FP6 and/or previous RTD Framework Programmes.

IF: Not applicable (please leave the fields blank)

33 Not applicable

34 Duration in months of Phase 2

This action involves a mandatory reintegration phase. Please indicate the duration of this 2nd phase in months (typically half of the duration of the first phase).

35 Not applicable

36 Full mobility allowance

You qualify for a higher mobility allowance to cover expenses linked to your family situation if you are married (or in a relationship of equivalent status recognised by national legislation) and/or if you have dependant children. Note that this allocation will only be due for researchers undertaking transnational mobility.

Please indicate your eligibility status by inserting **YES** or **NO** in the box.

Annex 2 - Proposal Part B: Guidelines for drafting the proposal description

“Proposal Acronym”

STARTPAGE

HUMAN RESOURCES AND MOBILITY (HRM)
ACTIVITY

MARIE CURIE ACTIONS
Marie Curie Outgoing International Fellowships (OIF)

PART B

“PROPOSAL ACRONYM”

Instructions for preparing proposal Part B “Proposal Description” for Marie Curie Outgoing International Fellowships

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

Please note that the information contained in this proposal description will be used by the independent experts to evaluate this proposal. We would therefore advise you to address each point fully and consult the HRM Work Programme for more detailed information concerning the evaluation criteria.

The Proposal Description should be submitted on single-sided A4 pages. Ensure that you print the proposal acronym as a header to each page. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. The numbering format “Page X of Y” should be used.

We would encourage you to write the proposal texts as concisely as possible and advise you not to exceed the lengths defined for each of the sections below.

B1 SCIENTIFIC QUALITY OF THE PROJECT

- B1.1. RESEARCH TOPIC (*MAXIMUM ONE A4 PAGE*)
- B1.2. PROJECT OBJECTIVES (*MAXIMUM TWO A4 PAGES*)
- B1.3. SCIENTIFIC ORIGINALITY AND INNOVATION (*MAXIMUM TWO A4 PAGES*)
- B1.4. RESEARCH METHOD (*MAXIMUM TWO A4 PAGES*)

B2 QUALITY OF THE RESEARCH TRAINING (*MAXIMUM ONE A4 PAGE*)

B3 QUALITY OF THE HOST(S)

- B2.1. SCIENTIFIC AND TRAINING EXPERTISE OF THE HOST(S) (*MAXIMUM TWO A4 PAGES*)
- B2.2. QUALITY OF INFRASTRUCTURES (*MAXIMUM ONE A4 PAGE*)

B4 QUALITY OF THE RESEARCHER (*MAXIMUM TWO A4 PAGES, PLUS C.V.*)

B5 MANAGEMENT AND FEASIBILITY (*MAXIMUM TWO A4 PAGES*)

B6 RELEVANCE TO THE OBJECTIVES OF THE ACTIVITY (*MAXIMUM TWO A4 PAGES*)

B7 ADDED VALUE TO THE COMMUNITY (*MAXIMUM ONE A4 PAGE*)

B8 PREVIOUS PROPOSALS AND CONTRACTS

B9 OTHER ISSUES (*MAXIMUM ONE A4 PAGE*)

B1 SCIENTIFIC QUALITY OF THE PROJECT

B1.1. Research topic

Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or wider societal reasons for carrying out further research in the field covered by the project.

B1.2. Project objectives

Describe the research objectives against the background of the state of the art, and the results hoped for. If relevant, provide information on multidisciplinary and/or intersectorial aspects of the proposal.

B1.3. Scientific originality and Innovation

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

B1.4. Research method

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

B2. QUALITY OF THE RESEARCH TRAINING

Explain in detail which will be the training objectives of the proposal and how these can be beneficial for the development of an independent research career. Describe any new expertise that you expect to acquire during the project. Outline any complementary training and skills expected during the execution of the project. Explain how the experience acquired during the outgoing phase will be implemented in your return host institution.

B3. QUALITY OF THE HOSTS

This information should be provided for both organisations involved in the project.

B3.1 Scientific and training expertise of the hosts

The proposal must explain the level of experience on the research topic proposed, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. A similar level of information should be provided for the scientist in charge of the supervision of the project. It must also show the host's expertise in offering training at an advanced level within the field. A clear mention must be made regarding the plans for supervision. Information on the capacity to provide mentoring/tutoring as well as training in complementary skills should be included.

B3.2. Quality of infrastructures

The host needs to specify what are the infrastructures available to the fellow and whether these can respond to the needs set by the execution of the project. When use of external facilities is needed for the execution of the project this needs to be justified.

B4. QUALITY OF THE RESEARCHER

Describe the potential of the researcher to meet the objectives of the proposed project and why their skills are suitable for the project proposed. In this context, it is important to mention activities that reflect initiative, independent thinking and leadership since these are qualities that will be taken into account in the evaluation. The proposal should reflect the potential for future development of the applicant on the path to achieve independence as a researcher.

With emphasis on the past experience of the researcher, a scientific/professional CV must be provided and should mention explicitly:

“Proposal Acronym”

- academic achievements
- list of research publications (in the 3 previous years)
- list of participation in research projects
- list of participation in conferences, workshops...(in the 3 previous years)
- list of other professional activities
- any other relevant information

The applicant must present a comprehensive description of his/her research experience. There should be mention of the major achievements, which may include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of maximum three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

Describe how the training and experience that the researcher will gain from their participation in the project will contribute to the development of their future career and achievement of professional independence as a researcher.

A confidential referee's assessment of the applicant is optional. In those cases, the applicant should send the model form (shown on the following page) to the referee giving the proposal acronym, name of applicant and proposal number (if known). The referee must send the form by post to the address specified in the call, marked "Referee's Assessment" on the envelope. To be taken into account for the evaluation, the Marie Curie Referee's Assessment must be **received by the Commission** before or on the deadline.

CONFIDENTIAL REFEREE’S ASSESSMENT OF THE APPLICANT
(TO BE COMPLETED BY AN INDEPENDENT REFEREE PREFERABLY NOT LINKED TO THE HOST INSTITUTION)



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

Marie Curie Mobility Actions
 To be sent to : FP6 – Research Proposals (Referee’s Assessment)
 European Commission
 Rue de Genève 1
 B – 1140 Brussels

<i>Proposal Nr</i>		<i>Proposal Acronym</i>		<i>Name of applicant</i>	
--------------------	--	-------------------------	--	--------------------------	--

INFORMATION ON THE REFEREE

<i>Name</i>			<i>First name(s)</i>		
<i>Title</i>			<i>Sex Female(=F)/Male(=M)</i>		
<i>Department/Faculty/Institute/Laboratory name</i>					
Contact details					
<i>PO Box</i>			<i>Postal Code</i>		
<i>Street name and number</i>					
<i>Town</i>			<i>Country</i>		
<i>Phone 1</i>			<i>Phone 2</i>	<i>Fax</i>	
<i>e-mail</i>				<i>Internet home page</i>	
Legal address (if different from above)					
<i>Organisation legal name</i>					
<i>PO Box</i>			<i>Postal Code</i>		
<i>Street name and number</i>					
<i>Town</i>			<i>Country</i>		

ASSESSMENT

Describe in detail the quality of the applicant, regarding his/her research experience, aptitude and potential for high scientific achievement. Also describe the benefit of the training that he/she will receive in the host institution. Specify how well you know the candidate. If relevant, please indicate the applicant’s overall rank in terms of marks/quality, compared to other students/fellows whom you have supervised or supervise. Use an extra page, if necessary.

Signature

DATE OF SIGNATURE		SIGNATURE OF REFEREE	
--------------------------	--	-----------------------------	--

B5. MANAGEMENT AND FEASIBILITY

The applicant and the host institutions must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project. In particular, explain what are the expected collaboration, arrangements and mutual benefits for both organisations involved in the project.

Provide a work plan that includes the goals that can help assess the progress of the project as well as time scales and the justification of the duration requested to implement the project. If any part of the project needs to be carried out away from the host institution it needs to be included in the proposal so that its consequences are evaluated. Likewise, if splits in the project are envisaged, they need to be included in the work plan and it should be clearly explained how these splits can be integrated into a coherent execution of the project.

To ensure the commitment of the organisation to which the researcher will be seconded, provide a letter that demonstrates their commitment to host them, should the proposal be selected for funding, and offer the necessary infrastructure required to carry out the research project.

B6. RELEVANCE TO THE OBJECTIVES OF THE ACTIVITY

Outline the benefit that will be gained from undertaking the project at Community level and how the fellowship will contribute to enhance EU scientific excellence. The evaluation will also take into consideration the likelihood of the applicant continuing to pursue the line of research after the end of the fellowship when looking at the long-term potential benefit of the training/mobility period.

B7. ADDED VALUE TO THE COMMUNITY

Outline the extent to which the project will contribute to the objectives of the European Research Area or address other Community policies (e.g. declared policy positions relating to the environment or social policy etc). Proposers are advised to look globally at the proposal and indicate where it addresses issues which support policy objectives which address the structuring of the European Research Area (e.g. the “brain drain” problem). If appropriate to the proposed project, co-ordination or synergy with regional, national or international activities should be presented. The ability of the project to increase the competitiveness of Europe for researchers should also be mentioned.

B8. PREVIOUS PROPOSALS AND CONTRACTS

If the present proposal is a resubmission of the same or a similar 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 (up to around 1000 characters).

B9. OTHER ISSUES (Maximum two A4 pages)

If there are ethical, safety or gender 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.

Information required from proposers on the ethical aspects of the research presented

A. Proposers are requested to fill in the following table

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

B. Proposers are requested to confirm that the research presented in this proposal 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;
- Research involving the use of human embryos or embryonic stem cells with the exception of banked or isolated human embryonic stem cells in culture².

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

² Proposers should note that the Council and the Commission have agreed that detailed implementing provisions concerning research activities involving the use of human embryos and human embryonic stem cells which may be funded under the 6th Framework Programme shall be established by 31 December 2003. The Commission has stated that, during that period and pending establishment of the detailed implementing provisions, it will not propose to fund such research, with the exception of the study of banked or isolated human embryonic stem cells in culture.

“Proposal Acronym”

ENDPAGE

HUMAN RESOURCES AND MOBILITY (HRM)
ACTIVITY

MARIE CURIE ACTIONS
Marie Curie Outgoing International Fellowships (OIF)

PART B

“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.

EC 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

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.

Pending the establishment of further implementation provisions by the end of 2003 at the latest, the Commission will not fund research involving the use of human embryos or embryonic stem cells except for banked or isolated human embryonic stem cells in culture

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.