Horizon Europe Programme

Marie Skłodowska-Curie Actions Doctoral Networks (HE MSCA DN)

Project proposal – Technical description (Part B)

Version 1.0
18 June 2021

Project proposal – Technical description (Part B)

HISTORY OF CHANGES		
Version	**Publication date**	**Changes**
1.0	18.06.2021	▪ Initial version

Instructions for Drafting Part B of the Proposal

Part B of the proposal contains the details of the proposed research and training programmes along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the relevant sections, using both descriptive text and the tables provided. Please note that the explanatory notes included in the part B proposal template serve to <u>explain the award criteria without being exhaustive</u>. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme.

Applicants <u>must</u> structure their proposal according to the headings indicated in the Part B proposal template.

Please note that this call will be a single-stage proposal submission and evaluation procedure. **An RTF (rich text format) version** of the submission template can be downloaded from the Electronic Submission Service. Applicants <u>must</u> ensure that their proposals conform to this layout and to the instructions given.

Note: For the 2021 call, applicants must submit Part B of their proposal as <u>two separate documents</u>:

<u>*Document 1 (part B1)*</u>: must comprise the Start Page, Table of Contents, List of Participating Organisations data (including non-academic sector and declarations tables), and then Part B sections 1-3. **The maximum <u>total length</u> for this document is 34 pages**. The Start Page must consist of **1 whole page**. The Table of Contents must consist of **1 whole page**. The list of Participating Organisations data, including the non-academic beneficiaries and declarations tables, **must consist of a maximum of 2 whole pages**. If two whole pages are not used for this section, the remaining space must be left blank: **section 1 must start on page 5 of the document**. Of the **maximum 30 pages applied to sections 1, 2 and 3**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **The Expert evaluators will disregard any excess pages above the 34 page limit,** *since all pages in excess will automatically be blanked out once the application is submitted*.

<u>*Document 2 (part B2)*</u>: must consist of Part B sections 4-5. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per associated partner).

Note that applicants will not be able to submit their proposals in the submission system unless both documents 1 and 2 are provided.

Size limit of the documents: Please note that the **maximum size for each document is 10 MB**. The upload of any documents above this size limit will fail in the submission system. Applicants are reminded to test the system in advance, and avoid submitting their proposal at the last minute.

The **minimum font size** allowed for the main text is **11** points. Standard character spacing and a minimum of single line spacing has to be used. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). The reference font for the body text of proposals is **Times New Roman** (Windows platforms), **Times/Times New Roman** (Apple platforms) or **Nimbus Roman** No. 9 L (Linux distributions).

The use of a different font for the body text is not advised and is subject to the cumulative conditions that the font **is legible** and that its use does not significantly shorten the representation of the proposal in number of pages compared to using the reference font (for example with a view to bypass the page limit). As an indication, such a layout should lead to a maximum of between 5,000 and 6,000 possible characters per page (including spaces).

For the tables, the font size chosen must be clearly legible by the expert evaluators. The minimum font size is therefore 9 points. Tables should not be used to circumvent the minimum font size indicated for the main text. **Literature references should be listed in footnotes**, font size 8. All footnotes will count towards the page limit.

Please note that the experts will be instructed to **ignore hyperlinks to information** that is specifically designed to expand the proposal, thus circumventing the page limit.

Please make sure that both documents comprising Part B of the proposal carry as a **header to each page** the proposal acronym and the implementation mode applied to (i.e. DN, DN-ID or DN-JD). All **pages should also be numbered** in a single series on the footer of the page to prevent errors during handling. It is recommended to apply the following numbering format: "**Part B - Page X of Y**".

For both documents comprising Part B of the proposal, applicants must use exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the Electronic Submission Services of the Commission.

Applicants are instructed to **name their part B1 and B2** as follows:

Proposal Number-Acronym-Part B1.pdf / Proposal Number-Acronym-Part B2.pdf

DEFINITIONS	
Deliverable	A report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).
Impacts	Wider long term effects on society (including the environment), the economy and science, enabled by the outcomes of R&I investments (long term). Impacts generally occur some time after the end of the project. Example: *The deployment of the advanced forecasting system enables each airport to increase maximum passenger capacity by 15% and passenger average throughput by 10%, leading to a 28% reduction in infrastructure expansion costs.*
Milestone	Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.
Objectives	The goals of the work performed within the project, in terms of its research and innovation content. This will be translated into the project's results. These may range from tackling specific research questions, demonstrating the feasibility of an innovation, sharing knowledge among stakeholders on specific issues. The nature of the objectives will depend on the type of action, and the scope of the topic.
Outcomes	The expected effects, over the medium term, of projects supported under a given topic. The results of a project should contribute to these outcomes, fostered in particular by the dissemination and exploitation measures. This may include the uptake, diffusion, deployment, and/or use of the project's results by direct target groups. Outcomes generally occur during or shortly after the end of the project. Example: *9 European airports adopt the advanced forecasting system demonstrated during the project.*
Pathway to impact	Logical steps towards the achievement of the expected impacts of the project over time, in particular beyond the duration of a project. A pathway begins with the projects' results, to their dissemination, exploitation and communication, contributing to the expected outcomes in the work programme, and ultimately to the wider scientific, economic and societal impacts of the work programme destination.
Research output	Results generated by the action to which access can be given in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.
Results	What is generated during the project implementation. This may include, for example, know-how, innovative solutions, algorithms, proof of feasibility, new business models, policy recommendations, guidelines, prototypes, demonstrators, databases and datasets, trained researchers, new infrastructures, networks, etc. Most project results (inventions, scientific works, etc.) are 'Intellectual Property', which may, if appropriate, be protected by formal 'Intellectual Property Rights'. *Example: Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.*

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Doctoral Networks (DN)
Call: HORIZON-MSCA-DN-2021

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[DN] [DN-ID] [DN-JD]
[delete as appropriate]

TABLE OF CONTENTS (*max. 1 page*)

LIST OF PARTICIPATING ORGANISATIONS (*max. 2 pages*)

Please provide a list of the consortium's members (both beneficiaries and associated partners[1]) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action. Entities with a capital or legal link should be added under the associated partners linked to a beneficiary.

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division/ Laboratory	Scientist-in-Charge	Role of associated Partner[2] or link to beneficiary
Beneficiaries								
- NAME								
Associated Partners								
- NAME								
Associated Partners linked to a beneficiary								
- NAME								

For non-academic beneficiaries, please provide additional data as indicated in the table below.

Data for non-academic beneficiaries:

Name	Location of research premises (city / country)	Type of R&D activities	No. of full-time employees	No. of employees in R&D	Web site	Annual turnover[3] (in Euro)	Enterprise status (Yes/No)	SME status[4] (Yes/No)

- ▪ The information in the above table **must be based on current data, not projections**
- ▪ The financial and operational capacity of organisations participating in successful proposals will be subject to verification during the grant preparation phase

Declarations

Name (institution / individual)	Nature of inter-relationship

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[1] Please refer to the section on associated partners
[2] For example, delivering specialised training courses, hosting secondments, etc.
[3] Defined as the total value of sales of goods and services during the last accounting period.
[4] As defined in Commission Recommendation 2003/361/EC.

- ▪ Applicants **must** use the table above to **declare any inter-relationship between different participating institutions or individuals** (e.g. family ties, shared premises or facilities, joint or part ownership, financial interest, overlapping staff or directors, etc.)

START PAGE COUNT – MAX 30 PAGES

1. Excellence *(starting on p.5)*

1.1 Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

Required sub-headings:

- Introduction, objectives and overview of the research programme. It should be explained how the individual projects of the recruited researchers will be integrated into – and contribute to – the overall research programme. All proposals should also describe the research projects in the context of a doctoral training programme. Are the objectives measurable and verifiable? Are they realistically achievable?
- Pertinence and innovative aspects of the research programme (in light of the current state of the art and existing programmes / networks / doctoral research trainings). Describe how your project goes beyond the state-of-the-art, and the extent the proposed work is ambitious.

The action should be divided in **Work Packages** and described in the table below. The Work Packages should reflect the research objectives. Only brief headings and overviews of the Work Packages should be presented in Table 1.1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1.1: Work Package[5] (WP) List

WP No.	WP Title	Lead Beneficiary No.	Start Month	End month	Activity Type[6]	Lead Beneficiary Short Name	Researcher involvement[7]

1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality and appropriateness of open science practices)

Required sub-headings:

- Overall methodology: Describe and explain the overall methodology including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.

- Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your

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[5] A work package is defined as a major subdivision of the proposed action.

[6] For example, research, management, dissemination, etc.

[7] Indicate which ESR(s) will participate in the Work Package in question.

objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification.

- <u>Gender dimension and other diversity aspects</u>: Describe how the gender dimension and other diversity aspects are taken into account in the project's research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.

  ⚠️ *Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*

  ⚠️ *Sex, gender and diversity analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to https://ec.europa.eu/info/news/gendered-innovations-2-2020-nov-24_en*

- *Open science practices:* Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation are adapted to the nature of your work, in a way that will increase the chances of the project delivering on its objectives. If you believe that none of these practices are appropriate for your project, please provide a justification here.

  Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).

  ⚠️ *Please note that this question does not refer to outreach actions that may be planned as part of communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'.*

- *Research data management and management of other research outputs:* Applicants generating/collecting data and/or other research outputs (except for publications) during the project must provide maximum 1 page on how the data will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable), addressing the following (the description should be specific to your project):

  ➢ Types of data/research outputs/research outputs (e.g. experimental, observational, images, text, numerical) and their estimated size; if applicable, combination with, and provenance of, existing data.

  ➢ Findability of data/research outputs: Types of persistent and unique identifiers (e.g. digital object identifiers) and trusted repositories that will be used.

  ➢ Accessibility of data/research outputs: IPR considerations and timeline for open access (if open access not provided, explain why); provisions for access to restricted data for verification purposes.

  ➢ Interoperability of data/research outputs: Standards, formats and vocabularies for data and metadata.

➤ Reusability of data/research outputs: Licenses for data sharing and re-use (e.g. Creative Commons, Open Data Commons); availability of tools/software/models for data generation and validation/interpretation /re-use.

➤ Curation and storage/preservation costs; person/team responsible for data management and quality assurance.

⚠ *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data findable, accessible, interoperable and reusable (FAIR) as a deliverable at mid-term and revised towards the end of a project's lifetime.*

⚠ *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*

1.3   Quality and credibility of the training programme (including transferable skills, inter/multidisciplinary, inter-sectoral and gender as well as other diversity aspects)

Required sub-headings:

- <u>Overview and content structure of the doctoral training programme</u>, including network-wide training events and complementarity with those programmes offered locally at the participating organisations (please include table 1.3a and table 1.3b).
- <u>Role of non-academic sector in the training programme.</u>

Table 1.3 a   Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	PhD awarding entities	Planned Start Month 0-45	Duration (months) 3-36
1.				
2.				
3.				
…				
Total				

Table 1.3 b   Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	ECTS [8] (*if any*)	Lead Institution	Action Month (*estimated*)
1				
2				
3				
4				

1.4   Quality of the supervision (including mandatory joint supervision for industrial and joint doctorate projects)

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[8] ECTS: European Credit Transfer and Accumulation System.
http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf.

Required sub-headings:

- <u>Qualifications and supervision experience of supervisors.</u>
- <u>Quality of the joint supervision arrangements</u> (mandatory for DN-ID and DN-JD).

⚠️ *To avoid duplication, the role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (see section 5 below).*

⚠️ *The following section of the European Charter for Researchers refers specifically to supervision:*

Supervision

Employers and/or funders should ensure that a person is clearly identified to whom researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research doctoral candidate appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

⚠️ **Supervision** *is one of the crucial elements of successful research. Guiding, supporting, directing, advising and mentoring are key factors for a researcher to pursue his/her career path. In this context, all MSCA-funded projects are encouraged to follow the recommendations outlined in the* [Guidelines for MSCA supervision](#)[9].

2. Impact

2.1 Contribution to structuring doctoral training at the European level and to strengthening European innovation capacity, including the potential for:

a) meaningful <u>contribution of the non-academic sector to the doctoral training</u>, as appropriate to the implementation mode and research field
b) <u>developing sustainable elements of doctoral programmes</u>

2.2 Credibility of the measures to enhance the career perspectives and employability of researchers and contribution to their skills development

In this section, please explain the <u>impact of the research and training</u> on the fellows' careers.

2.3 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

Required sub-headings:

- <u>Plan for the dissemination and exploitation activities, including communication activities:</u>
Describe the planned measures to maximise the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Regarding communication measures and public engagement strategy, the aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.

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[9] While the Guidelines for MSCA supervision are non-binding, funded-projects are strongly encouraged to take them into account.

⚠ *In case your proposal is selected for funding, a more detailed plan will need to be provided as a mandatory project deliverable submitted at mid-term stage with an update towards the end of the project.*

- <u>Strategy for the management of intellectual property, foreseen protection measures</u>, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

⚠ *If your project is selected, you will need an appropriate consortium agreement to manage (amongst other things) the ownership and access to key knowledge (IPR, research data etc.). Where relevant, these will allow you, collectively and individually, to pursue market opportunities arising from the project.*

⚠ *All measures should be proportionate to the scale of the project, and should contain concrete actions to be implemented both during and after the end of the project, e.g. standardisation activities. Your plan should give due consideration to the possible follow-up of your project, once it is finished. In the justification, explain why each measure chosen is best suited to reach the target group addressed. Where relevant, describe the measures for a plausible path to commercialise the innovations.*

Concrete plans for sections 2.3 must be included in the corresponding implementation tables.

⚠ *Note that the following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:*

Dissemination, Exploitation of Results

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

Public Engagement

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

⚠ *You can also refer to the [Communicating EU research and innovation guidance for project participants](#) as well as to [the "communication" section of the Online Manual](#).*

2.4 The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts (project's pathways towards impact)

Required sub-headings:

⚠️ *Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.*

⚠️ *Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit.*

- Expected scientific impact(s), e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);
- Expected economic/technological impact(s), e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.
- Expected societal impact(s), e.g. decreasing CO_2 emissions, decreasing avoidable mortality, improving policies and decision-making, raising consumer awareness.

⚠️ *Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts.*

⚠️ *Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful. 'Magnitude' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time; 'Importance' refers to the value of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*

3. Quality and Efficiency of the Implementation

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

Required sub-headings:
- Work Packages description (please include table 3.1a);
- List of major deliverables *(*please include table 3.1b*, including the awarding of doctoral degrees;
- List of major milestones (please include table 3.1c);
- Fellow's individual projects, including secondment plan (please include table 3.1d)*;*

Note - Due date: The schedule should indicate the **number of months** elapsed from the start of the action (Month 1).

Table 3.1 a   Description of Work Packages

WP Number		Start Month – End Month
WP Title	*(e.g. including Research, Training, Management, Communication and Dissemination…)*	
Lead Beneficiary		
Objectives		
Description of Work and Role of Specific Beneficiaries / Associated partners *(possibly broken down into tasks), indicating lead participant and role of other participating organisations*		

Description of Deliverables
(brief description and month of delivery)

Table 3.1 b Deliverables List

⚠️ *The deliverables should be divided into scientific deliverables and management, training, recruitment and dissemination deliverables. Scientific deliverables have technical/scientific content specific to the action. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.*

⚠️ *Note that, if the proposal is successful, several mandatory deliverables will be added during the Grant Agreement preparation such as the establishment of a supervisory board of the network, due at month 2; the progress report, due at month 13; the career development plan etc. (full list in the MSCA Work Programme – Definitions section, paragraph 1.6).*

Scientific Deliverables						
Deliverable Number [10]	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type** [11]	**Dissemination Level** [12]	**Due Date**
Management, Training, Recruitment [13] **and Dissemination Deliverables**						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type**	**Dissemination Level**	**Due Date**

Table 3.1 c Milestones List

⚠️ *Note that, if the proposal is successful, several mandatory milestones will be added during the Grant Agreement preparation such as the mid-Term meeting between REA and the consortium (the presence of all beneficiaries (scientists-in-charge and recruited researchers) and associated partners is expected. A best practice is to combine this meeting with other project events as appropriate); the recruitment process completed, due at month 12; the PhD enrolment for all fellows, due at month 12 etc.*

⚠️ *For DN-JD projects, specific milestones may also be added (Agreement to deliver the joint/double/multiple PhD).*

Number	**Title**	**Related Work Package(s)**	**Lead Beneficiary**	**Due Date** [14]	**Means of Verification** [15]

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

[11] Please indicate the nature of the deliverable using one of the following codes:
R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination and/or exploitation of results; **OTHER** = Other, including coordination.

[12] Please indicate the dissemination level using one of the following codes:
PU = Public: fully open, e.g. web; **CO = Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services; Please consider that deliverables marked as "PU" will automatically be published on CORDIS once approved: the applicants should therefore consider the relevance of marking a deliverable as "PU";
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

[13] Including overall recruitment (e.g. advertising vacancies), Researcher Declarations on Conformity, Career Development Plan, training deliverable x, etc. The individual recruitments should only be listed in Table 1.2a.

[14] Measured in months from the action start date (month 1).

Table 3.1 d Individual Research Projects

If applicable and relevant, linkages between the individual research projects and the work packages should be summarised here (one table /fellow).

Fellow *(e.g. researcher1)*	Host institution	PhD enrolment*	Start date *(e.g. Month 6)*	Duration *(e.g. 36 months)*	Deliverables *(refer to numbers in table 3.1b)*

Project Title and Work Package(s) to which it is related:
Objectives:
Expected Results:
Planned secondment(s): *Host, supervisor, timing, length and purpose*
* Enrolment in Doctoral degree(s):   **DN-JD specific:** institutions where the researcher will be enrolled to obtain a joint/double or multiple doctoral degree should be included   **DN and DN-ID:** institution where the researcher will be enrolled to obtain a doctoral degree should be included

Required sub-headings:

- <u>Network organisation</u>, including financial management strategy, strategy for dealing with scientific misconduct
- <u>Joint governing structure</u> (including a steering board, mandatory for DN-ID and DN-JD actions)
- For DN-JD, <u>joint admission, selection, supervision, monitoring and assessment procedures</u>
- <u>Supervisory board</u>
- <u>Recruitment strategy</u>
- <u>Progress monitoring and evaluation of individual projects</u>
- <u>Risk management</u> at consortium level (including table 3.2a)
- <u>Gender aspects</u> (both at the level of recruitment and that of decision-making within the action)
- <u>Environmental aspects</u> in light of the <u>MSCA Green Charter</u>[16]

Table 3.1 d   Implementation Risks

Description of risk (indicate level of (i) likelihood, and (ii) severity: Low/Medium/High)	Work package(s) involved	Proposed risk-mitigation measures

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

[16] The MSCA Green Charter constitutes a code of good practice for all recipients of MSCA funding – both individuals and institutions – and promotes the mainstreaming of environmental considerations in all aspects of project implementation. In so doing, the Charter seeks to reduce the environmental footprint of MSCA-funded projects, to raise awareness of environmental sustainability, and to serve as a catalyst in promoting best practice in sustainable research management.

⚠️ *A **critical risk** is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.*
Level of likelihood *to occur: Low/medium/high*
The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.
Level of severity: *Low/medium/high*
The relative seriousness of the risk and the significance of its effect.

⚠️ *The following sections of the European Code of Conduct for the Recruitment of Researchers refer specifically to recruitment and selection:*

Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (academic and non-academic) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

3.2   Quality, capacity and role of each participant, including hosting arrangements and extent to which the consortium as a whole brings together the necessary expertise

Required sub-headings:

- Appropriateness of the infrastructure and capacity of each participating organisation, as outlined in Section 4 (Participating Organisations*),* in light of the tasks allocated to them in the action;
- Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to each beneficiary/associated partner in the action, including in light of their experience; Show how this includes expertise in social sciences and humanities, open science practices, and gender aspects of R&I, as appropriate.
- Commitment of beneficiaries and associated partners to the programme (for associated partners, please see also sections 4 and 5). The role of associated partners and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in section 5 and must follow the template (included within the PDF file, but outside the page limit).
- Funding of non-associated third countries (if applicable): Only entities from EU Member States, from Horizon Europe Associated Countries or from countries listed in the HE Programme guide are automatically eligible for EU funding. If one or more of the beneficiaries requesting EU funding is based in a country that is not automatically eligible for such funding, the application

shall explain in terms of the objectives of the action why such funding would be essential. Only in exceptional cases will these organisations receive EU funding. The same applies for international organisations other than IERO.

STOP PAGE COUNT – MAX 30 PAGES (SECTIONS 1-3)

DOCUMENT 2 (*no overall page limit applied*)

4. Participating Organisations

All organisations (whether beneficiaries or associated partners[17]) must complete the appropriate table below. Complete one table of <u>maximum one page per beneficiary</u> and <u>half a page per associated partner</u> (**minimum font size: 9**). Associated partners linked to a beneficiary should be described separately.

For **beneficiaries**:

Beneficiary Legal Name:	
General Description	*Short description of the activities relevant to the action*
Role and Commitment of key persons (including supervisors)	*Including names, title and the intended extent of involvement in the action (in <u>percentage of full-time employment</u>) of the key scientific staff who will be involved in the research, training and supervision*
Key Research Facilities, Infrastructure and Equipment	*Outline the key facilities and infrastructure available and demonstrate that each team has sufficient capacity to host and/or offer a suitable environment for supervising the research and training of the recruited researchers*
Status of Research Premises	*Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other beneficiaries and/or associated partners in the consortium?*
Previous Involvement in Research and Training Programmes, including H2020 ITN	*Detail any relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated. Please clearly mention any previous involvement in H2020 ITN funded project(s), including project(s) acronym and reference number.*
Current Involvement in Research and Training Programmes, including H2020 ITN	*Detail any relevant EU, national or international research and training actions/projects in which the beneficiary is currently participating. Please clearly mention any current involvement in ongoing ITN funded project(s), including project(s) acronym and reference number.*
Relevant Publications/datasets/ softwares/ Innovation Products/ other achievements	*Max. 5* *Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.*

For **associated partners:**

Associated Partner Legal Name:	
General description	
Key Persons and Expertise	
Key Research Facilities, Infrastructure and Equipment	

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[17] Please refer to the section on associated partners

Previous and Current Involvement in Research and Training Programmes	
Relevant Publications/datasets/ softwares/ Innovation Products/ other achievements	*Max. 3* *Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.*

For **associated partners linked to a beneficiary:**

Associated Partner linked to a beneficiary Legal Name:	
General description and link to the concerned beneficiary	
Key Persons and Expertise	
Key Research Facilities, Infrastructure and Equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications/datasets/ softwares/ Innovation Products/ other achievements	*Max. 3* *Key elements of the achievement, including a short qualitative assessment of its impact and (where available) its digital object identifier (DOI) or other type of persistent identifier (PID). Publications, in particular journal articles, are expected to be open access. Datasets are expected to be FAIR and 'as open as possible, as closed as necessary'.*

5. Letters of Commitment

Please use this section to insert scanned copies of the required **letters of commitment**.
Associated partners must include a letter of commitment in Part B (document 2) of the proposal to ensure their real and active participation in the proposed network. Such letters must follow the template below and should be signed by an authorised person, scanned and included in section B.5. The expert evaluators will be instructed to disregard the contribution of any associated partners for which no such evidence of commitment is submitted.

In case the letter does not follow the template or fail to give enough information on the associated partner's role and/or enough assurance on their commitment in the project (e.g. no signature, wrong proposal references, outdated letter…), the experts may penalise the proposal on these aspects under the implementation evaluation criterion.

For DN-JD, letters of pre-agreement must also be included from those academic beneficiaries/associated partners that will award the doctoral degrees, in part B (document 2) of the proposal. These letters should be signed by an **authorised legal representative** of the organisation in question so as to offer reasonable assurance regarding the commitment to award the joint, double or multiple doctoral degree(s). These letters should also indicate agreement with the principle that the awarding of such degrees is a precondition for funding. **A template** for these letters is provided below and **must be followed by all academic DN-JD applicants awarding the doctoral degree(s)**.

In case the letter does not follow in full the template or fails to give enough assurance on the commitment in the project (e.g. no signature, wrong proposal references, outdated letter…), the experts may penalise the proposal on these aspects under the implementation evaluation criterion. Missing letters of pre-agreement will lead to the exclusion of the entity, which may affect the eligibility of the proposal.

Letters of pre-agreement must be included in the PDF file (Part B, document 2); these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.

5.1. Template of Commitment letter for DN associated partners

- On headed paper of the entity

- Beyond any additional information that the participating organisation wishes to indicate in its Letter of commitment, the following text should appear in all its parts and with no modifications:

I undersigned[18] ....…., in my quality of[19] …………….…., commit to set up all necessary provisions to participate as associated partner (or associated partner linked to beneficiary …….) in the proposal …………………… submitted within the call HORIZON-MSCA-DN-2021, should the proposal be funded.

On behalf of [*name of the entity*], I also confirm that we will participate and contribute to the research, innovation and training activities as planned in this project. In particular, our [*name of the entity*] will be involved in ….[*Free field for any additional information that the participating organisation wishes to indicate in order to describe its role and contribution to the project*].

I hereby declare that I am entitled to commit into this process the entity I represent.

Name, date, signature

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[18] First name and surname.
[19] Role in and name of the Institution/Doctoral School.

5.2 Template of pre-agreement letter for DN-JD participants awarding a joint/double or multiple degree

- On headed paper of the Institution or of the Doctoral School

- Beyond any additional information that the participating organisation wishes to indicate in its Letter of pre-agreement, the following text should appear in all its parts and with no modifications:

I undersigned[20] ....…., in my quality of[21] …………………..…., commit to set up all necessary provisions to award a joint/double/multiple[22] research doctoral degree in the frame of the DN-JD proposal[23] …………………… submitted within the call HORIZON-MSCA-DN-2021, should the proposal be funded.

I am aware of and agree with the principle that the setting up of such provisions is a precondition for funding.

The research doctoral degree will be awarded to those Marie Skłodowska-Curie researchers who will fulfil, at the end of their research work, the requirements as set out in the formal agreement to establish the joint/double/multiple research doctoral degree between the relevant participating organisations.

[*Free field for any additional information that the participating organisation wishes to indicate*]

I am aware that the formal agreement to establish the joint/double/multiple research doctoral degree is due by month 6 from the start date of the project and I commit to comply with this deadline.

I hereby declare that I am entitled to commit into this process the Institution/Doctoral School I represent.

Name, date, signature

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[20] First name and surname.
[21] Role in and name of the Institution/Doctoral School.
[22] Choose the relevant one(s).
[23] Title of the proposal.

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Doctoral Networks (DN)
Call: HORIZON-MSCA-DN-2021**

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

**[DN] [DN-ID] [DN-JD]
[delete as appropriate]**