



Horizon Europe Programme

Standard Application Form

Marie Skłodowska-Curie Actions - Postdoctoral Fellowships (HE MSCA PF)

WITH COMMENTS

Project proposal – Technical description (Part B)

Version 4.1
09 April 2025

Text in light blue color: Suggestions by the Grant Office of the University of
Verona

Text highlighted in yellow: relevant original texts by the European
Commission

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HISTORY OF CHANGES		
Version	Publication date	Changes
1.0	18.06.2021	Initial version
1.1	05.05.2022	Updated definitions: artificial intelligence, critical risks. Alignment of wording of title 1.2 with the wording of the work programme.
2.0	11.07.2022	Addition of tags
2.1	08.09.2022	Added instructions on Artificial intelligence
3.0	20.03.2023	- Letter of commitment for non-academic placement no longer required - Font size of text in tables - alignment with standard application form template - Criteria 1.2 open science practices: link to external video added - Revision of criteria 2.1 explanation - Partial alignment of text with standard application form template for criteria 2.3 - Addition of Section 8 “Environmental considerations in light of the MSCA Green Charter” - Rephrasing of title of Section 9.
3.1	28.03.2024	- Guidance on the use of AI for the preparation of the proposal - Added link on open science - Added “rationale and added-value of secondment (if applicable)” under sub-criterion 1.3 - Added “provide credible quantified estimates” under sub-criterion 2.3 - Included how to describe the MSCA green charter
4.0	16.12.2024	Removed references to AI robustness and simplification of requirements of data management plan
4.1	09.04.2025	- Clarification regarding checks of compliance to formatting conditions during the evaluation - Corrected links in the Open Science section 1.2

Note

National Contact Points (NCPs) have been set up across Europe and beyond by the national governments to provide information and personalised support to Horizon Europe applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on Horizon Europe funding opportunities as well as to support potential applicants in the *preparation, submission and follow-up* of the grant applications. For details on the NCP in your country, please consult the [National Contact Points page](#).

Instructions for Drafting Part B of the Proposal

Part B of the proposal contains the details of the proposed MSCA Postdoctoral Fellowship as well as the required supporting information. It will be used by the independent experts to undertake their assessment of the proposal. We 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 MSCA-2024-PF 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. At the end of this document you can see the structure of the actual proposal that you need to submit, please remove all instruction pages that are watermarked. Applicants must ensure that their proposals conform to this layout and to the instructions given.

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded.

Applicants must submit Part B of their proposal as two separate files: part B-1 with a page limit applied, and part B-2 without a page limit.

Part B-1

Page limit: Sections 1, 2 and 3 together should not be longer than **10 pages**. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted towards this page limit. The page limit for this part of the proposal will be applied automatically; therefore, you must remove these instruction pages before submitting. **Do not add a cover page or a table of contents.**

If you attempt to upload a proposal longer than the specified page limit before the deadline, you will receive an automatic warning and will be advised to shorten and re-upload the proposal. After the deadline, excess pages (in over-long proposals) will be automatically made invisible, and therefore will not be taken into consideration by the experts. Note that experts will be instructed to ignore hyperlinks to information that is specifically designed to expand the proposal, thus circumventing the page limit.

The following **formatting conditions** apply:

- 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 bypassing the page limit).

- The minimum font size allowed is 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables.
- Text elements other than the body text, such as headers, foot/end notes, captions, formulas, etc. may deviate, but must be legible and not be less than 8 points.

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.

Part B-2

Part B-2, for which you will find a template at the end of this document does not have a page limit. It must comprise the CV of the researcher, the capacity of the participating organisation(s) and the commitment letter(s) of the associated partner hosting the outgoing phase in case of Global Fellowship. **Part B-2 must be submitted as a separate document.**

Applicants will not be able to submit their proposal in the submission system unless both Parts B-1 and B-2 are provided in PDF format are **provided in PDF format** (Adobe version 3 or higher, with embedded fonts).

Definitions

DEFINITIONS	
Artificial Intelligence¹	Artificial intelligence (AI) refers to systems that display intelligent behaviour by analysing their environment and taking actions – with some degree of autonomy – to achieve specific goals. AI-based systems can be purely software-based, acting in the virtual world (e.g. voice assistants, image analysis software, search engines, speech and face recognition systems) or AI can be embedded in hardware devices (e.g. advanced robots, autonomous cars, drones or Internet of Things applications)
Critical risk	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.

¹ Definition from the European Commission's High-Level Expert Group on Artificial Intelligence, https://ec.europa.eu/futurium/en/system/files/ged/ai_hleg_definition_of_ai_18_december_1.pdf

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. For this call Impacts refers to subsection 2.3 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>
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: <i>9 European airports adopt the advanced forecasting system demonstrated during the project.</i>
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: <i>Successful large-scale demonstrator: trial with 3 airports of an advanced forecasting system for proactive airport passenger flow management.</i>
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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.

AI use for proposal drafting: AI used as a tool, will be mentioned in the proposal as a paragraph.

----- Start of page count (max 10 pages) -----
 [This document is tagged (see instructions). Do not delete the tags; they are needed for processing.] #@APP-FORM-HEMSCAPF@#

Part B-1

1. Excellence #@REL-EVA-RE@#

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) #@QUA-LIT-QL@#

At a minimum, address the following aspects:

- Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?
- Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.

1.1.1 Objectives

DEFINE THE PROBLEM/S AND SUBSTANTIATE THE NEED FOR STUDY

You must document a **need** (corresponding to a **gap**), demonstrate sufficiently that this particular project **meets that need**, and convince the reader that what is proposed is worth financing.

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.

Few objectives!

- Measurable, concrete **and verifiable**
- Achievable by one person in the duration of the project
- Relevant to the scope of the project but also to EU policies
- **sufficiently detailed and realistic in scope**

SMART strategy:

S = Specific: 'What specifically needs to be done to reach the global objective?'

M = Measurable: 'How will you know when the objective has been successfully met?' (use qualitative or quantitative indicators)

A = Achievable: 'Can the objective be accomplished within the established timeframe and planned human and physical resources?'

R = Relevant: 'Is it instrumental to the scope and impact set out in the call, and to the fixed GOs?'

T = Time-bound: 'Will it be accomplished within the target date?'



EXAMPLE

Objectives

The project assumes the feminist approach to ... Providing an original and detailed insight in the women's experiences as Legal Narra(c)tors the project meets the urgency of countering the current backlash against women's rights through the production of counter-narratives that help to foster both the theoretical and the public debate on the topic. **The UN 2030 Agenda for Sustainable Development** lists "Gender Equality" and "Reduced Inequalities" as specific goals, as well as two of the European Union's core values. Eliminating discriminatory laws, policies and practices is considered vital to building fair, inclusive, prosperous and peaceful societies. The RE-RIGHTING project responds to the call and seeks to contribute to these two goals through an investigation that puts at the centre women's legal

imaginations⁶ in order to evaluate their theoretical impact, their critical effectiveness and their political relevance in addressing the questions of equality, difference, identity, recognition, and justice from a gendered perspective.

In order to achieve this **global goal**, the project will pursue the following Specific Objectives (SO):

- **SO1:** To build an archive of feminist narrative and performative practices of retrial. The project will start an archive of women's practices that engage in the exercise of re-writing and re-staging a trial in order to construct a counter-narrative and a counter-history of the case. Since most of these practices belong to different geographical and historical contexts, they have never been the object of a unit and systematic study. The project will fill this gap considering, in particular, the following experiences: ...

- **SO2:** To provide a conceptual framework for the notion of Legal Narra(c)tors. The second object to achieve will consist in conceptually defining and framing the new expression "Legal Narra(c)tors" starting from the materials collected (SO1) and from their joint reading. The main questions that will be addressed concern: (1) ...; (2) ...; (3) ...; (4) ...

- **SO3:** To map feminist legal vocabularies. The project will focus on the legal categories re-signified by Feminist Legal Narra(c)tors. The key concepts of the feminist vocabulary – such as equality, difference, recognition, gender and subject (of rights) – will be analysed.

Also, the categories of victim, witness, truth (and truth-seeking) and reparation will be taken into account since they are deeply connected to the scene of the trial and its speaking subjects. The dyscrasias between the different voices considered will be underlined in order to reconstruct the plurality of the feminist vocabularies applied to the scene of the trial. The project will explore the potential politics of resignification related to legal counter-narratives and counter-stories, but it will also consider the actual risk that recreating a (textual) tribunal can reproduce the sovereign spectacle of law, pivoted on the coercive power to judge, regulate and punish.

1.1.2 State of the art and beyond

TRY TO BE AMBITIOUS BUT RESPECT FEASIBILITY

Relate this section to objectives!

- ✓ State of the art: express the current situation (positions) and stress the stalemate situation or the difficulties in current approaches
- ✓ Novelty: basic/fundamental concepts and ideas, methodology (refer to 1.2), results – the proposal should present some advancement in research, but still be feasible by the fellow individually within the time of the project and with the grant provided

Describe clearly the originality of the proposal and the extent to which it goes beyond the state of the art → How could your project bring the investigation beyond the actual state of the art?



EXAMPLE

State of the art... and beyond

The proposed study is **unlike any other**, in that it investigates Feminist "Legal Narra(c)tors" practices as a unit object of study. **There is no existing literature that offers a systematic view** of narrative and performative exercises of retrial achieved from a feminist and situated perspective, as well as there are no contributions that conduct a joint analysis of the legal experiences considered by the present research. **The project's contribution to the existing literature will be**, therefore, original and innovative in different ways. - The research will help to disseminate the ... work in the European debate, where it received so far little attention. Indeed, ... - **The project will add to the existing literature** on the WCY that is mainly related to the field of International Law, where it has been analysed through the dominant paradigm of transitional justice. This paradigm has often reduced the potential of the feminist approach – expressively claimed by the organizers of the WCY17 – to a demand for recognition, redistribution and reparation for the violence suffered, and to a development of a victim-centred approach. The project will indeed take seriously the WCY's challenge of renovating the existing models of justice from a feminist perspective, which problematizes the linear narrative of transitional justice that implies a movement "from - to" (SO2) as well as the role of women as victims (SO3) ...

- This investigation creates a bridge between three scholarly fields: Feminist Studies, Continental Political Philosophy and Critical Legal Studies, in particular the Law and Literature movement, which firstly investigated the narratives surrounding the evolution of legal language. However, the researches in this field that focused on the scene of the trial mainly stressed ... **whose works** of counter-narrative **have so far been largely ignored**.

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 of open science practices)

At a minimum, address the following aspects:

- **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 objectives. If you consider that an inter-disciplinary² approach is unnecessary in the context of the proposed work, please provide a justification.
- **Gender dimension and other diversity aspects:** 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 [this link](#).
- **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 is adapted to the nature of your work in a way that will increase the chances of the project delivering on its objectives [*e.g. up to 1/2 page, including research data management*]. 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 pre-registration, 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).

² Interdisciplinarity means the integration of information, data, techniques, tools, perspectives, concepts or theories from two or more scientific disciplines.

- ⚠️ *Please note that this does not refer to outreach actions that may be planned as part of the communication, dissemination and exploitation activities. These aspects should instead be described below under ‘Impact’.*
- ⚠️ *Proposals selected for funding under Horizon Europe will need to develop a detailed data management plan (DMP) for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project’s lifetime. The DMP should describe how research outputs (especially research data) generated and/or collected during the project will be managed so as to ensure that they are findable, accessible, interoperable and reusable.*
- ⚠️ *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.*

1.2.1 Methodology

HOW DO YOU CONCRETELY INTEND TO PURSUE PROJECT OBJECTIVES?

Methodology should be also related to objectives!

List the methods used in your project to achieve the desired results:

- Methodological steps (sequential phases, thematic areas);
- Research methods and how they are connected;
- Different approaches and traditions (for humanities);
- Key concepts;
- Protocols, experimental plans, pilots, activities of testing and demonstration.

Is there any challenge in the methodology you have chosen? How do you face them? Do you have a plan B?



EXAMPLE

In order to pursue the SO1, the project will analyse a wide range of sources, including academic literature (mainly in the field of political, legal and feminist studies), interviews of the Women’s Courts organizers (mostly available online), artistic materials produced by ..., visual materials published by the WCY ... and legal cases. This task requires a combination of different research methods that will be implemented during the project: critical literature review, visual research and doctrinal analysis. Moreover, comparative and conceptual analysis will be the main methodologies implemented in order to achieve the SO2 and SO3 of the project. These approaches are used under the main methodological framework of feminist studies. In particular, the following sequential phases will shape the pursuit of the Specific Objectives (SO) listed above:

- The first phase of the research (months 1-6) focuses mainly on the selection and analysis (SO1) of the material produced ... For this purpose, a set of 10 rewritten judgments will be picked as follows: 2 cases on the recognition of sex/gender; 2 cases on women’s equality in Family Law; 2 cases on Reproductive Rights; 4 cases addressing women and Human Rights (the cases of the European Court of Human Rights will be privileged since they help to bridge the gap between the FJPs and the European academic debate).
- The second phase (months 6-12) investigates the action of the WCY (SO1) through the critical literature review of the published materials (documents, interviews of the organizers, video) and also through a contextualization of ... (SO2).
- In the third phase (months 12-18) the ER engages with Arendt’s report on the Eichmann trial and with the most relevant literature on the topic (SO1) in order to analyse Arendtian resignification of the legal categories of “victim”, “witness”, “truth”, “reparation” (SO3). Furthermore, the ER will work on her

own interpretation of Arendt's report as an exercise of narrative retrieval that could be read in line with other feminist experiences (SO2).

- The fourth phase (months 18-24) foresees a comparative analysis of the outputs achieved in the previous phases and a final conceptualization of "Feminist Legal Narra(c)tors" (SO2). An evaluation of the critical effectiveness and the political potential of the concept in the current academic and public debate will be provided (SO3).

1.2.2. Integration of methods and disciplines

DOES YOUR METHODOLOGY EXPLOIT INTERDISCIPLINARITY?

Aspects of different scientific disciplines that you will face during the project (e.g. mathematics, computer science, engineering, social sciences, etc.).

You might want to refer to the different research areas of the MSCA-PF Panels.

If there is no interdisciplinarity, discuss why this is not necessary to reach your objectives and achieve your results.

If interdisciplinarity is foreseen in the project, describe in a sufficiently clear way how and how much the different disciplines would contribute to the research goals; also try to demonstrate experience with interdisciplinary research of the kind required for the proposed research!

ALERT!!! Interdisciplinarity refers to LEVEL 1 of detail of the SCIENTIFIC PANELS (reference: [MSCA Keywords document](#)).

Form example in the Social sciences' Panel level 1 keywords are:

- S1-Sociology, social anthropology
- S2-Political science
- S3-Law
- S4-Communication
- S5-Cognition, psychology, linguistics
- S6-Philosophy
- S7-Education
- S8-Literature, arts, music, cultural and comparative studies
- S9-Archaeology, history and memory



EXAMPLE

As noted above (State-of-the-art), this project is inherently interdisciplinary since it deals with topics and addresses research questions that cross academic disciplines and public debates. Sources and materials from Women and Gender Studies (a descriptor of the area S1) are combined with methodologies and categories from Political Science (S2) and Philosophy (S6) to test the extent to which and the ways in which the materials studied can broaden and challenge our philosophical, political and legal vocabulary. The project will enable a rich interdisciplinary dialogue between Feminist Studies, Continental Philosophy and Critical Legal Theory in order to rethink a current key issue such as the narratives and counter-narratives of justice. As mentioned before, the ER has already a great experience in interdisciplinary methodologies and researches.

1.2.3 Gender dimension and other diversity aspects

DO YOUR RESEARCH AND/OR RESULTS GENERATE OR ARE AFFECTED BY GENDER/DIVERSITY BIASES?

This refers to gender and diversity factors that may affect or be generated by your research activities and results!

Examples:

- Is your method used in the same way by people from different genders?

- Can your results be used by people with disability in the same way than people without disability?

If there are no gender and diversity aspects in your project, you should discuss why.

Notice: if you have such aspects, you need not only to discuss them here, but also to integrate them in your research activities → you must specify them in the project objectives, methodology, impact (section 2) and implementation (section 3) AND consider them from the starting of your project!

When do you need to consider sex / gender / diversity in your study?

Sex / gender / diversity analysis affects:

- the problem identification
- the methodological choices, included the data to be collected
- the analysis of your data and the elaboration of your solutions
- the dissemination



EXAMPLE

Gender diversity is the core of the entire project. The starting hypothesis of the research is that women are key actors for the development of social justice not only as victims of inequalities, but also, and more importantly, as influential agents and law-users who play a central role in shifting the gender discourse on equality. The project focuses on female activists and thinkers, and it underlines their crucial contribution both to political and critical theory and to the struggle for everyone's rights. Moreover, the practices under study ... adopt an intersectional approach to justice that takes into account the combination of gender and sex discrimination with class, age and ethnicity. In order to ensure a diversity-sensitive approach in the dissemination and communication activities, the ER can count on the professional expertise of the Supervisor, who is the University Delegate to Public Engagement and also former member of the Committee for equal opportunities of the University of Verona.

1.2.4 Open Science

THE EC REQUIRES RESEARCH TO BE MORE AND MORE OPEN, REUSABLE AND FAIR

Here you should present the project activities that implement open science policies – as RESEARCH APPROACH:

- Citizen science & end-user engagement (co-design, co-creation, etc)
- Research integrity (conducting research in such a way that allows others to have confidence and trust in the methods and the findings of the research)
- open software and open repositories (use and re-use!)

Most common and mandatory open science policies for the EC:

- open access to research publications
- open access to research data

Open access to research publications

At the latest at the time of publication, for all articles related to the project, an electronic copy of the published version or the peer-reviewed version accepted for publication must be deposited in a qualified repository for scientific publications (IRIS at UNIVR for example), with NO EMBARGO period.

Open access should be immediately guaranteed to the archived publication through the archive itself, using the latest available version of the Creative Commons Attribution International Public License (CC BY) or equivalent; for monographs and other very long text formats, the license may exclude commercial and derivative uses (e.g. CC BY-NC or CC BY-ND).

The archive has to provide information on the outputs and tools necessary to validate the conclusions of the scientific publication.

Open access publication costs are only eligible for journals natively open access. Publications in journals that adopt a hybrid model, with open access on request, are no longer allowed (as eligibility of costs).

Hence, authors must have intellectual property rights that guarantee the open access requirements.

The metadata of the publications deposited in the archive must also be made available under a CC 0 license or equivalent.

Open access to research data

The European Commission requires that all digital data generated by projects are classified and deposited in qualified open access archives (e.g Zenodo). To this end, it is mandatory to create a **Data Management Plan** at the start of the project and update it periodically. This plan must contain all the procedures relating to the format of the data, their generation, storage and access. *Again, the licenses for open access must be CC BY or CC 0.*

In a research context, examples of data include statistics, results of experiments, measurements, observations resulting from fieldwork, survey results, interview recordings and images.



EXAMPLE

Research results will be published on open access journals of international relevance (like the Journal of Social and Political Philosophy, and feminists@law). At the time of publication, the ER will deposit an electronic copy of the published version in the qualified repository for scientific publications of the University of Verona (IRIS), using the latest available version of the Creative Commons Attribution International Public License (CC BY) or CC 0.

The ER will provide all bibliographic information about the publications, so that the source will be declared and transparent, thus validating the conclusion of the scientific Publication. On her Academia.edu platform the ER will share her research outputs with the scientific community, she will open peer-review processes, in which scientists will be able to comment on her pre-print papers or talks. The ER will open a dialogue with non-academic audience too, producing a podcast for a wider public, organizing a public forum of discussion, and opening a space for public comments on the website of the project. Sharing research results in this transparent way will increase the trust in her research, producing an end-user engagement and democratic knowledge. This will be crucial to raise awareness about collective and social responsibility towards justice and gender equality, as an objective of this research.

1.2.5 Research data and other research outputs management

During the project you will have to provide a Data Management Plan as deliverable (it is mandatory).

Here you need to briefly explain:

- what kind of data the project will generate
- if such data would be restricted or available and why
- where you will collect and share such data
- who will have access to the data generated by the project and how
- who will manage the collected data and how.

1.3 Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host

At a minimum, address the following aspects:

- Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training, especially at advanced level (i.e. PhD and postdoctoral researchers).

- Planned training activities for the researcher (scientific aspects, management/organisation, horizontal and key transferrable skills...).
- For *European Fellowships*: two-way transfer of knowledge between the researcher and host organisation.
- For *Global Fellowships*: three-way transfer of knowledge between the researcher, host organisation, and associated partner for outgoing phase.
- Rationale and added-value of the non-academic placement (if applicable) and secondment (if applicable).

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 postdoctoral researcher 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 [MSCA Guidelines on Supervision](#).³*

Supervision – BEST MATCH!!!

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 postdoctoral researcher appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

WHAT IS THE EXPERIENCE OF THE SUPERVISOR IN THIS FIELD AND IN MENTORING YOUNG RESEARCHERS?

1.3.1 Supervisor

Distinguish among the beneficiary host organisation, the host organisation in the third country (only for GF), the host organisation(s) of the secondment(s)

Experience of the Supervisor(s) in the topic of your research project: publications, funded projects, patents, international collaborations...

Experience in supervision / training of PhD students / postdoctoral researchers: role in doctoral programmes, the number and quality of supervised PhD students, the excellence of researchers who used to work in the centre/lab of the supervisor, education of/for PhD students, classes, courses, external referee for PhD thesis...

³ While the MSCA Guidelines on Supervision are non-binding, funded-projects are strongly encouraged to take them into account.

1.3.2 Training activities

List here the training activities you plan to perform during the fellowship:

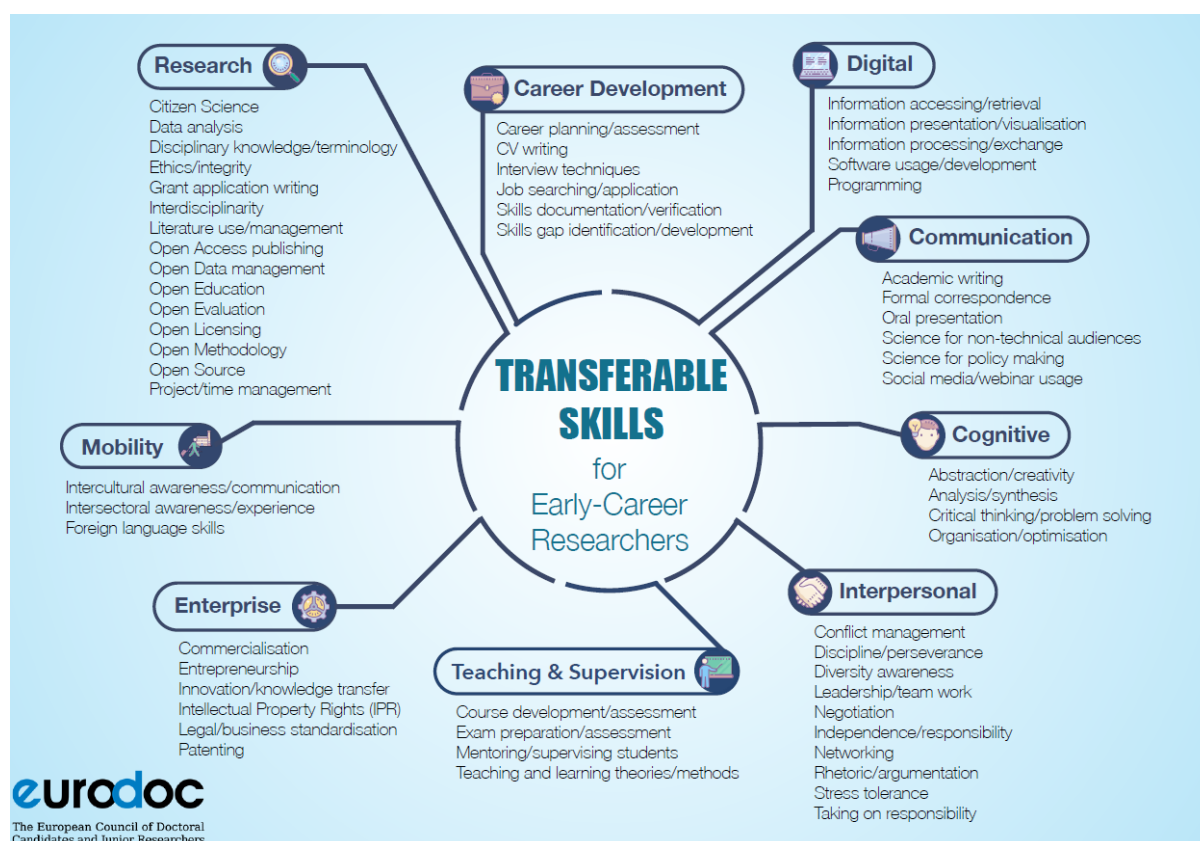
- *Hard skills* - training in scientific topics useful to implement the project and improve your technical skills
- *Soft skills* - training in cross-cutting topics and transferrable skills (e.g. project writing, entrepreneurship, IPR, project management, Open science, Gender issues, language classes etc)

You can refer to courses and classes already present in the host organisation (and associated partner for GF), for example organised by the organisation, the PhD school, your supervisor in their teaching activities, etc.

But you can also attend classes outside the organisations of the project or organise some training activities with the MSCA-PF funding.

For Global Fellowships: the description of the training activities needs to be well described with respect to the type of competencies the researcher would acquire during the outgoing and returning phase

...by equipping researchers with new knowledge and skills, including transferable ones (refer to [RESEARCHCOMP](#) & EU Report [Identifying Transferable Skills and Competences to Enhance Early-Career Researchers Employability and Competitiveness](#)):



EXAMPLE

At the start of the project, the ER and the Supervisor will establish a personal Career Development Plan to tailor the training programme. The Supervisor and the ER have identified the following Training Objectives (TO):

TO1: To acquire expertise in Arendtian and Feminist Studies at the Hannah Arendt Center for Political Studies, of which the Supervisor is the director. The ER will have access to the expertise of world-leading scholars such as ...

TO2: To acquire expertise in the state-of-the-art theories of sexuality attending the activities of the UNIVR Research Center PoliTeSse – Politics and Theories of Sexuality, of which the Supervisor is a member.

TO3: To acquire expertise in the methodology of visual research applied to philosophy (necessary to achieve the SO1) attending the seminars/workshops organized by the UNIVR ORFEO Research Centre Sound, Image, Writing.

TO4: To improve teaching skills by offering three lectures per year at under- and post- graduate level (one lecture in each of the three courses of the Supervisor, as detailed in Section 2.1).

TO5: To enhance research leadership skills and public reputation by organising academic and public events.

TO6: To reinforce gender awareness in current and future research with the expertise and methodological support of the UNIVR Center GEN.i.e. (GENERI, GENIALOGIE, GENERAZIONI, Intersezionalità, Educazione).

TO7: To further transferable IT skills with support from the UNIVR IT Office and the Communication and Web Commission to put in place digital communication activities and strategies.

TO8: To enhance competitiveness in accessing funding in Italy and across ERA with the support of UNIVR Research Promotion and Development Unit.

The training activities related to TO4, TO5, TO6, TO7 and TO8 will generally take the form of 2-3 days modules (on gender dimension in research, IT skills, proposal writing skills), and of a learning by doing followed by individual feedback (on academic writing and teaching, coordination of events, digital communication strategy).

WHAT WILL THE SUPERVISOR(S) AND THEIR GROUPS
"TRANSFER" TO THE FELLOW?

WHAT WILL THE FELLOW BRING IN THE GROUP OF THE
SUPERVISOR?

1.3.3 Two-way/Three-way transfer of knowledge

Explain how the host organisation (and associated partner for GF) and the supervisor(s) will help you in your career development:

- through counselling and guidance services
- introducing you to the wider network of his/her collaborations
- helping you to find funding and/or recruitment opportunities after the MSCA Fellowship

State explicitly what new knowledge you will learn during your fellowship and how, and what knowledge you will bring to the group where you will go at the host institution.

Clarify the participation to lab/centre meetings, introduction to researchers working in the host organisation, integration in the research interests of the host organisation, etc.



EXAMPLE

The University of Verona enjoys an outstanding international reputation in the field of Feminist and Gender Studies. The ER will benefit from the cooperation with the Supervisor, who is a well-known expert in the field, in order to advance both her competence and her professional standing as a scholar in Feminist critical theory. In particular, the ER will acquire knowledge on topics strictly related to the project (Arendtian Studies and, more specifically, the feminist interpretation of Arendt; theories of sexuality in their political, philosophical, ethical and cultural aspects) attending the activities of the UNIVR Hannah Arendt Center for Political Studies (TO1) and of the UNIVR Research Center PoliTeSse (TO2), including the monthly seminars that both the research units organizes every year. This will give the ER the opportunity to become part of an international hub of Feminist and Gender scholars. Moreover, the ER will become familiar with the methodologies of visual research applied to

philosophy through participation in workshops and seminars organised by the UNIVR ORFEO Research Centre (TO3), which engages with Philosophy of Music, Visual Studies and philosophical practices of Writing.

On the other hand, the ER brings a unique set of interdisciplinary competencies to UNIVR. She will complement UNIVR's world-leading expertise and range in Feminist and Gender Studies with her expertise in philosophy of law and critical legal theory combined with political thought and continental philosophy. She will participate in the

life of the Department of Human Sciences, the Hannah Arendt Center for Political Studies and the Research Center PoliTeSse, by organising a conference on Feminist Legal Narra(c)tors, presenting the outcomes of her research in internal seminars, teaching on political philosophy, and assisting in the organisation of seminars and events (including public events, such as the festival Veronetta Contemporanea: TO5) thanks to her extensive experience as research events coordinator at the ICI Berlin. Finally, the ER will connect UNIVR with international hubs, such as the ICI Berlin, the Research Centre on European Political and Legal Lexicon (CRLPGE), and the Laboratory for the Research and Study of Contemporary Approaches to Philosophy (Paris 8), of which she is a member.

1.3.4 Placement

WHY SHOULD THE FELLOW HAVE A NON-ACADEMIC PLACEMENT PERIOD AFTER THE PROJECT?

Demonstrate that the placement period is necessary to further implement project results and activities, bringing them to next level and to the non-academic world.

Explain why a placement period in the non-academic organization can open new and better career perspectives.

1.3.5 Secondment

RATIONALE AND ADDED VALUE OF THE SECONDMENT(S)

Demonstrate that the secondment period is necessary to improve your skills or acquire new ones, and to implement project results and activities.

1.4 *Quality and appropriateness of the researcher's professional experience, competences and skills*

Discuss the quality and appropriateness of the researcher's **existing** professional experience in relation to the proposed research project.

DEMONSTRATE THAT YOU ARE THE RIGHT PERSON FOR THIS JOB!

You can mention/stress funded project you have carried out, your awards, teaching activities and other **professional results you achieved in the past** (be sure they are listed in the section of Curriculum Vitae).

EVALUATION CRITERIA SECTION EXCELLENCE (weight 50%)

- 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).
- 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 of open science practices).
- Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host
- Quality and appropriateness of the researcher's professional experience, competences and skills.

Example of Weaknesses

- The **feasibility** of the proposed research is hard to be properly assessed, given the complexity of the proposed activity and the available time. Specifically, analysing ... seems to be **overambitious** within the duration of the proposal.
- Transfer of knowledge from the researcher to the host institution and partner organization for **outgoing phase** will concern a wide variety of topics and of types of actions but the proposal lacks details about a precise **planning** of the actions designed to ensure the transfer itself.
- The proposal does not demonstrate convincingly how it goes beyond the current state of the art in the study of ... Not enough detail is provided on important recent developments in these fields.
- The quality and pertinence of the research and innovation objectives are not described in sufficient depth. Besides, some aspects of the innovation objectives are not explained **credibly** enough...
- The gender dimension is relevant to the proposal; however, it is not considered enough properly.
- The proposal does not explain in the appropriate level of detail how the expertise and methods from different disciplines such as ... will be brought together and integrated in the research.
- The **training activities** are not outlined in the necessary level of detail in the proposal. For example, only one training measure is mentioned without precisely describing the extent and level of the planned training activity. The acquisition of **soft skills** is not described enough credibly.
- Insufficient details are provided in the proposal on the **supervisors' level of experience in supervising and training** at advanced level.
- The proposal lacks a sound discussion on the three-way-transfer of knowledge, as it does not sufficiently consider credible and timely activities to guarantee the transfer of the researcher's acquired knowledge to the host institutions.
- The proposal does not sufficiently and convincingly justify the **added value of the mentioned secondments**. In this respect, insufficient adequate information is provided.

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

RESULTS: output generated **during** the project which can be used and create impact

OUTCOMES: the expected effects over the medium term of the project; during or **shortly after the end** of the Project

IMPACT: the measure of the benefit deriving from a project **beyond** its lifetime

Definitions of Impact:

- “Consequences of an action that affects people’s lives in areas that matter to them” (ESF, 2012)
- “An effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia” (Research Excellence Framework-REF, 2014)
- “Influence of research or its effect on an individual, a community, the development of a policy, or the creation of a new product or service” (Pathways to Impact, AHRC)

To sum up: impact is the benefits derived from the innovation and it must go beyond the life-cycle of the project.

2.1 Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development

At a minimum, address the following aspects:

- Specific measures to enhance career perspectives and employability of the researcher inside and/or outside academia
- **Expected** contribution of proposed skills development to the future career of the researcher.

CLEAR CAREER GOALS (BE EXPLICIT)!

Describe how this fellowship will broaden new perspectives for your career (e.g. how you will expand your field of investigation). You need to explicitly **state what career goals you have** and how this fellowship will help you in achieving them.

You need to refer to your career perspective after the end of the fellowship. Consider the **short-medium term** (2-3 years after the fellowship) and **long-term** (5 years after the fellowship) impact of the project on your career prospects in terms of:

- Increased scientific production
- Improved scientific production (higher impact factors, better journals, ...)
- Improved funding ID
- Better professional position in the academy or in the specific industrial sector
- Etc

For the **Global Fellowship**, sufficient information should be provided on how the project would improve the career perspective of the researcher at the (returning) host institution.

Explain why the skills & experiences (research-related and transferable) acquired during the fellowship would benefit future employers and contribute to better quality research and innovation? Give specific examples (i.e.: writing, project management, ...)

Describe the cause-effect relation between the newly acquired skills and your future career prospects.



EXAMPLE

I will also improve other aspects and skills which are not restrained to my field of Research, namely writing and communication skills, ability to work in collaboration with other researchers as well as fund managing and organization of tasks. To sum up, I expect from the MSCA fellowship a significant improvement of my skills and overall profile as a researcher in my field of Research as well as an increase of the volume and visibility of my work among the mathematical community. I believe that after the completion of the MSCA fellowship I will have increased my chances of obtaining a position equivalent to Assistant Professor in most Western academic systems. As this is an essential step in the development of a long-term academical career, I expect the MSCA to contribute significantly in that direction.

2.2 *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@#

At a minimum, address the following aspects:

- Plan for the dissemination and exploitation activities, including communication activities:⁴ Describe the planned measures to maximize the impact of your project by providing a first version of your ‘plan for the dissemination and exploitation including communication activities’. Describe the dissemination, exploitation measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large). 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.
- Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the 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.

⚠ 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.

DISSEMINATION is the disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium.

Dissemination activities include:

- publication of research findings on journals, monographs etc.,
- presentation in scientific conferences (papers and posters),
- presentation on other media (e.g. project website),
- presentation to specific target groups (e.g. end-users, policy makers, etcetera) through participation in fairs/exhibitions and other public events, production of policy briefs, etc.,
- distribution of the project data (if relevant).

⁴ In case your proposal is selected for funding, a more detailed Dissemination and Exploitation plan will need to be provided as a mandatory project deliverable during project implementation

If the project will be financed, a **Communication and Dissemination plan** needs to be provided as a mandatory project deliverable during project implementation

COMMUNICATION is proactively informing your stakeholders and public about the project, establishing links and routes for dialogue during the project.

Project **communication objectives are:**

- Raise public awareness and ensure maximum visibility of the project (e.g. describe how the project would contribute to increasing public acceptance of a specific technology)
- Announce and promote project events
- Support the dissemination objectives
- Promote EU research

In order to contribute to the achievement of the project communication goals, clearly specify the target groups of the planned outreach activities. If your project involves industry stakeholders, there should be sufficient information concerning activities and communication channels intended to reach them.

Sketch a **Communication Plan:**

- Who: what are your target groups?
- How: shortly describe your activity
- What: what is the key message?
- When: when do you schedule this activity?

EXPLOITATION is the use of project results to tackle societal problems, in policymaking or for commercial purposes.

If you are going to exploit a project result you should sketch how you want to exploit it: further research, product or service development, licensing, joint venture, start-up, spin-off, standardisation activities, etc. and sketch a short business analysis.

Describe the long-term impact of project results; include quantified estimates of the contribution and impact of the project.

IPR MANAGEMENT includes the strategies and actual measures to be implemented for exploitation of the results and for the management and protection of the intellectual property need to be described in a clear and sufficiently detailed way.

Shortly explain what IPR (Intellectual Property Rights) will be applied to project results and describe the intellectual property that is planned to be developed during the project.

According to the law, the IPR belong to the UNIVR, i.e. to the organization hosting the researcher, and not to the researcher themselves. Income generated by IPR exploitation goes to UNIVR with an amount to the researcher (inventor), unless UNIVR and the researcher have agreed differently, e.g., transferring the IPR ownership to researcher.

If you do not envisage to commercially exploit your research results, clearly state that you do not intend to exploit the research results and therefore all publications and data will be made available with open access. The IPR will be regulated by Creative Commons licences CC BY-NC or CC BY-ND (for publications) and CC BY) or CC 0 (for data).

For further information on Creative Commons please refer to <https://creativecommons.org/share-your-work/cclicenses/>.

**EXAMPLE**

Dissemination and communication. I intend to participate in as much conferences and seminars as possible, in particular those related to my project's topics (XY, WX, ZZ, WW, ...). This will allow the project to reach a wider audience, implying an enhanced diffusion and impact. Short visits to and from collaborators on a regular basis, as well as a 3-months secondment at the University of XX hosted by Prof. VV, are also envisaged. All these mobility actions will also allow the interaction with non-specialists and students in several countries and universities, which will imply a dissemination of the results to a wider audience. I already have solid experience in this direction, see the CV attached in Part B.2. Especially when it comes to students and young researchers, I expect that these non-specialized interactions will turn into an increase of interest regarding the subjects concerned by this project.

Mid-term dedicated workshop. At the end of the first year, there will be a one-week dedicated workshop to promote and discuss the project's areas of concern. I plan to invite around about 10 speakers who are either participating in the project or related to it. The workshop will be designed with plenty of time slots dedicated to idea exchange and scientific collaborations.

2.3. The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts

- ⚠️ 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.
- ⚠️ The impacts of your project may be:
 - Scientific: 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);
 - Economic/technological: e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.
 - Societal: e.g. decreasing CO2 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 credible 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.

Shortly explain how the project's results are expected to make a difference in terms of impact, **beyond the immediate scope and duration of the project.**

Impact must be well articulated and can be divided into different dimensions: scientific, social, economic, environmental and educational. The proposal should highlight how project innovation brings tangible and intangible benefits in these areas.

Try to give a **quantitative** (see Magnitude) and not only a **qualitative** estimation (see Importance) of the impact of your project at the three levels:

- **Scientific impact:** Here you need to explain how the project's results will contribute to advancing scientific knowledge in a specific field. If the project involves technical innovations, it is important to highlight the originality of the findings, their applicability in other scientific areas, and how these could change the way research problems or questions are addressed.

Examples: Contribution to the understanding of an unknown theory or phenomenon; introduction of new methods, techniques or technologies applicable in different fields; scientific publications that feed further research; creation of open-access resources that can be used by researchers around the world.

- **Economic impact:** the project should be able to demonstrate how it could lead to direct or indirect economic benefits. This could include creating job opportunities, technological innovation opening up new industries, or reducing costs in specific areas. For SSH researchers, the analysis might focus on the economic analysis of policies or solutions that stimulate development and growth in particular sectors.

Examples: Creation of new jobs or professional opportunities, especially for young people or in disadvantaged regions; development of new technologies that contribute to economic competitiveness; contribution to the growth of emerging sectors (e.g. green technologies, circular economy, digital innovation); societal answers to grand challenges.

- **Societal impact:** social impact concerns how the project will contribute to improving society, whether from the point of view of public policies, access to knowledge or improvement of the quality of life. The diversity and inclusion aspect is also important here, particularly for researchers in the social sciences (SSH). For example, the project could address social inequalities, promote well-being or solve urgent societal problems.

Examples: positive impacts on the well-being of local communities or vulnerable groups; development of research-based public policies that improve the quality of life; contribution to social sustainability, inclusion and equitable access to resources; educational programs that encourage the participation of minorities or disadvantaged groups.

As for the societal impact you can refer to EU specific policies or to the UN Sustainable Development Goals (<https://sdgs.un.org/goals>).

CULTURAL  Contribution to understanding of ideas and reality, values and beliefs.	ECONOMIC  Contribution to the sale price of products, a firm's costs and revenues (micro level), and economic returns either through economic growth or productivity growth (macro level).	ENVIRONMENTAL  Contribution to the management of the environment, for example, natural resources, environmental pollution, climate and meteorology.
HEALTH  Contribution to public health, life expectancy, prevention of illnesses and quality of life.	POLITICAL  Contribution to how policy makers act and how policies are constructed and to political stability.	SCIENTIFIC  Contribution to the subsequent progress of knowledge, the formation of disciplines, training and capacity building.
SOCIAL  Contribution to community welfare, quality of life, behaviour, practices and activities of people and groups.	TECHNOLOGICAL  Contribution to the creation of product, process and service innovations.	TRAINING  Contribution to curricula, pedagogical tools, qualifications

European Science Foundation Impact Classifications

**EXAMPLE**

As a consequence of this project, I expect to make substantial contributions in various subjects in my field on research.

*The contributions expected from **Part I** will benefit the wide community working on reaction-diffusion systems and variational methods for XY. These ideas and results will also be of interest for the study of other types of evolutionary XY. **Part II** will benefit specialists in THIS, because we will establish the existence of new approach through new results in XY. **Part III** will specifically be of direct interest to the XY communities working in these topics, as we will provide interesting new answers regarding their structure as well as new existence results.*

Moreover, we will establish an interesting bridge between problems of Parts I and III. Overall, this project will lead to new interactions and links between different communities and unravel research perspectives which remain hidden at this point.

To sum up:

- During proposal writing consider: long-term effect (destinations) and medium-term effect (topic)
- The impact as criteria: it counts how it's generated (Impact Pathway) and how it's maximised
- Indicators to measure and evaluate: Key Impact Pathways
- Pay special attention to how your results could contribute to EU policies

EVALUATION CRITERIA SECTION IMPACT (weight 30%)

- Credibility of the measures to enhance the career perspectives and employability of researchers and contribution to their skills development.
- Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.
- The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts.

Example of Weaknesses

- *Career perspectives and chances to be employed inside and/or outside the academia are presented in too general way and are not convincing.*
- *The planned **dissemination and exploitation measures** are very generic. For instance, the target groups and key performance indicators are not sufficiently addressed.*
- *The proposed **exploitation measures** are not sufficiently detailed. The target groups are insufficiently discussed.*
- *The information regarding the magnitude, importance, and credibility of the **expected outcomes** and impacts is presented in a general manner with insufficient detail. The proposed dissemination plan aims for an extensive range of publications, including journal articles and a book, but it does not convincingly demonstrate its feasibility or the practicality of the timeline involved.*
- *The proposed **dissemination plan** aims for an extensive range of publications, including journal articles and a book, but it does not convincingly demonstrate its feasibility or the practicality of the timeline involved.*
- *The absence of a clearly outlined **strategy for the management and protection of intellectual property** in the proposal leaves a critical aspect of project planning not sufficiently addressed.*

#§COM-DIS-VIS-CDV§#

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

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

At a minimum, address the following aspects:

- Brief presentation of the overall structure of the work plan, including deliverables and milestones.
- Timing of the different work packages and their components;
- Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments, placements, if applicable. This Gantt chart counts towards the 10-page limit.

⚠ The schedule in the Gantt chart should indicate the number of months elapsed from the start of the action (Month 1, Month 2, etc.) but no actual dates.

THE WORK PLAN

EFFECTIVE, FEASIBLE, ACHIEVABLE

Once you have defined the objectives of your project, in the **work plan** you will detail the **actions** you need to implement to reach them → **WBS – Work Break-down Structure**: a project's representation tool that divides activities down to the degree of detail necessary for adequate planning and control.

The **work plan** shall include interconnected **work packages (WPs)** with defined **deliverables** and **milestones** → **WPs' objectives consistent with project's objectives**.

- Describe how the work packages, their timing and the workload make sense.
- Explain why the length of the fellowship is appropriate to complete all the work foreseen in the work packages.
- Highlight the strengths and feasibility of the work plan.

THE WORK PACKAGES AND TASKS

What is a work package (WP)?

- It is a **major sub-division** of the proposed project (can be considered a sub-project within a larger project) a building block of the work plan;
- it includes a coherent **set of activities** contributing to expected results that will lead to the achievement of the specific objectives of the project.

WPs are description of activities in few lines, in the form: "I'll do this and this....".

- Provide a **WP number**, a **short title**, a **duration period** (Month x - Month y) and a **short description of the activities** you will carry out;
- The **effort** assigned to each work package including timing and duration of the different work packages should be **appropriate** and **credible**.

Each WP can include one or more **tasks (sub-activities)** with the relevant description.

Always include at least:

- a **WP for Training:** Tasks/events should match the information provided at section 1.3 of Part B1
- a **WP for Communication and dissemination:** Tasks/events should match the information provided at section 2.2 of Part B1
- a **WP for Management:** It includes:
 - Periodic meetings / web-conferences with the Supervisor(s) (every 3 months?)
 - Periodical written activity report sent to the Supervisor (i.e. every 6 months)
 - Daily contact face-to-face
 Even when you are in the Third Country (for GF) or in secondment stage, stay in touch with your main Supervisor, e.g. via skype / zoom meeting.
- **approximately 2 or 3 WPs for the research activities.**

You can include a **table** in your proposal summarising the project work packages.



EXAMPLE

WP1: Research 1 / Women's Courts. WP1 will supplement the first two phases of the research (see Section 1.2, Methodology) selecting and analysing the materials related to the Women's Courts' experiences. WP1 will last 12 months. The tasks of the WP1 are: (1.1) Literature survey of WCC, FJPs and WCY; (1.2) Visual Research; (1.3) Selection of cases and doctrinal analysis; (1.4) Writing, editing and reviewing an article (see D1.1). The deliverable is: D1.1 Submission of an article to the journal *feminists@law* (month 9). The milestone is: M1.1 Completion of the broader research on the WCC and the FJPs (month 6).

REALISTIC, SPECIFIC, CONCRETE AND MEASURABLE

THE DELIVERABLES

In order to write a strong project proposal it is essential that the work plan, including the deliverables and milestones is solid, but also **achievable**.

What is a deliverable?

Deliverables are **tangible or intangible objects produced** as a result of the project that is intended to be delivered to a stakeholder (either internal or external).

A deliverable is a distinct **output** of the project, meaningful in terms of the project's overall objectives → the products, capital goods and services which result from an action's activities → e.g. output which can be delivered to the funding agency

Each WP may include **one or more deliverables** (only main outputs – limit the number of outputs, do not include minor sub-items or internal working papers). Do not list **too many** deliverables, but focus on the main outputs.

Examples of deliverables are: scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks, prototypes, know-how etc:

Do not forget to mention in your project proposal the following **mandatory deliverables**:

- **Career Development Plan** by month 6 (to be updated during the project)
- **Data Management Plan** by Month 6
- **Dissemination and exploitation plan** by Month 6
- **Ethics committee approval** (if relevant)

For each deliverable:

- Provide a **short description** - avoid any generic description such as “publication”, “report”. but prefer a more explicative wording (“Report on xxx”, “Publication of yyy”), stressing the real content of the deliverable;
- Indicate **at which month the deliverable is expected to be available**;
- **Type**: R (Document, report - excluding the periodic and final reports) / DEM (Demonstrator, pilot, prototype, plan designs) / DEC (Websites, patents filing, press & media actions, videos, etc.) / OTHER (Software, technical diagram, etc.)
- **Dissemination level**: PU (Public, fully open, e.g. web) / CO (Confidential) / CI (Classified information)
- Include the **main deliverables also in the Gantt chart**

Deliverables have a numbering convention **<WP number> <number of deliverable within that WP>**,



EXAMPLE

- D7.1: Project website (WP7) - Month 2
- D2.1 the draft of an article about_____ (by month 18). *[where ‘2’ refers to the WP2 and ‘1’ is the numbering of deliverables within WP2]*

In your proposal you can represent deliverables as a **table summarising them** or you can **list the deliverables after the description of the relevant WP**.



EXAMPLE: Deliverables table

Deliverable number	Deliverable description	Work Packages	Month	Type	Dissemination level
D1.1	Career Development Plan	WP1	6	R	CO
D1.2	...	WP1	8		
D2.1	Draft Protocol	WP2	10	R	CO
D2.2		WP2			
D3.1	Data management plan	WP3	6	R	PU
D3.2	Project website	WP3	2	DEC	PU
D3.3	Scientific publication on.....	WP3	15	R	PU



EXAMPLE: List of deliverables WP3 Communication and dissemination (include a WP description.....)

(at the end of the WP description include the relevant deliverables

- D3.1 Data Management plan (by month 6)
- D3.2 Dissemination and exploitation plan (by month 6)
- D3.3 Project website
- D3.4....
- D3.5

THE MILESTONES

Milestones are a **control point in the project** that helps to chart process, like a go/not go moment:

- **Completion of a key result**, allowing next phase of the work to begin
- **Intermediary point** so that, if problems have arisen, corrective measures can be taken
- **Fewer than deliverables!**
- **Crucial moments in the work flow**

They are used to check the advancement of the project and verify whether and how to continue the work plan.

Milestones are **scheduled events** signifying the completion of a deliverable or set of related deliverables. There is no work associated with a milestone; it is a **flag in the work plan** to signify some other work has been completed.

A deliverable differs from a project milestone in that a **milestone is a measurement of progress toward an output** whereas the **deliverable is the result of the process**.

Example: a **milestone** might be the **completion of a product design** while the **deliverable** might be the **technical diagram of the product**.

You can use a **table to summarise the project's milestones:**

- **Number the milestones** as M1, M2, etc
- Provide a **short description** of the milestones in terms of an **outcome to be reached**
- Indicate **which are the WPs interested by the milestone** (i.e. the WPs that could be affected by the delayed or incomplete achievement of the milestone)
- **When do you expect to achieve the milestone?** Use “month 3” or similar expression
- Show how you will confirm that the milestone has been attained. Refer to **indicators** if appropriate.

For example: a laboratory prototype that is ‘up and running’; software released and validated by a user group; field survey completed and data quality validated

Indicate very few milestones, corresponding to crucial moments in the workflow.

E.g. if your research project needs an approval by the Ethical Committee, the ethical approval is a milestone to be included.



EXAMPLE

Examples of milestones:

- MS1 All data collected (WP1); Month 6
- MS2 First version of the policy / protocol / algorithm / tool / system / software (WP2, WP3); Month 12 [*Here the milestone connects more than one WP*]

Describe the milestones, the effects obtained once they are achieved and how the researcher wishes to measure the milestone results

THE GANTT CHART

The structure of the work plan can be represented through a graph

- to visualize the project timeline
- to visualize the time it takes to perform project tasks

On the left of the chart is a list of the activities and along the top is a suitable time scale. Each activity is represented by a bar; the position and length of the bar reflects the start date, duration and end date of the activity.

This allows you to see at a glance:

- What the various activities are
- When each activity begins and ends
- How long each activity is scheduled to last
- Where activities overlap with other activities, and by how much
- The start and end date of the whole project

A Gantt Chart should list the following:

- Work Packages
- List of major deliverables
- List of major milestones
- Secondments/Placements

Simply use a table in Word format to create a Gantt diagram. You can use colours, and other graphical elements.



EXAMPLE

EXAMPLE #1 (24 months EF + 6 month placement)

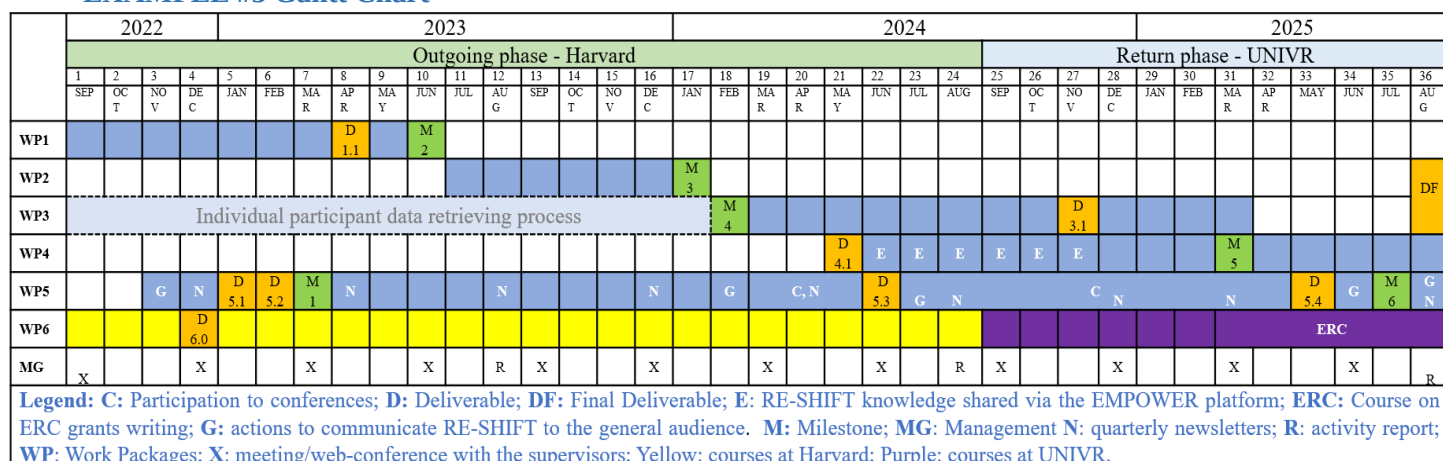
WP / Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
WP1 Title 1						1.1			1.2																					
WP2 Title 2																		2.1												
WP3 Title 3																							3.1							
WP4 Training						4.1												4.2				4.3								
WP5 Dissemination						5.1			5.2									5.2						5.3						
WP6 Outreach							6.1	6.1	6.1									6.2	6.1	6.1	6.1									
Milestones				M1			M2										M3													
Placement																														

EXAMPLE #2 (36 months GF including 2 secondments)

	OUTGOING PHASE																								RETURN PHASE												
Work Packages	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	
WP1																																					
WP2																																					
WP3																																					
WP4																																					
WP5																																					
WP6				D2																																	
WP7		D1	D3	C1									D4	I1						I2	C2	D5	D6	D7	C3		C4	I3	C5	D8	C6			C7	C8	D9	
Milestones									M1							M2																					
Secondment	UNIVR												UoM																								
Management	x			x			x			x		R	x			x		x			x		R	x			x			x			x			R	

Legend:

x: meeting/web-conference with the supervisor; **R**: activity report; **TL** University Teaching and Learning Program certificate; **D**: deliverable; **C**: communication action; **I**: conference intervention, **M**: milestones

EXAMPLE #3 Gantt Chart**RISK MANAGEMENT PLAN**

Risk: Any event not governed by you which could have an adverse impact on the ability of the project to reach its objectives.

- Identify **any specific risks** (both scientific and non-scientific risks) which could delay or have an adverse impact on the project progress
- Provide a **short description** of the risk, possibly connected with the relevant WP(s)
- Indicate its **level of likelihood** (low – medium- high), i.e. the estimated probability that risk occurs
- Indicate its **level of severity** (impact) on the project (low – medium- high), i.e. how serious its effect is on the project execution

Include a **contingency plan** with effective mitigation measures to be implemented in case the identify risk occurs.

Risk types:

- **Project delayed start**
- **Supervisor** leaving the project
- **Equipment failure**
- **Costs Estimates**
- Activity **duration** estimate
- **Stakeholders** involvement (Internal / External project actors)
- **Quality** of implementation/insignificant project results
- **Dissemination** and **communication** management
- **Environmental** factors
- **Project Management** (managerial and institutional support)

**EXAMPLE****Example nr. 1 of Risk Management Plan**

Risk	Likelihood / Impact	Contingency Plan
R1: Not all parents will grant the participation of their children to the interview (see WP 2)	Medium Likelihood Medium Impact	(choose one or more) - A face-to-face meeting will be arranged with the parents refusing to participate in the research to better explain the activity and to answer their concerns - The interview will be extended to new classes in order to reach the minimum of children participating to the interview.
R2: During the project the host institution will not organise a workshop on grant writing. Indeed topics of seminars might change every year. (see T3)	Low likelihood Low impact	I will participate to a training workshop on grant writing directly organised by APRE, whose UNIVR is member.

**EXAMPLE****Example nr. 2 of Risk Management Plan**

Description of the risk	WPs	Likelihood/ Impact	Contingency plans
Paper presentations in Internal seminars postponed	WP1 & WP2	Low likelihood/ Medium Impact	In case one or both the presentations will be postponed for external reasons, the submission of the articles will be therefore rescheduled two months after the new dates.
Cancellation of the Festival(name of event)	WP5	Low likelihood/ Medium Impact	The public discussion on feminist and gender justice (D5.3) will be included in the program of a different Festival of which the host institution is partner or co-organizer, for example the "Festival....." that usually takes place in May.

3.2 Quality and capacity of the host institutions and participating organisations, including hosting arrangements

At a minimum, address the following aspects:

- Hosting arrangements, including integration in the team/institution(s) and support services available to the researcher.
- Quality and capacity of the participating organisations, including infrastructure, logistics and facilities. Additional information should be outlined in Part B-2 Section 5 ("Capacity of the Participating Organisations").

Note that for GF, both the quality and capacity of the outgoing Third Country host and the return host should be outlined.

Associated partners linked to a beneficiary⁵

If applicable, outline here the involvement of any 'associated partners linked to a beneficiary' (in particular, the name of the entity, the type of link with the beneficiary and the tasks to be carried out).

Describe the **quality and capacity and hosting** arrangements for each of the following participating organisations:

1. Beneficiary Host Organisation
2. Associated partner hosting the outgoing phase of a Global fellowship
3. Associated partner hosting a secondment
4. Associated partner hosting a placement after the fellowship.

In particular:

- **Describe the research group/environment** as a whole (composition of the research team, interdisciplinary collaboration opportunities during the fellowship, technical support) with a particular focus on the Department hosting the project;
- **Explain clearly how you will be integrated/reintegrated into the research group/environment** and the wider host institution(s) (i.e. overall management and monitoring actions: internal meetings, induction days, social activities, events/training and networking opportunities). If relevant, mention cooperation with other faculty staff other than the Supervisors;
- **Describe any institutional support regarding practical arrangements in place to host and integrate researchers from another Country** (visa entry procedures, work contract signature, partnership agreement, healthcare insurance, accommodation, familiarisation with internal procedures) and EURAXESS services, if necessary;

In section 3.2 of Part B-1 just mention that you will have access to the research infrastructures (equipment, labs, software, technology, data sources, library facilities, etc) necessary for your research activities, as well as access to the **administrative infrastructures of the participating organisations** (i.e. Grant Office, Technology Transfer Office, Human Resources Office, International Relations Office, Training Office etc) and that you will have a dedicated working space for you.

It is not necessary to explain the infrastructures in this section (you don't have space). A more detailed description of the infrastructures, logistics and facilities and capacity of the participating organisations, should be provided in Part B-2 Section 5.2.



SOME INFORMATION ABOUT UNIVR

Infrastructures

- The **Interdepartmental Technological Platforms Centre** gathers all main research facilities for image acquisition and analysis, drug/toxicological analysis, cell biology, genomics, metabolomics, proteomics, and spectrometry. Access to these facilities and the assistance of technicians are guaranteed to all researchers, through a booking system available at <http://cpt.univr.it/>.
- Further **research facilities** are available in each department for research and training.
- The Department technical staff will assist you in the use of the research infrastructure and equipment.

⁵ See the definitions section of the [MSCA Work Programme](#) for further information.

- Full access to the **University library and its services** ([website](#)), to consult or borrow bibliographic assets from the University and to access journals and datasets
- Full access to the **University software licenses and online resources** with the support of the IT Office: opening an ID account allowing access to the IT infrastructure and services (email account, payroll, magazines and information services, customer service tools).

Support to entry procedure, healthcare accommodation and logistics

At the University of Verona, the following services are available to international (incoming) researchers:

- **Entry procedures** (for EU and non-EU citizens), **visas and residence permits** (for non-EU citizens): the researcher will be assisted by the International Students Union (ISU, <http://isu-services.it/en/services>).
- **Health care insurance**: Once the researcher has obtained a work visa and signed a contract with the University of Verona, s/he has the right to receive the same healthcare facilities as Italian citizens.
- **Tax identification code**: it is required for any payment, to open a bank account, to be enrolled in the National Health Service, and to sign a house rental agreement. ISU will support the researcher also in obtaining this code.
- **Accommodation**: ISU guarantees a housing offer for all international researchers through the ISU portal (<http://isu-services.it/en/services>).
- **Italian language courses**: The University of Verona in collaboration with the University Languages Centre (<https://cla.univr.it/>) provides all the departments with language-teaching services in Italian as a foreign language, allowing students to reach the CEFR proficiency levels: A1, A2, B1, B2, C1.

Other benefits

As UNIVR research staff, you will benefit from:

- Access to the UNIVR canteen at a special discounted price
- Access to the UNIVR kindergarten for children at a special discounted price
- Access to language courses organised by the UNIVR Linguistic Centre at a special discounted price
- Discounts for cultural events taking place in Verona.

In case your Host Organisation has an associated partner linked to it (“capital or legal link” as per the definition section of the MSCA Work Programme) where you will spend part of your research activity, please briefly describe the nature of the association or affiliation and the role of this organisation in your fellowship, what part of the research will be conducted at this partner and what infrastructures will be used.

Evaluation process - Implementation (Weight 20%)

- **Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages**
- **Quality and capacity of the host institutions and participating organisations, including hosting arrangements.**

Example of Weaknesses

- *The **work plan** is not well structured. The deliverables for training activities lack in detail. The milestones in scientific work packages are not effectively planned to allow effective monitoring of research progress towards the accomplishment of tasks.*
- *The **quality of the work plan** is not convincingly presented. The allocation of time and efforts to the experimental work packages is not fully justified, taking into account the duration of the action and the complexity of the work. The effectiveness of the work plan is further endangered by the lack of feedback loops between work packages.*
- *The proposed **work plan** is weak, insufficiently describing the main technical tasks and the dependency among them.*
- *The **work plan** is not aligned sufficiently clearly with research objectives, and its articulation is not fully convincing, e.g., in selecting deliverables*
- *The proposal insufficiently details the efforts required for each of the **planned activities**, and the suggested timing and duration are unconvincing.*
- ***Effort and duration of each work package** are not fully convincing, and some specific tasks are not clearly justified.*
- *The duration of the work packages in the **Gantt Chart** does not fully match the duration described in the text. This makes it difficult to assess if the timeline of the deliverables and milestones is appropriate for progress monitoring.*
- *The **Gantt chart** is not presented with appropriate detail, as the deliverables related to scientific work packages are insufficiently presented.*
- *The proposed **Gantt Chart** is limited, insufficiently highlighting all the aspects of the work plan, for example, the deliverables. In addition, the milestones are not clearly positioned.*
- *The **timing and duration of the work packages** is not credibly demonstrated as several activities run in parallel.*
- ***Risk assessment** and associated mitigation measures are not well addressed.*
- *The **risk analysis** is not sufficiently elaborated, and the mitigation measures envisaged in the proposal are described in sufficient detail.*
- *The proposal fails to identify and describe both **research and administrative risks** that might endanger achieving the objectives, and corresponding contingency measures*
- *Information about the **integration in the teams of the institutions** during the outgoing and return phases has not been provided with the expected level of detail.*
- ***Integration in the team/institution and secondment** is not sufficiently addressed.*
- *For both the outgoing and the return phase, not all concrete measures to ensure that the researcher becomes an active part of the **host environment** are explained.*
- *The proposal lacks sufficient detail in describing specific **hosting arrangements**, particularly concerning the researcher's integration into the team.*
- *The proposal fails to address in detail the **support mechanisms for the administrative management** of the project.*
- *The proposal lacks sufficient detail in describing **specific hosting arrangements**, particularly concerning the researcher's integration into the team.*

#\$CON-SOR-CS\$# # \$PRJ-MGT-PM\$#

----- End of page count (max 10 pages) -----

Part B2 (no overall page limit applied)

4. CV of the researcher (indicative length: 5 pages)

Any information provided in Parts A and B of the proposal should be fully consistent. Always mention full dates (using format: dd/mm/yyyy). The CV should include the standard academic and research record. Any research career gaps and/or unconventional paths should be clearly explained.

At a minimum, the CV should contain:

- a) The name of the researcher;
- b) Professional experience (most recent first, with exact dates in format dd/mm/yyyy);
- c) Education, including PhD award date (most recent first, with exact dates in format: dd/mm/yyyy).

The CV should include information on:

- Publications in peer-reviewed scientific journals, peer-reviewed conference proceedings, and/or monographs (they are expected to be open access either published or through repositories) and other outputs such as data, software, algorithms significant for your research path (they are expected to be open access in appropriate repositories to the extent possible; they should be accompanied by a very short qualitative assessment of their scientific significance and not by the Journal Impact Factor);
- Invited presentations to internationally established conferences and/or international advanced schools;
- Organisation of international conferences, including membership in the steering and/or programme committee;
- Research expeditions led by the researcher;
- Granted patent(s);
- Examples of participation in industrial innovation;
- Prizes and Awards;
- Funding received so far;
- Supervising and mentoring activities;
- Other items of interest.

Applicants who have successfully defended their doctoral thesis *before* the call deadline but who have not yet formally been awarded the doctoral degree must clearly indicate the date of the successful PhD defence (“viva”). Researchers having their last thesis defence *after* the call deadline will be automatically declared ineligible for this call.

**BE COHERENT WITH THE INFORMATION IN
FORM A (ONLINE ADMINISTRATIVE FORM)**

Follow the **anti-chronological order** for the list of achievements (from the most to the least recent).

You can divide the CV into the following sections.

PERSONAL DATA

- First and last name (**MANDATORY!**)
- Date and place of birth
- Contact details (**including an email address**, better if personal, so that it does not change or is cancelled in the following months)

- Any professional **website** or network profile (LinkedIn, Academia, Research Gate...)
- **Researcher unique identifier(s)** (such as ORCID, Research ID, etc. ..., if you have one)

NARRATIVE RESUME

Before listing your achievements (track record), **provide a short summary** (10-15 lines) about your CV, in which you present yourself, your professional strengths, and your professional prospects and plans for the future.

You can use this part to better explain some weaknesses of your career path as career breaks or reduced scientific production, or you can use it to stress the overall coherence of your study and professional career up to now.

EDUCATION

Dates (dd/mm/yyyy): Type of Diploma, Higher Education Institution awarding the diploma, Country. If it is unclear, you can briefly specify the topic of the educational achievement.

CURRENT POSITION

Dates (dd/mm/yyyy): Current Position. Name of Faculty/Department, Name of University/Institution, Country. Specify the role and tasks related to the current position.

PREVIOUS POSITIONS

Dates (dd/mm/yyyy): Role. Name of Faculty/Department, Name of University/Institution, Country.

Other relevant sections might be:

TEACHING ACTIVITIES (if applicable)

INSTITUTIONAL RESPONSIBILITIES (if applicable)

MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)

PARTICIPATION IN PROJECTS (if applicable)

CAREER BREAKS (if applicable)

Exact dates (dd/mm/yyyy) - Please indicate the reason and the duration in months.

RESEARCH ACHIEVEMENTS

Please list all the achievements related to your academic and research path in **anti-chronological order** (from the most to the least recent one).

PUBLICATIONS, MONOGRAPHS AND CHAPTERS

- Please use the same citation style all along this section.
- Stress in bold your name in multi-author publications
- If relevant, add the impact factor of the journal
- **Provide a short description of the publication**

INVITED PRESENTATIONS AND ORGANISATION OF INTERNATIONAL CONFERENCES

Please use a coherent way to mention the conferences—e.g., Conference title, City (country), dates (dd/mm/yyyy)—and, if available, include a URL to the conference website.

PARTICIPATION IN INDUSTRIAL INNOVATION

It includes involvement in spin-offs and start-ups and collaborations with private companies and enterprises, as well as with public non-academic bodies and non-profit organizations.

It might also be used as an example of social innovation and, more generally, of the involvement in applying research results to public/non-profit sectors.

PRIZES AND AWARDS

It includes recognitions like Best Poster Award, Best Oral Presentation Award, Best Paper Award, etc.

FUNDING

For each granted project, provide the following information:

- Title and acronym
- Funding organization and funding program
- Period of the project (dd/mm/yyyy)
- Amount of the grant received
- Your personal role in the project.
- Website of the project.

SUPERVISING, MENTORING ACTIVITIES

Explain whether you have monitored/supervised graduating/PhD students. Provide quantitative data: how many students?

If relevant, explain whether you have assisted students/PhD students in your lab.

You can cite here the leadership of research groups.

5. Capacity of the Participating Organisation(s)

Please provide an overview list of all participating organisations (the beneficiary and, where applicable, all associated partners) using template table 5.1 below, and more detailed information for each of the participating organisations (using a separate table for each organisation) using template table 5.2 below.

Any inter-relationship between the participating organisation(s) or individuals and other entities/persons appearing (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) must be declared in the proposal.

Applicants should provide additional information regarding the administrative/legal relations between the department carrying out the work as described in the table below, and the entity/entities mentioned in Part A of the proposal (i.e. linked to the given Participant Identification Code – PIC).

Should the proposal be shortlisted for funding, all participating organisations will have to be registered with the European Commission's [Participant Register Services](#). Therefore where this information is [already known](#), please provide in Table 5.1 the (draft or validated) nine digit Participant Identification Code (PIC) for the beneficiary and, where applicable, each associated partner.

5.1 Template table: Overview of Participating Organisations

Organisation role	PIC	Legal Entity Short Name	Academic organisation (Y/N)	Country	Name of Supervisor
Beneficiary					
Associated partner linked to a beneficiary (if applicable)					
Associated partner for outgoing phase (mandatory for GF)					
Associated partner for secondment (optional)					
Associated partner for non-academic placement (optional)					

**EXAMPLE**

Organization role	PIC	Legal Entity Short Name	Academic organization (Y/N)	Country	Name of Supervisor
Beneficiary	999838074	UNIVR	Y	ITALY	Mario Rossi
Associated partner linked to a beneficiary (if applicable)					
Associated partner for outgoing phase (mandatory for GF)	881339964	UCSD	Y	USA	John Smith
Associated partner for secondment (optional)					
Associated partner for non-academic placement (optional)	879839277	GTS TRANSPORTATION SPAIN SA	N	Spain	Guido Bianchi

5.2 Template table: *Capacity of the Participating Organisations*

Please complete a separate table for each participating organisation. For the beneficiary, this table should be maximum 1 page in length; for each associated partner, the table should be maximum ½ page in length.

Choose one of: ? Beneficiary (compulsory) ? Associated partner linked to a beneficiary (if applicable) ? Associated partner for outgoing phase (compulsory for GF only) ? Associated partner for secondment (if applicable) ? Associated partner for non-academic placement (if applicable)	
[Full name + Legal Entity Short Name + Country]	
General description	
Role and profile of supervisor	
Key research facilities, Infrastructure and Equipment	<i>Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher.</i> <i>If applicable, indicate the name of the associated partner linked to a beneficiary and describe the nature of the link in the corresponding table.</i>
Previous and current involvement in EU-funded research and training programmes/actions/projects	<i>Indicate up to 5 relevant EU, national or international research and training actions/projects in which the institution/department has previously participated and/or is currently participating.</i>

**EXAMPLE****Example for the University of Verona**

<i>Beneficiary</i>	
University of Verona, UNIVR, Italy	
General Description The University of Verona is public HEI founded in 1982 as a spin-off of the University of Padua. It includes more than 29,000 students, about 1,600 teaching, research and technical-administrative staff. Its teaching and research activities cross many disciplines from SSH to STEM, organised in 13 departments. According to "THE - Times Higher Education World University Rankings 2024" the University of Verona is among the 500 best universities in the world. According to the 2024/2025 ranking of Italian universities (Censis), the University of Verona is the 11th best university in Italy among the Universities with 20-40K students. UNIVR is carrying out totally 13 MSCA Postdoctoral fellowship within Horizon Europe so far, 8 European and 5 Global ones. <i>Insert here also a short description of the department and/or research group/ laboratory involved in the project</i>	
Role and profile of supervisor	Prof. Mario Rossi, Head of the Department of Full professor in (disciplines). He/she an expert in (topic). He/she has been funded many projects at national and international level. He/she regularly cooperates with the Universities of.... He/she will supervise...., coordinate....
Key research facilities, Infrastructure and Equipment	UNIVR guarantees full access to the University library and its services (website), to consult or borrow bibliographic assets from the University and to access journals and datasets. It also provides full access to the University software licenses and online resources with the support of the IT Office: opening an ID account allows access to the IT infrastructure and services (email account, payroll, magazines, and information services, customer service tools)
Previous and current involvement in EU-funded research and training programs/actions/projects	• Project A, funded by Horizon Europe, GA no. 123456789; € 850,000; from 1/1/2023 to 31/12/2027, role project coordinator • Project B, funded by Italian Ministry (PRIN 2020), € 180,000; from 15/4/2021 to 14/4/2023: role partner

6. Additional ethics information

Additional information that could not be included in Part A of the proposal (if needed).

7. Additional information on security screening

Additional information on security aspects that could not be included in Part A of the proposal (if needed).

8. Environmental considerations in light of the MSCA Green Charter

Please explain how the proposed project would strive to adhere to the MSCA Green Charter⁶ during its implementation. Please indicate here - max 1/2 page - what actions you propose to take to ensure the sustainable implementation of project and to mitigate its environmental impact, in line with the principles set out in the MSCA Green Charter.

The sustainable implementation of your research project starts at the planning stage and continues throughout the lifetime of the project. **The goal of the MSCA Green Charter is to encourage sustainable thinking in research management.**

Some measures individuals and institutions are invited to consider are to

- reduce, reuse, and recycle
- promote **green purchasing** for project-related materials
- ensure the sustainability of project events
- prioritize **low-emission forms of transport**
- promote **teleconferencing** whenever possible
- use sustainable and renewable forms of energy
- develop **awareness** of environmental sustainability
- **share ideas and examples** of best practice.

Useful documents:

- “Marie Skłodowska-Curie actions green charter. Guidelines and examples of good practices”, containing useful resources to be downloaded at this [link](#)
- **Webpage** of the University of Verona presenting its initiatives to promote the social, economic and environmental sustainability (only in Italian)
- **2022 Sustainability Report** of the University of Verona (only in Italian)

Why is important to adhere to the MSCA Green Charter

In the case of ex-aequo, proposals will be prioritized according to (1) Excellence score; (2) Impact score; (3) gender balance among successful applicant researchers, and eventually (4) by considering other factors such **as environmental considerations in line with the MSCA Green Charter**, gender and other diversity aspects in the research activities, participation of the non-academic sector (including involvement of SMEs), geographical diversity, favorable employment and working conditions or relationship to the Horizon Europe objectives in general.

⁶ MSCA Green Charter https://ec.europa.eu/msca/green_charter

9. Required for Global Fellowships only: Letter(s) of commitment from associated partners (hosting the of outgoing phase)

Use this section to add scanned copies of the letter(s) of commitment, if applicable.

Minimum requirements:

- With heading or stamp from the institution;
- Up-to-date document, i.e. not dated prior to the call publication;
- Demonstrating the will to actively participate in the (identified) proposal;
- Explanation of the precise role.

Any additional information the organisation deems useful can be added in the letter.

In case the letter fails to provide enough information on the associated partner's role and/or enough assurance of 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 GF proposals the absence of a letter of commitment will render the proposal inadmissible and the proposal will not be evaluated.

Non-binding example of template letter of commitment for PF associated partners:

I undersigned [*title, first name and surname*], in my quality of [*role in the organisation*] in [*name of the organisation*] commit to set up all necessary provisions to participate as associated partner in the proposal [*proposal number and/or acronym*] submitted to the call HE-MSCA-2025-PF, should the proposal be funded.

On behalf of [*name of the organisation*], I also confirm that we will participate and contribute to the research, innovation and training activities as planned in this project. In particular, [*name of the organisation*] 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

The Letter of commitment is not a mere formal document: it expresses the real interest of the organization in your project and in yourself

It must be signed by a person with authority to sign (e.g., Department Head, Grant Office...): ask the organization to identify the right person

Some hints:

- Follow the instructions in the template.
- Have a draft version revised by our Grant Office, as well as by the key figures (supervisors and other staff), before signature

Where and how to include the participating organisations in your proposal

Together with the beneficiary (main host institution), only the following associated partners **must be included in the proposal Part A (Online administrative form)**:

- host organizations where the **outgoing phase** of GF will take place
- host organizations where the **non-academic placement** will take place.

Other associated partners (e.g. hosting the secondments) should be included only in Part B (Template).

	<i>Beneficiary</i>	<i>Associated partner linked to a beneficiary</i>	<i>Associated partner - Host organizations for the outgoing phase of GF</i>	<i>Associated partner for secondment</i>	<i>Associated partner – Host for non-academic placement</i>
Part A – Administrative form online Section 2 Participants	YES	NO	YES	NO	YES
Part A Section 3 Budget	YES ADD the number of months	NO	YES ADD the number of months	NO	YES ADD the number of months
Part B-1 – Scientific part	YES In particular §1.3, 3.2	YES In particular §1.3, 3.2	YES In particular §1.3, 3.2	YES In particular §1.3, 3.2	YES In particular §1.3, 3.2
Part B-2 – CV /Participating Organisations	YES Tables 5.1 and 5.2	YES Tables 5.1 and 5.2	YES, Tables 5.1 and 5.2	YES, Tables 5.1 and 5.2.	YES, Tables 5.1 and 5.2
Part B-2 - Supporting Document	NO	NO	YES Letter of commitment	NO	NO

We recommend to download the [HE-MSCA-PF Guide for Applicants and other useful documents](#) from the F&T Portal.