



Marie Skłodowska-Curie Individual Fellowships

How to apply: Creating a proposal and filling in the administrative forms

Martedì - Tuesday 7/05/ 2019, 9:00 - 13:30

Aula Verde - Ca' Vignal (Strada Le grazie 15 - Borgo Roma)

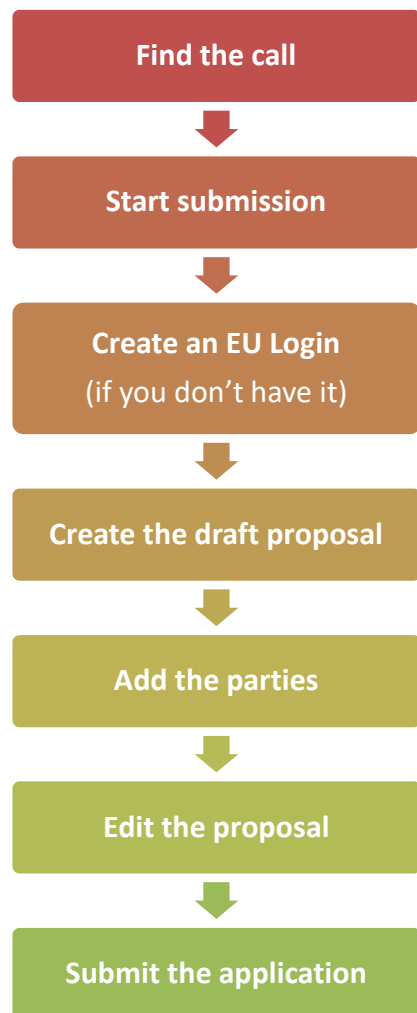
Giovedì - Thursday 9/5/2019, 9:00 - 13:30

Aula 1.4- Polo Zanotto (Viale Università, 4 - Veronetta)





How to apply 1: In brief



Who does apply?

- The experienced researcher?
- The supervisor?
- Another person?

All three people (roles) can start the application procedure.

Usually, the ER does it.

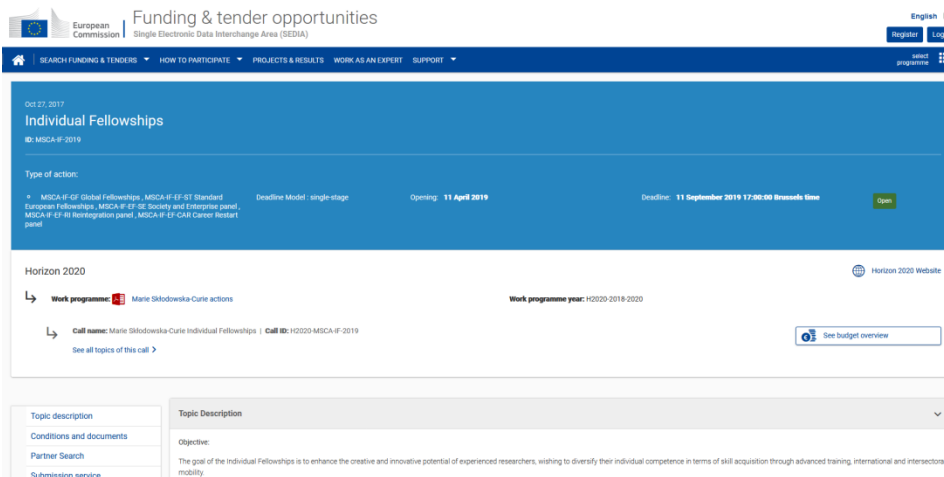
Who can submit?

The beneficiary host institution submits the proposal.

The supervisor should click the «SUBMIT» button but in most cases the ER does it.



Go to the [call page](#) on the Funding and Tender Portal



Scroll down to this section
and click on the right panel

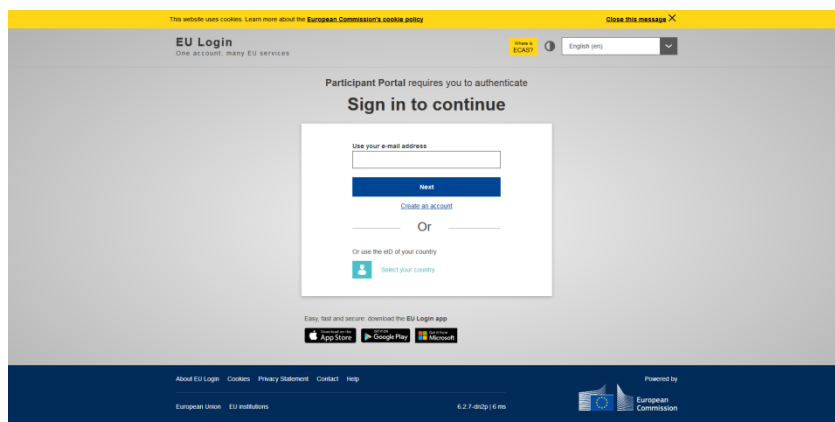
Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

- Type of Action: CAR - Career Restart panel [MSCA-IF-EF-CAR] [Start SUBMISSION](#)
- Type of Action: RI - Reintegration panel [MSCA-IF-EF-RI] [Start SUBMISSION](#)
- Type of Action: Society and Enterprise panel [MSCA-IF-EF-SE] [Start SUBMISSION](#)
- Type of Action: Standard European Fellowship [MSCA-IF-EF-ST] [Start SUBMISSION](#)
- Type of Action: Global Fellowships [MSCA-IF-GF] [Start SUBMISSION](#)

You land at this page:
Do you have an EU Login?
If yes, login with it
If no, you have to create it.



Create the draft proposal (Step 3) /1

Step 3
Create a Draft Proposal

H2020-MSCA-IF-2017

USER NAME

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-EF-ST

THU 14 DEADLINE (Brussels Local Time)
September 2017 17:00:00

149 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it.
Please remember that you can submit the proposal as many times as you want. Every submitted version will replace the previously submitted one.

Your organisation 1

PIC* Short name*

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

☒ Supervisor
☐ Researcher
☐ Contact Person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym* Please restrict acronym to latin characters only

cancel

Version: 20170214-1339 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

1 PIC number: 9-digit number identify an institution in the EU database

Insert the PIC number of the beneficiary Host Institution

– or –

Search for it clicking on "search"



Verify the PIC number with the administrative office of the organisation.

Use VALIDATED PIC number


For UNIVR PIC is 999838074

Create the draft proposal /2

Your organisation

PIC*  999838074 Short name*  UNIVR

999838074 UNIVR VIA DELL ARTIGLIERE 8 VERONA, IT VAT:IT01541040232

Search for your organisation PIC 

Your Role

1

Please indicate your role in this proposal

- ☐ Supervisor
- ☒ Researcher
- ☐ Contact Person

Your Proposal

2

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*

ACR

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count: 13

to be defined

Scientific Panel*

[SOC] Social Sciences and Humanities

3

next >>

1 Indicate **your role**

2 and **main data of the proposal**:

- Acronym
- Short summary
- Scientific Panel

They can be changed later!

And 3 click "next>>"

And then accept all conditions...



Congratulation!!
You have just created your draft proposal
and you have received an email



Add and manage parties (Step 4) /1

Add other contacts of the proposal...

- 1** To add the other contacts of the proposal (supervisor at least), click on “+” under contact and insert
- first name,
 - last name
 - and email

Mandatory: Add your **supervisor** contact

Strongly recommended: add some **administrative staff** as contact person with full access rights

For UNIVR, please, add as contact people, the people listed in the next slide

People to be added for MSCA-IF Fellowships involving UNIVR

All proposals

Gabriella Monaco (gabriella.monaco@univr.it)

Sciences, ICT and biotechnologies

Marta Capiluppi (marta.capiluppi@univr.it)

Daniela Grisi (daniela.grisi@univr.it)

Claudio Nidasio (claudio.nidasio@univr.it)

Life Sciences

Erika Cavallini (erika.cavallini@univr.it)

Sergio Cau (sergio.cau@univr.it)

Social sciences and Humanities

Alessio Lorenzi (alessio.lorenzi@univr.it)

Paola Giacomazzi (paola.giacomazzi@univr.it)



Add and manage parties (Step 4) /2

Add the HI in the Third country (only for GF)

Only for Global fellowship!!

1 First add the partner organisation in the third country

- Click on “Add partner”
- Insert the PIC number
- Confirm the organisation

Then to **add the contact people** of this organisation (see above)

Do not add here
the partner organisations hosting a
secondment (in EU/AC)!!

A specific section is included in Part A

LOGIN FUNDING SCHEME CREATE DRAFT **PARTIES** EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

H2020-MSCA-IF-2017

USER NAME

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-EF-ST

A.B.C. ACRONYM
ACR

DRAFT ID | SEP-210433378

THU 14 DEADLINE (Brussels Local Time)
September 2017 17:00:00

149 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

1 Applicant (FUTURE BENEFICIARY)

UNIVR
UNIVERSITA DEGLI STUDI DI VERONA
VIA DELL'ARTIGLIERE 8, 37129 VERONA, IT
PIC: 999838074

Change Organisation Contact LEAR

Contact

Deborah MIAZZON - Researcher

Alessio Lorenzi - Supervisor

Marta Capiluppi - Contact Person

1

Save Changes next >>

done

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Add and manage parties (Step 4) /3

1 At the end of Step 4, you have to “save changes” and click on “next”

Every time a person is added in the proposal and changes are saved, he/she receives a **confirmation email**.

He/she can access the proposal with his/her own **EU Login**.

If he/she has no EU Login, he/she has to create one



Edit proposal (Step 5)

- 1 Download the template (Part B1 and B2).
- 2 Edit the administrative form (Part A)
- 3 Upload the complete Part B1 and B2
- 4 Check if there are errors
- 5 Submit your proposal
- 6 Go back to Step 4 to add a person / organisation
- 7 Close the submission system

The screenshot shows the 'Edit Proposals' interface. At the top, a progress bar indicates the current step is 'EDIT PROPOSAL'. The main heading is 'Edit Proposals' Forms'. Below this, a warning message states: 'WARNING: This proposal contains changes that have not yet been submitted...'. The 'Administrative Forms' section includes a link to 'edit forms' (annotated with a red circle 2), 'view history', and 'print preview'. The 'Part B and Annexes' section contains two 'upload' buttons for 'Part B1' and 'Part B2' (annotated with a red circle 3). A sidebar on the left shows a 'Download Part B templates' button (annotated with a red circle 1) and links to user guides. At the bottom, a navigation bar shows '<< Step 4 Parties' (annotated with a red circle 4) and a '7' in a red circle (annotated with a red circle 7). Other red circles (2, 3, 4, 5, 6) are placed on the interface to correspond to the steps in the list on the left.



Where can you find your proposal



Manage my area

- My Organisation(s)
- GRANTS
- My Proposal(s)**
- My Project(s)
- My Formal Notification(s)

My Proposal(s)

Online manual "Submit a proposal"

IT HOW TO "Submit a proposal"

More info

Results: 1

Download excel list

TEST-MSCA

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE	ACTIONS
H2020	H2020-MSCA-IF-2019	MSCA-IF-GF	SEP-210590275	TEST-MSCA	Draft	141	15-09-2019 17:00:00	Actions <ul style="list-style-type: none">Edit DraftDelete Proposal

1 10

When you stop working on your proposal, you can find it under **My proposal!** on the Funding and TenderPortal

You need to be logged in

Under ACTIONS

- Edit draft:** Button to edit your proposal
- Delete Proposal:** Button to delete your proposal



Caution!



The administrative forms (Part A) step by step

7 and 9 May 2019

Step 5

Table of contents

1 - General Information

Proposal Submission Forms

Table Of Contents

Save

Save&Close

Please check our [wiki](#) for help on navigating the form.

Horizon 2020
Call: H2020-MSCA-IF-2018
(Marie Skłodowska-Curie Individual Fellowships)

Topic: MSCA-IF-2018
Type of action: MSCA-IF-EF-ST
(Standard European Fellowships)
Proposal number: SEP-210513082
Proposal acronym: XMP
Deadline Id: H2020-MSCA-IF-2018

Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Read more

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1- General Information

Table of contents	1 - General Information	2 - Participants & contacts
-------------------	-------------------------	-----------------------------

Proposal Submission Forms

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[Validate Form](#)
[Save](#)
[Save&Close](#)

Proposal ID SEP-210513082 Acronym XMP

1 - General information

Topic	MSCA-IF-2018	Type of Action	MSCA-IF-EF-ST
Call Identifier	H2020-MSCA-IF-2018	Deadline Id	H2020-MSCA-IF-2018
Acronym	XMP		
Proposal title	<p>The title should be no longer than 200 characters (with spaces) and should be understandable to the non-special.</p> <p>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > « » &</p>		
Duration in months	<input type="text"/>		
Scientific Area	<input type="text" value="Economic Sciences (ECO)"/>		
<p>Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.</p>			
Descriptor 1	<input type="text"/>		
Free keywords	<input type="text" value="Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)."/>		

Please choose the
for proposal /
the Guide for

H2020-MSCA

Descriptor 1: within the chosen scientific area

Descriptor 2:

Descriptor 3:

Descriptor 4: from any scientific area

Descriptor 5:

in order of relevance

underlined= mandatory / *italic* = optional

Acronym:

- A real acronym or a short title
- Will be used for promotion (and also as web address!)

Title:

- Must be clear, concise, specific
- Do not use < > « » & and non-Latin characters

Duration: (months)

Scientific area: choose among the 8 panels

Descriptors: 3 mandatory + 2 optional

Follow the instructions in Guide p. 33

List of descriptors are on p. 60 and following

Free keywords: not mandatory

to integrate the descriptors

**Scientific Area, Descriptors and Keywords
are used to choose the reviewers**



1- General Information

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Proposal ID SEP-210513082 Acronym XMP

Abstract ?

My summary

Remaining characters 1990

Has a similar proposal in terms of research objectives been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call? ☐ Yes ☐ No ?

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Abstract:

Max 2000 characters

Prepare / review it at the end

Essential information:

- Experienced Researcher (ER);
- Host institution(s) and Supervisor(s);
- topic and objectives of your research project;
- training objectives;
- expected impact on the ER's career.

Review the summary at the end

- It has to be consistent with the whole application
- To avoid submitting a draft (e.g. "My summary")



1- General Information

Has a similar proposal in terms of research objectives been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call? ☒ Yes ☐ No ?

Please give the contract number.	Add
xxxxxx	

1st case: Resubmission

Proposal submitted to the calls MSCA-IF-2017 or MSCA-IF-2018 with

- same Experienced Researcher *AND*
- same Supervisor(s) *AND*
- same Host institution(s)

Please, give the Proposal ID (6-digits number)



Evaluators receive the ESR during the consensus phase

No reference to the outcome of the previous evaluation(s) should be included in the text of the current proposal

2nd case: Similar proposals / projects

1. Similar project already financed by MSCA-IF since 2014 (even with different HI)
2. Submitted by the same HI in call MSCA-IF-2019

Please, give the Project / Proposal ID reference



Evaluators will consider these projects while assessing originality and novelty



Declaration & List of participants

Tick all declarations!

Proposal Submission Forms

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Proposal ID SEP-210513082 Acronym XMP

Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity as set out, for instance, in the European Code of Conduct for Research Integrity and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The applicant (future beneficiary) hereby declares:	
- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- it has the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>

The applicant (future beneficiary) is only responsible for the correctness of the information relating to his/her own organisation. Where the proposal to be retained for EU funding, the applicant (future beneficiary) will be required to present a formal declaration in this respect.

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the [Privacy statement for the EDES Database](#).

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List of participants is created automatically

1 - General Information

Type or select a participant

3 - Budget

Proposal Submission Forms

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Proposal ID SEP 210513082 Acronym XMP

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	UNIVERSITA DEGLI STUDI DI VERONA	Italy	Show



2 - Administrative data of participating organisations

You just need to fill in the contact details
of the hosting department / lab

**For GF, a similar form for the partner
organisation in third country**

2 - Participants & contacts 3 - Budget

Proposal Submission Forms [Table Of Contents](#) [Validate Form](#) [Save](#) [Save&Close](#)

Proposal ID SEP-210513082 Acronym XMP Short name UNIVR

2 - Administrative data of participating organisations

Future Host Institution

PIC	Legal name
999838074	UNIVERSITA DEGLI STUDI DI VERONA

Short name: UNIVR

Address of the organisation

Street VIA DELL ARTIGLIERE 8

Town VERONA

Postcode 37129

Country Italy

Webpage www.univr.it

Specific Legal Statutes

Research and Innovation legal statuses

Legal person	yes	Academic Sector	yes
Non-profit	yes		
International organisation	no		
International organisation of European Interest	no		
Secondary or Higher education establishment	yes		
Research organisation	yes		
Small and Medium-sized Enterprises (SMEs)	no		
Public body	yes		

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Proposal ID SEP-210513082 Acronym XMP Short name UNIVR

Department(s) carrying out the proposed work

[Add a Department](#)

Department 1

Department name ☐ not applicable

☐ Same as proposing organisation's address

Street

Town

Postcode

Country

If the location of the Department carrying out the proposed work is not the same as the location of the Host Institute, please note that although the proposal submission system calculates the budget of the project based on the location of the Host Institute, the budget of the project for the grant agreement will be calculated by using the country coefficient of the location of the Department carrying out the proposed work.

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Proposal ID **SEP-210513082** Acronym **XMP** Short name **UNIVR**

Researcher

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Last Name* **LORENZI** Last Name at Birth

First Name(s)* **Alessio** Gender* ☐ Male ☐ Female

Title Country of residence*

Nationality* Nationality 2

Date of Birth (DD/MM/YYYY) Country of Birth*

Place of Birth

Contact address [?](#)

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

☐ Same as organisation address

Street

Postcode/Cedex Town

Phone Country

Phone2 / Mobile

E-Mail* **alessio.lorenzi@univr.it**

ORCID ID

Researcher ID The maximum length of the identifier is 11 characters (ZZZ-9999-2010) and the minimum length is 9 characters (A-1001-2010).

Other ID

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Proposal ID **SEP-210513082** Acronym **XMP** Short name **UNIVR**

Qualifications [?](#)

Doctorate Date of (expected) award Select the exact date (DD/MM/YYYY)

Doctorate start date Select the exact date (DD/MM/YYYY)

University Degree giving access to PHD Date of award (DD/MM/YYYY)

Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies, etc) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps. Short stays (as defined in the Guide for Applicants) shall not be listed in this box.

Period from	Period to	Duration (days)	Country	Add
<input type="text"/>	12/09/2018 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
Total		0		

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Check of experience

Be consistent with Part B2

Check of mobility rule

≤ 12 months in last 3 years
≤ 36 months in last 5 years
(EF-CAR / RI / SE)

ORCID / Researcher ID

ORCID or Researcher ID are not mandatory.
But mention it if you have



Supervisor(s)

Proposal Submission Forms

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Proposal ID SEP 210513082 Acronym XMP Short name UNIVR

Supervisor ?

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title Sex ☐ Male ☐ Female

First name* Marta Last name* Capiluppi

E-Mail* marta.capiluppi@univr.it

Position in org.

Department

☐ Same as organisation address

Street

Town Post code

Country

Website

Phone Phone 2 Fax

Other contact persons ?

First Name	Last Name	E-mail	Phone
Erika	Cavallini	erika.cavallini@univr.it	+39 0445 231111

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EF: only one supervisor

GF: two supervisors

Fill in with contact details of the supervisor(s)

Fax is not mandatory.



3- Budget

Budget (costs) is **automatically estimated** according to the information:

- Number of months
- Country(ies) of the HI(s)
- Family status of the ER (see later)

Amounts are expressed **€ per month**

(*) A **Country correction coefficient** depending on the country of the HI(s)

(**) Only if you have a **family**

EU funds **100% of the total costs**

Researcher Unit Cost			Institutional Unit Cost	
Living Allowance *	Mobility Allowance	Family Allowance**	Research, training and networking costs	Management and indirect costs
4 880	600	500	800	650

Researcher Unit Cost is paid by the HI to ER as salary

It includes social charges and taxes according to the country of the beneficiary HI.

Institutional Unit Cost is managed by the HI to cover all costs for research, training, networking and management

E.g. lab materials for research, travel costs to participate in conference and events, tuition fees for courses, cost to organise seminars and conferences, open access fees...

3- Budget



3 - Budget

4 - Ethics

Proposal Submission Forms

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Validate Form

Save

Save&Close

Proposal ID SEP-210513082

Acronym XMP

3 - Budget

Is the Researcher eligible for family allowance?

☐ Yes ☐ No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1	UNIVR	IT	1,044	0	0,00	0,00	0,00	0,00	0,00	0,00
Total					0,00	0,00	0,00	0,00	0,00	0,00

Do not forget to answer the question about your family status **at the deadline** (on 11/9/2019)?

REMARK

You get the family allowance, it does not matter whether your family travel with you or not

Family = a person linked to the researcher

1. by marriage
2. by relationship recognised by the country where it was formalised
3. dependent children

4- Ethics issues table

3 - Budget
4 - Ethics
5 - Call-specific questions

Proposal Submission Forms
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Validate Form
Save
Save & Close

Proposal ID SEP 210513082
Acronym XMP

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case your research involves low and/or lower middle income countries , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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If your project raises any ethical issues in the list

- choose “yes”, and
- insert the pages in Part B1 where the ethically relevant activity is described

You also have to describe the ethical issues and how you will manage them, in Part B2 Section 6 - Ethical Issues

Guidance - How to complete your ethics self-assessment
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf



4-Ethics issues table

Proposal Submission Forms

[Table Of Contents](#)[Validate Form](#)[Save](#)[Save&Close](#)Proposal ID **SEP-210513082**Acronym **XMP**

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

[How to Complete your Ethics Self-Assessment](#)

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← Do not forget to tick here



Possible ethics issues

1. **Human embryos & fetuses** (e.g. stem cells)
2. **Human beings** (e.g. clinical trials, involvement of children, information and consent/assent procedures)
3. **Human cells or tissues** (e.g. clinical trials, stem cells)
4. **Personal data** (e.g. data protection and privacy issues related to data collected)
5. **Animals** (e.g. clinical trials, but also farming, please specify you will use the 3R rule = replacement, reduction and refinement)
6. **Non-EU countries** (e.g. involvement of a Third Country for research, in this context also Associated Countries are considered Third Countries)
7. **Environment, health & safety** (e.g. staff and environment possible harm)
8. **Dual use** (e.g. military/weapon applications)
9. **Exclusive focus on civil applications** (e.g. if a military partner is involved, but research needs to have ONLY civil applications)
10. **Potential misuse of research results** (e.g. research results can be misused to harm people, environment or animals)
11. **Other** (e.g. new developments in the fields of neurobiology, man-machine interaction, developments in nanotechnology, genetic enhancement, the creation of androids and cyborgs, etc.)



The Ethics Self-Assessment does not refer only to
medical/clinic studies!

Ethics Self Assessment is not part of the evaluation

BUT

Ethical issues might arise during your project and **jeopardise
its results or prevent you to obtain the funding!**

5- Call specific questions

Eligibility, promotion and secondment

Questions about eligibility

- Military service
- Refugee status
- Break in the career (*only for EF-CAR*)
- Nationality / Citizenship (*only EF-RI and GF*)
- Non-academic status of the HI (*only for EF-SE*)
- Participation to the Widening Fellowships (*only for EF with Widening Countries*)

Publicity of researcher / proposal

- For funded proposals (1)
- for potential funders (2), if the project is not funded by MSCA

Tick yes for both!!

Secondment in EU /AC

If you have planned a secondment:

- give the **sector** (academic or non-academic?)
- give the **name and country** of the partner organisation hosting the secondment (if known)

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ☐ Yes ☐ No
2. Did you spend time on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country? ☐ Yes ☒ No
3. Are you a national of a Member State or Associated Country? ☐ Yes ☐ No

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ☐ Yes ☐ No
2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ☐ Yes ☐ No
3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ☐ Yes ☐ No

Attention: this secondment is different than the outgoing phase in the Third Country and only takes place in Member State / Associate Country!!!

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ☐ Yes ☐ No

5- Call specific questions

Open Research Data

4 - Ethics 5 - Call-specific questions Validation result >

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the [Pilot on Open Research Data in Horizon 2020](#)¹, which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a [Data Management Plan \(DMP\)](#), which should address the relevant aspects of making data FAIR (findable, accessible, interoperable and re-usable), including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020. ☒ Yes ☐ No

Open Access to Publication and to Research Data
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm
Guidelines
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

4 - Ethics 5 - Call-specific questions Validation result >

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	<input type="checkbox"/>
- to allow the protection of results (e.g. patenting)	<input type="checkbox"/>
- incompatibility with the need for confidentiality linked to security	<input type="checkbox"/>
- incompatibility with privacy/data protection	<input type="checkbox"/>
- achievement of the project's main aim would be jeopardised	<input type="checkbox"/>
- other legitimate reasons	<input type="checkbox"/>

Further guidance on open access and research data management is available on the participant portal:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.

¹ According to article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006.

Research data: information, in particular facts or numbers, collected during the project

Open Access to research data: right to access and reuse digital research data

OA to Research Data is **mandatory unless:**

- no data is produced
- you plan to exploit it commercially
- security is endangered
- you need to protect the privacy (and cannot find any other solution!)
- the project would be jeopardised
- for other legitimate reasons

If you opt out, tick your case



Validation results

To check if some piece of information is missing.

If you click on “show error”, you are redirected to the field in the form

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).



Final steps up to submission

1 Be sure to have **filled in** all the mandatory fields in **Part A** (Administrative forms)

2 **Upload** the technical annexes (**Part B1 and B2**) converted in PDF

→ **Do not mix up the button!**

3 **Validate** the forms

4 **Submit** your application



**You MUST submit
within 11 Sept 2019 at 17.00 (Brussels time).**



You can submit as many time as you want. Only the last version will be considered.

Every time you click on “submit”, the system checks for errors and mistakes (*Validation*), before saving and submitting your application (*Submission*).



Final tips

- Check your eligibility, before **selecting the panel** and creating your proposal (otherwise you have to create a new proposal and delete the previous one)
- Select carefully the **descriptors** and write a clear **summary**: the selection of reviewers is based on them
- Collect in advance **all the data you need** about yourself (PhD graduation date, place and dates of residence / activity in the previous years,...)
- Ask for **contact details and PIC number** of the Host Institution(s)
- **Check the acronym and summary** at the end, before the submission (avoid the risk to use the working – false – acronym and summary used while creating the proposal)
- Submit your first proposal some days before the deadline. You can **re-submit** as many time as you need.





Ufficio Progetti di Ricerca

<https://www.univr.it/it/organizzazione/area-ricerca/progettazione-e-rendicontazione-progetti-di-ricerca>

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