



Horizon Europe Programme

Marie Skłodowska-Curie Actions
Co-funding of regional, national and
international programmes (HE MSCA COFUND)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 7.0
17 October 2024



Application form (Part A)

Example, not to be completed

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Ethics and security	

How to fill in the forms

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

Application forms

Proposal ID

Acronym

1 - General information

Fields marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract *

Example, not to be completed

Remaining characters 2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes No

Please give the proposal reference or contract number.

Remove

Application forms

Proposal ID

Acronym

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
- to have the financial and operational capacity to carry out the proposed project.

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).

5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the [ALLEA European Code of Conduct for Research Integrity](#), as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. [Appropriate procedures, policies and structures](#) are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.

7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of [Regulation 428/2009](#), or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).

8) We confirm that the activities proposed do not
- aim at human cloning for reproductive purposes;
- intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or
- intend 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.
- lead to the destruction of human embryos (for example, for obtaining stem cells)
These activities are excluded from funding.

9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State.

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Example, not to be completed

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Organisation data

PIC	Legal name
Short name:	
Address	
Street	
Town	
Postcode	
Country	
Webpage	
Specific Legal Statuses	
Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown
SME Data	
Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.	
SME self-declared status	unknown
SME self-assessment	unknown
SME validation	unknown

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name	<i>Name of the department/institute carrying out the work.</i>	<input type="checkbox"/> not applicable
	<input type="checkbox"/> Same as proposing organisation's address	
Street	<i>Please enter street name and number.</i>	
Town	<i>Please enter the name of the town.</i>	
Postcode	<i>Area code.</i>	
Country	<i>Please select a country</i>	

Links with other participants

Type of link	Participant

Example, not to be completed

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title

Gender

Woman

Man

Non Binary

First name*

Last name*

E-Mail*

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.*

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxxx*

Phone 2 *+xxx xxxxxxxxxx*

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage	Role of researcher (in the project)	Reference Identifier	Type of identifier	
									Other ID	

Remove

Example, not to be completed

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Role of participating organisation in the project

Project management	<input type="checkbox"/>
Communication, dissemination and engagement	<input type="checkbox"/>
Provision of research and technology infrastructure	<input type="checkbox"/>
Co-definition of research and market needs	<input type="checkbox"/>
Civil society representative	<input type="checkbox"/>
Policy maker or regulator, incl. standardisation body	<input type="checkbox"/>
Research performer	<input type="checkbox"/>
Technology developer	<input type="checkbox"/>
Testing/validation of approaches and ideas	<input type="checkbox"/>
Prototyping and demonstration	<input type="checkbox"/>
IPR management incl. technology transfer	<input type="checkbox"/>
Public procurer of results	<input type="checkbox"/>
Private buyer of results	<input type="checkbox"/>
Finance provider (public or private)	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
Contributions from the social sciences or/and the humanities	<input type="checkbox"/>
Other If yes, please specify: (Maximum number of characters allowed: 50)	<input type="checkbox"/>

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)

Example, not to be completed

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

Yes

No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas** to be **covered** and addressed via concrete measures and targets are:
 - o work-life balance and organisational culture;
 - o gender balance in leadership and decision-making;
 - o gender equality in recruitment and career progression;
 - o integration of the gender dimension into research and teaching content;
 - o measures against gender-based violence including sexual harassment.

Example, not to be completed

Application forms

Proposal ID

Acronym **Acronym is mandatory**

3 - Budget

Participant number	Organisation short name	Role	Country	Academic sector	IO	No of recruited researchers	Number of person months (Employment)	Number of person months (Fellowship)	Contributions for recruited researchers		Total	Own resources	Financial contributions	Total estimated project income
									Employment Contract	Fixed amount fellowship				
1				No	No									
Total														

Example, not to be completed

Application forms

Proposal ID

Acronym

4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Humans		Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Personal Data		Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Non-EU Countries		Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
It is planned 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	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve low and/or lower middle income countries , (if yes, detail the benefit-sharing actions planned in the self-assessment)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Environment, Health and Safety		Page

Application forms

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Acronym

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ? Yes No

Does this activity deal with endangered fauna and/or flora / protected areas? Yes No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ? Yes No

8. Artificial Intelligence

Page

Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed). Yes No

9. Other Ethics Issues

Page

Are there any other ethics issues that should be taken into consideration? Yes No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)

Example, not to be completed

Application forms

Proposal ID

Acronym

Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters

5000

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters

5000

Application forms

Proposal ID

Acronym

Security issues table

1. EU Classified Information (EUCI) ²		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Misuse		Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

²According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, "European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States".

³Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

⁴EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

Validation result

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).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to be completed

Project proposal – Technical description (Part B)

Example, not to be completed



Horizon Europe Programme

Standard Application Form Marie Skłodowska-Curie Actions - Co-funding of regional, national and international programmes (HE MSCA COFUND)

Project proposal – Technical description (Part B1 and B2)

Version 3.1
17 October 2024



HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	12.10.2021	<ul style="list-style-type: none"> ▪ Initial version
2.0	11.07.2022	<ul style="list-style-type: none"> ▪ Consolidation, formatting and layout changes. Tags added
2.1	08.09.2022	<ul style="list-style-type: none"> ▪ Added instructions on Artificial intelligence
2.2	10.10.2022	<ul style="list-style-type: none"> ▪ Few wording changes in section 3
2.3	29.09.2023	<ul style="list-style-type: none"> ▪ Updated for 2023 call
3.0	11.04.2024	<ul style="list-style-type: none"> ▪ Guidance on the use of AI for the preparation of the proposal ▪ Addition of Section 6 “Environmental considerations in light of the MSCA Green Charter” (Part B2) ▪ Removal of the requirement to provide letters of commitment at the application stage. ▪ Unit costs amount updated ▪ Clarification on the gross salary amount to be provided ▪ Addition of column ‘own resources’ in table 1.1a ▪ Additional information on how to describe the activities per work package
3.1	17.10.2024	<ul style="list-style-type: none"> ▪ Corrected a mistake on AI guidance section ▪ Updated for 2025 call ▪ Updated table numbering ▪ Part B template split in Part B1 (with page number limitations) and Part B2 (without page number limitations)

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 explain the award criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme.

Applicants must 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 must ensure that their proposals conform to this layout and to the instructions given.

Note: For the 2025 call, applicants must submit Part B of their proposal as two separate documents:

Document 1 (part B1): must comprise the Start Page, Table of Contents, the General Description of the Programme/Information on the Beneficiary, and then Part B sections 1-3. **The maximum total length for this document is 34 pages.** The Start Page must consist of **1 whole page**. The General Description of the Programme/Information on the Beneficiary must consist of a **maximum of 2 pages**. The Table of Contents must consist of **1 whole page**. 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.**

Document 2 (part B2): must consist of Part B sections 4-6. 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 half a page per associated/implementing 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. Doctoral or Postdoctoral). 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

This document is tagged. Do not delete the tags; they are needed for our internal processing of information, mostly for statistical gathering. In that light, please do not move, delete, re-order, alter tags in any way, as they might create problems in our internal processing tools. Tags do not affect or influence the outcome of your application.

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	<p>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.</p> <p>Example: <i>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.</i></p>
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	<p>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.</p> <p>Example: <i>9 European airports adopt the advanced forecasting system demonstrated during the project.</i></p>
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	<p>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'.</p> <p>Example: <i>Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.</i></p>

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilized.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

Example, not to be completed

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)
Call: HORIZON-MSCA-COFUND-2025**

PART B1

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[Doctoral] [Postdoctoral]
[delete as appropriate]**

Example, not to be completed

TABLE OF CONTENTS (max. 1 page)

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HEMSCACO@#

GENERAL DESCRIPTION OF THE PROGRAMME (max. 2 pages including the information on the beneficiary below, not evaluated)**INFORMATION ON THE BENEFICIARY**

Name of Beneficiary	Beneficiary Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory

Beneficiary Legal Name:	Country:
General Description	<i>Short description of the activities relevant to the action</i>
Role and Commitment of key persons (including supervisors)	<i>Including names, title and the intended extent of involvement in the action (in percentage of full-time employment) of the key scientific staff who will be involved in the research, training and supervision</i>
Key Research Facilities, Infrastructure and Equipment	<i>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</i>
Status of Research Premises	<i>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 implementing and/or associated partners in the consortium (if applicable)?</i>
Previous Involvement in Research and Training Programmes, including H2020 COFUND	<i>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 COFUND funded project(s), including project(s) acronym and reference number.</i>
Current Involvement in Research and Training Programmes, including H2020 COFUND	<i>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 COFUND funded project(s), including project(s) acronym and reference number.</i>

START PAGE COUNT – MAX 30 PAGES**1. Excellence #@REL-EVA-RE@# (starting on p.5)****1.1 Quality and novelty of the selection / recruitment process for the researchers** (transparency, composition and organisation of selection committees, evaluation criteria, equal opportunities, the gender dimension and other diversity aspects) and **quality and attractiveness of the appointment conditions**, including competitiveness of the salary for the standards of the hosting countries

⚠ *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.

Required sub-headings:

- **Demonstrate the transparency of the selection process of the researchers**
 - ✓ Dissemination of the calls in appropriate ways;
 - ✓ Information provided to the candidates (e.g. conditions of the fellowship, host institution, evaluation process, results, review/appeal, etc.);
 - ✓ Eligibility criteria and application requirements;
 - ✓ Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account in the project's selection and recruitment process. If you do not consider such a gender dimension to be relevant in the case of your project, please provide a justification.

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

⚠ *If you plan to use, develop and/or deploy artificial intelligence (AI) based systems and/or techniques you must demonstrate their technical robustness. AI-based systems or techniques should be, or be developed to become:*

- *technically robust, accurate and reproducible, and able to deal with and inform about possible failures, inaccuracies and errors, proportionate to the assessed risk they pose*
- *socially robust, in that they duly consider the context and environment in which they*

operate

- *reliable and function as intended, minimizing unintentional and unexpected harm, preventing unacceptable harm and safeguarding the physical and mental integrity of humans*
- *able to provide a suitable explanation of their decision-making processes, whenever they can have a significant impact on people's lives.*

⚠ *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*

- ✓ Any other relevant point.
- Describe the organisation of the selection process
 - ✓ Composition of committees involved in the different stages of the process (i.e. eligibility check, evaluation, selection, appeal);
 - ✓ Selection of experts;
 - ✓ Fellows/Researchers' selection workflow and powers entrusted to the different actors;
 - ✓ Any other relevant point.
- List the Evaluation Criteria
 - ✓ Criteria/sub-criteria for the selection of researchers;
 - ✓ Any other relevant point (scoring, thresholds, etc.).
- Ensure equal opportunities
 - ✓ Equal opportunities should be understood in its widest sense. While it is not possible for an applicant to describe fully its potential actions, its equal opportunity policies and those of its partner organisations should be summarised. The independent experts will be asked to scrutinise how these provide equality of opportunity to the researchers, equality of treatment during the selection process and equality of support, during their fellowships, to the successful researchers.
- Appointment conditions of researchers
 - ✓ Amounts that will be provided for the benefit of the researcher (e.g. living, mobility, travel and family allowances) and for the organisation that is hosting the researcher (contribution to research, training and networking costs, indirect costs) (Table 1.1a)
The total salary provided must include the employer's contribution to social security as well as the employee's tax and social security contributions.
 - ✓ Working conditions, institutional administrative support, and available services/facilities;
 - ✓ Employment conditions, including statutory working practices, social security coverage and social benefits;
 - ✓ Compare the proposed working conditions through the programme with the regional and/or national and/or sectoral ones;
 - ✓ Any other relevant point.

Table 1.1 : Amounts provided to researchers and hosting organisations

The following table (or similar) should be used to detail the financial aspects of the programme. Please note that the amounts for the living allowance and for the mobility allowance must be specified individually:

Cost categories	EU contribution (A) (EUR/person-month)	Own resources (B) (EUR/person-month)	Total cost = EU contribution + own resources (A+B) (EUR/person-month)
COFUND allowance	3 300 (for Doctoral)* 4 700 (for Postdoctoral)*		***
Mobility allowance**			****
Family allowance**			****
Travel allowance**			****
Research costs**			
Other (training, etc.) **			
Management costs **			
Indirect costs**			
Number of fellows			
Number of fellow months			
Total amount			

Please make sure that the Total cost (including EU contribution and Own resources) declared in section 3 of Part A of the proposal matches exactly what is presented in Part B1.

**Choose the applicable rate, and delete the other.*

*** If applicable, delete otherwise. Other lines can be included for categories not shown in the template above.*

**** The monthly gross remuneration, i.e. salaries, social security contributions, taxes and other costs or compulsory deductions under national legislation linked to the remuneration, and the mobility costs must be: not lower than EUR 3300 for Doctoral fellows and not lower than EUR 4700 for Postdoctoral fellows; the applicant must clearly indicate the total amount of the researcher's salary*

including the employer's contribution to social security as well as the employee's tax and social security contributions

**** If any of these allowances are provided, the applicant must also indicate the total amount of the allowance, including the employer's contribution to social security as well as the employee's tax and social security contributions.

1.2 Quality and novelty of the research options offered by the programme in terms of science, interdisciplinarity, inter-sectorality and level of transnational mobility. Quality of open science practices.

Required sub-headings:

- Describe the research options offer by the programme
 - ✓ Excellence of the research programme;
 - ✓ Quality of the research options in terms of interdisciplinary research options, inter-sectorality (mobility between the academic and non-academic sector) and international networking;
 - ✓ 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 the research training programme, 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.*
- ✓ Any other relevant point.

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

Required sub-headings:

- Overview and content structure of the doctoral or postdoctoral training programme, including network-wide training events and complementarity with those programmes offered locally at the participating organisations. (please include table 1.3a)
- Role of non-academic sector in the training programme (if applicable)
 - ✓ Training on research skills within the appropriate discipline(s) and/or to gain new skills;
 - ✓ Support and/or additional training in non-research oriented transferable skills (i.e. grant writing, project management, IPR, entrepreneurship, training for job interviews)

Table 1.3 Main Network-Wide Training Events, Conferences and Contribution of the Beneficiary/ Partners

	Main Training Events & Conferences	ECTS ¹ (if any)	Lead Institution	Action Month (estimated)
1				
2				
3				

¹ ECTS: European Credit Transfer and Accumulation System.
http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf

4				
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1.4 Quality, novelty and pertinence of the supervision, career guidance and career development arrangements

Required sub-headings:

- Describe the supervision arrangements
 - ✓ Qualifications and supervision experience of supervisors: quality and experience of supervisors should be described (especially for Doctoral Programmes), as well as how progress of the fellows will be monitored and their career development promoted and guided throughout the duration of the fellowship
 - ✓ Describe how the potential and future career perspectives of selected researchers will be enhanced;
 - ✓ Any other relevant point

⚠ *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](#)².*

2. Impact #IMP-ACT-IA@#

2.1 Strengthening human resources good practices at institutional, regional, national or international level, in particular through aligning the practices of participating organisations with the principles set out by the EU for human resources development in research an innovation

- ✓ Outline how the proposed programme will impact on strengthening research human resources at the institutional, regional, national or international level;
- ✓ Describe how the programme will contribute to the implementation of principles set out by the EU for the human resources development in R&I (such as Charter and Code , or the Principles for Innovative Doctoral Training for Doctoral Programmes) at the participating organisations;
- ✓ Any other relevant point.

² While the Guidelines for MSCA supervision are non-binding, funded-projects are strongly encouraged to take them into account.

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

In this section, please explain the impact of the research and training 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:

- Plan for the dissemination and exploitation activities, including communication activities:

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.

⚠ *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.*

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

⚠ *If your project is selected, we encourage you to have a 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 #@COM-DIS-VIS-CDV@#

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.

#§COM-DIS-VIS-CDV§#

⚠ 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](#).

3. Quality and Efficiency of the Implementation #@QUA-LIT-QL@# #@WRK-PLA-WP@# #@CON-SOR-CS@# #@PRJ-MGT-PM@#

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

Describe the management plan of the programme and the resources.

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;
- Include a timeline or Gantt Chart giving an overview of at least the:
 - ✓ Expected start and end date of the action (number of months);
 - ✓ Opening/Closing date of the call(s);
 - ✓ Number of fellowships offered per call;
 - ✓ Evaluation timeline;
 - ✓ Expected/planned start/end date of the researchers' appointments.
- List of major milestones (please include table 3.1c);
- List of critical risks for implementation (please include table 3.1d)

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

Note – The following work packages and pre-filled deliverables are mandatory, and constitute a minimum requirement (if necessary you may enhance these deliverables by adding additional ones).

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	1	Start Month – End Month
WP Title	<i>Management</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations. . For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it.</i>		
Description of Deliverables <i>(brief description and month of delivery)</i> ...		
WP Number	2	Start Month – End Month
WP Title	<i>Dissemination of the Programme and its Calls</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations. . For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it.</i>		
Description of Deliverables D 2.1 Report/s on communication and dissemination activities D 2.2 Inform for each call the Project Officer by sending the link to the Euraxess website where the Call has been published ... <i>(brief description and month of delivery)</i>		
WP Number	3	Start Month – End Month
WP Title	<i>Evaluation and Selection</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations. . For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it.</i>		
Description of Deliverables D 3.1 Report for each call on evaluation and selection ... <i>(brief description and month of delivery)</i>		
WP Number	4	Start Month – End Month
WP Title	<i>Training and Career Development</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations. . For each task,</i>		

<i>quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it.</i>		
D 4.1 Report on training & career development after the end of each reporting period		
... <i>(brief description and month of delivery)</i>		
WP Number	5	Start Month – End Month
WP Title	<i>Ethics</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners <i>(possibly broken down into tasks), indicating lead participant and role of other participating organisations. . For each task, quantify the amount of work. Provide enough detail to justify the resources requested and clarify why the work is needed and who will do it.</i>		
D 5.1 Report for each call on ethics issues		
...		

Table 3.1 b Deliverables List

⚠ *The deliverables should be divided into management, dissemination of the programme and its calls, evaluation and selection, training and career development and ethics deliverables. 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 the 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 progress report, due at month 13; the career development plan, the data management plan, etc. (full list in the MSCA Work Programme – Definitions section, paragraph 1.6).*

Deliverable Number³	Deliverable Title	WP No.	Type⁴	Dissemination Level⁵	Due Date

³ 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.

⁴ 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.

⁵ 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.

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Example, not to be completed

Table 3.1 c Milestones List

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

KEY**Due date**

Measured in months from the project start date (month 1)

Means of verification

Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: Publication of the Call - The call will be published via all outlined dissemination channels.

Table 3.1d Critical risks for implementation #@RSK-MGT-RM@#

- 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.*

The likelihood (low/medium/high) is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

The severity (low/medium/high) is the relative seriousness of the risk and the significance of its effect.

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

#§RSK-MGT-RM§#

3.2 Quality and capacity of the host institution(s) and participating organisations (where appropriate), including hosting arrangements and extent to which they bring together the necessary expertise to successfully implement the research training programme.

Required sub-headings:

- Appropriateness of the infrastructure and capacity of each participating organisation, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the research training programme;
- Support offered to the candidates/researchers during the application/recruitment/implementation by the host/participating organisations;
- If applicable, Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to the beneficiary/implementing partner/associated partner in the research training programme, 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 the beneficiary and implementing/associated partners to the programme – if applicable (for associated/implementing partners, please see also sections 5). The role of associated/implementing partners and their active contribution to the research training programme should be described.

##\$QUA-LIT-QL\$# ##\$WRK-PLA-WP\$#

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

Example, not to be completed

DOCUMENT 2 *(no overall page limit applied)***4. Ethics**

Actions carried out under Horizon Europe shall comply with ethical principles and relevant Union, national and international law, including the Charter and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

Particular attention shall be paid to the principle of proportionality, to the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of a person, the right to non-discrimination and to the need to ensure protection of the environment and high levels of human health protection.

Ethics is important for all research domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them.

Please describe in this section the ethics procedure to be implemented. For COFUND programmes, it is often not known in advance if the fellowships to be funded will raise ethics issues. Therefore, it is important to describe how the proposal meets the European as well as the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out. In particular, applicants should take care to describe the ethics procedures that they will enforce in the execution of the programme (at application phase, selection and evaluation phase, monitoring and follow-up of projects, and the trainings on ethics). Successful COFUND programmes, when opening their calls for proposals, will have to detail the procedure to be followed for addressing proposals raising ethics issues.

Example, not to be used

5. Partner Organisations

Please list and detail the role of the partner organisations (implementing/associated - if known), including their financial contribution to the programme (when applicable):

Table 5.1

Partner organisation name	Partner organisation short name	Country	Implementing Partner (tick)	Associated Partner (tick)	Academic (Y/N)	Role			
						Hosting researchers WITH recruiting (Y/N)	Hosting researchers WITHOUT recruiting (Y/N)	Providing other training or career development opportunities (Y/N)	Financial contribution in EUR (if applicable)

Note that:

- Any relationship between different participating organisations or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff, etc.) **must** be declared and justified;
- The data provided relating to the financial capacity of the beneficiary will be subject to verification during the grant preparation phase.

In addition all partners (whether the implementing or associated partners⁶) must complete the appropriate table below. Complete one table of maximum half a page per associated/implementing partner (minimum font size: 9).

For Associated partners (if applicable one per associated partner):

Associated Partner Legal Name:		Country:
General description		
Key Persons and Expertise (including supervisors)		
Key Research Facilities, Infrastructure and Equipment		
Previous and Current Involvement in Research and Training Programmes		

For Implementing partners (if applicable one per implementing partner):

Implementing Partner Legal Name:		Country:
General description		
Key Persons and Expertise (including supervisors)		
Key Research Facilities, Infrastructure and Equipment		
Previous and Current Involvement in Research and Training Programmes		

⁶ Please include partners in the relevant table either Implementing or Associated. For Associated Partners please also include them in the part A of the proposal in the relevant section.

6. Environmental considerations in light of the MSCA Green Charter

Please explain how the proposed project would strive to adhere to the MSCA Green Charter⁷ during its implementation.

Example, not to be completed

⁷ MSCA Green Charter https://ec.europa.eu/msca/green_charter

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.

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)
Call: HORIZON-MSCA-COFUND-2024**

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[Doctoral] [Postdoctoral]
[delete as appropriate]**

Example, not to be completed

Proposal Template Part B (without instructions)

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)
Call: HORIZON-MSCA-COFUND-2024**

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[Doctoral] [Postdoctoral]
[delete as appropriate]**

TABLE OF CONTENTS (max. 1 page)

[This document is tagged. Do not delete the tags; they are needed for processing.] #@APP-FORM-HEMSCACO@#

GENERAL DESCRIPTION OF THE PROGRAMME (max. 2 pages including the information on the beneficiary below, not evaluated)**INFORMATION ON THE BENEFICIARY**

Name of Beneficiary	Beneficiary Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory

Beneficiary Legal Name:	Country:
General Description	
Role and Commitment of key persons (including supervisors)	
Key Research Facilities, Infrastructure and Equipment	
Status of Research Premises	
Previous Involvement in Research and Training Programmes, including H2020 COFUND	
Current Involvement in Research and Training Programmes, including H2020 COFUND	

START PAGE COUNT – MAX 30 PAGES**1. Excellence #@REL-EVA-RE@# (starting on p.5)****1.1 Quality and novelty of the selection / recruitment process for the researchers** (transparency, composition and organisation of selection committees, evaluation criteria, equal opportunities, the gender dimension and other diversity aspects) and **quality and attractiveness of the appointment conditions**, including competitiveness of the salary for the standards of the hosting countriesRequired sub-headings:

- Demonstrate the transparency of the selection process of the researchers
 - ✓ Dissemination of the calls in appropriate ways;
 - ✓ Information provided to the candidates
 - ✓ Eligibility criteria and application requirements;
 - ✓ Gender dimension and other diversity aspects
 - ✓ Any other relevant point.
- Describe the organisation of the selection process
 - ✓ Composition of committees involved in the different stages of the process ;
 - ✓ Selection of experts;
 - ✓ Fellows/Researchers' selection workflow and powers entrusted to the different actors;
 - ✓ Any other relevant point.
- List the Evaluation Criteria
 - ✓ Criteria/sub-criteria for the selection of researchers;
 - ✓ Any other relevant point.
- Ensure equal opportunities
- Appointment conditions of researchers
 - ✓ Amounts that will be provided for the benefit of the researcher and for the organisation that is hosting the researcher (Table 1.1a)
 - ✓ Working conditions, institutional administrative support, and available services/facilities;
 - ✓ Employment conditions, including statutory working practices, social security coverage and social benefits;
 - ✓ Compare the proposed working conditions through the programme with the regional and/or national and/or sectoral ones;
 - ✓ Any other relevant point.

Table 1.1 a: Amounts provided to researchers and hosting organisations

Cost categories	EU contribution (A) (EUR/person-month)	Own resources (B) (EUR/person-month)	Total cost = EU contribution + own resources (A+B) (EUR/person- month)
COFUND allowance	3 300 (for Doctoral) 4 700 (for Postdoctoral)		
Mobility allowance			
Family allowance			
Travel allowance			
Research costs			
Other (training, etc.)			
Management costs			
Indirect costs			
Number of fellows			
Number of fellow months			
Total amount			

1.2 Quality and novelty of the research options offered by the programme in terms of science, interdisciplinarity, inter-sectorality and level of transnational mobility. Quality of open science practices.

Required sub-headings:

- Describe the research options offer by the programme
 - ✓ Excellence of the research programme;
 - ✓ Quality of the research options in terms of interdisciplinary research options, inter-sectorality and international networking;
 - ✓ Open science practices
- Research data management and management of other research outputs

- ✓ How the data will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable)
- ✓ Any other relevant point.

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

Required sub-headings:

- Overview and content structure of the doctoral or postdoctoral training programme (please include table 1.3a)
- Role of non-academic sector in the training programme (if applicable)

Table 1.3 a Main Network-Wide Training Events, Conferences and Contribution of the Beneficiary/ Partners

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

1.4 Quality, novelty and pertinence of the supervision, career guidance and career development arrangements

Required sub-headings:

- Describe the supervision arrangements
 - ✓ Qualifications and supervision experience of supervisors
 - ✓ Enhancement on potential and future career perspectives of selected researchers;
 - ✓ Any other relevant point

2. Impact #@IMP-ACT-IA@#

2.1 Strengthening human resources good practices at institutional, regional, national or international level, in particular through aligning the practices of participating organisations with the principles set out by the EU for human resources development in research an innovation

- ✓ Impact of the proposed programme on strengthening research human resources at the institutional, regional, national or international level;
- ✓ Contribution of the programme to the implementation of principles set out by the EU for the human resources development in R&I at the participating organisations;
- ✓ Any other relevant point.

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

Impact of the research and training 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

#@COM-DIS-VIS-CDV@#

Required sub-headings:

- Plan for the dissemination and exploitation activities, including communication activities
- Strategy for the management of intellectual property, foreseen protection measures.

#§COM-DIS-VIS-CDV§# #§IMP-ACT-IA§#

3. Quality and Efficiency of the Implementation #@QUA-LIT-QL@# #@WRK-PLA-WP@# #@CON-SOR-CS@# #@PRJ-MGT-PM@#

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

Describe the management plan of the programme and the resources.

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);
- Include a timeline or Gantt Chart
- List of major milestones (please include table 3.1c);
- List of critical risks for implementation (please include table 3.1d)

#§CON-SOR-CS§# #§PRJ-MGT-PM§#

Table 3.1 a Description of Work Packages

WP Number	1	Start Month – End Month
WP Title	<i>Management</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners		
Description of Deliverables		
...		
WP Number	2	Start Month – End Month
WP Title	<i>Dissemination of the Programme and its Calls</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners		
Description of Deliverables		
D 2.1 Report/s on communication and dissemination activities		
D 2.2 Inform for each call the Project Officer by sending the link to the Euraxess website where the Call has been published		
...		
WP Number	3	Start Month – End Month
WP Title	<i>Evaluation and Selection</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners		
Description of Deliverables		
D 3.1 Report for each call on evaluation and selection		
...		
WP Number	4	Start Month – End Month
WP Title	<i>Training and Career Development</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners		
D 4.1 Report on training & career development after the end of each reporting period		
...		
WP Number	5	Start Month – End Month
WP Title	<i>Ethics</i>	
Objectives		
Description of Work and Role of the Beneficiary / Associated or Implementing partners		

D 5.1 Report for each call on ethics issues
 ...

Table 3.1 b Deliverables List

Deliverable Number	Deliverable Title	WP No.	Type	Dissemination Level	Due Date

Example, not to be completed

Table 3.1 c Milestones List

Milestone number	Milestone name	Related work package(s)	Due date (in month)	Means of verification

<p>KEY</p> <p>Due date</p> <p>Means of verification</p>

Table 3.1d Critical risks for implementation #@RSK-MGT-RM@#

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

#§RSK-MGT-RM§#

Example, not to be completed

3.2 Quality and capacity of the host institution(s) and participating organisations (where appropriate), including hosting arrangements and extent to which they bring together the necessary expertise to successfully implement the research training programme.

Required sub-headings:

- Appropriateness of the infrastructure and capacity of each participating organisation, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the research training programme;
- Support offered to the candidates/researchers during the application/recruitment/implementation by the host/participating organisations;
- If applicable, consortium composition and exploitation of participating organisations' complementarities
- Commitment of the beneficiary and implementing/associated partners to the programme – if applicable

##\$QUA-LIT-QL\$# ##\$WRK-PLA-WP\$#

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

Example, not to be completed

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
international programmes (COFUND)
Call: HORIZON-MSCA-COFUND-2025**

PART B1

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[Doctoral] [Postdoctoral]
[delete as appropriate]**

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
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PART B2

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

**[Doctoral] [Postdoctoral]
[delete as appropriate]**

Example, not to be completed

DOCUMENT 2 *(no overall page limit applied)*

4. Ethics

Actions carried out under Horizon Europe shall comply with ethical principles and relevant Union, national and international law, including the Charter and the European Convention for the Protection of Human Rights and Fundamental Freedoms and its Supplementary Protocols.

Example, not to be completed

5. Partner Organisations

Table 5.1

Partner organisation name	Partner organisation short name	Country	Implementing Partner (tick)	Associated Partner (tick)	Academic (Y/N)	Role			
						Hosting researchers WITH recruiting (Y/N)	Hosting researchers WITHOUT recruiting (Y/N)	Providing other training or career development opportunities (Y/N)	Financial contribution in EUR (if applicable)

Example, not to be completed

For Associated partners (if applicable one per associated partner):

Associated Partner Legal Name:		Country:
General description		
Key Persons and Expertise (including supervisors)		
Key Research Facilities, Infrastructure and Equipment		
Previous and Current Involvement in Research and Training Programmes		

For Implementing partners (if applicable one per implementing partner):

Implementing Partner Legal Name:		Country:
General description		
Key Persons and Expertise (including supervisors)		
Key Research Facilities, Infrastructure and Equipment		
Previous and Current Involvement in Research and Training Programmes		

Example, not to be completed

6. Environmental considerations in light of the MSCA Green Charter

Example, not to be completed

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and
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Call: HORIZON-MSCA-COFUND-2024**

PART B2

“PROPOSAL ACRONYM”

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[delete as appropriate]**