



# Marie Curie Individual Actions General Information and Tips for a Successful Application

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Garching, 28th July 2011

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- General information about IEF, IOF and IIF
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# Marie Curie Individual Fellowships

- **“Intra-European Fellowships for Career Development” (IEF):**  
**Research stay within Europe**
- **“International Outgoing Fellowships for Career Development” (IOF):**  
**Research stay outside of Europe (with return)**
- **“International Incoming Fellowships” (IIF):**  
**Research stay in Europe**

# Intra-European Fellowships for Career Development (IEF) -1-

## **OBJECTIVES**

- Career development
  - reach a leading independent research position
  - resume a scientific career after a break of at least 12 months (“career restart panel”, CAR)
- Widening scientific competences
  - additional (interdisciplinary) expertise
  - inter-sectoral experience
- Acquisition of complementary skills  
e.g. proposal preparation to request funding, patent applications, project management, task coordination, technical staff supervision

# Intra-European Fellowships for Career Development (IEF) -2-

## *DETAILS*

- 12-24-months research stay within Europe
- Experienced researchers of any nationality  
(**experienced** = doctoral degree or at least 4 years research experience full-time equivalent after graduation)
- Intra-European mobility from one MS/AC to another MS/AC  
(→ **“mobility rule”**: not more than 12 months in the last 3 years in the host country)
- Host organisation should be active in research,  
e.g. universities, research organisations/ centres, international organisations, commercial enterprises, SMEs, non-profit or charitable organisations

# International Outgoing Fellowships for Career Development (IOF) -1-

## **OBJECTIVES**

- Career development
  - reach a leading independent research position
  - reinforce the international dimension of the career by establishing **international networks/ co-operations**
- **Return of acquired knowledge** to the benefit of Europe
- Widening of scientific competences
  - additional (interdisciplinary) expertise
  - inter-sectoral experience
- Acquisition of complementary skills  
e.g. proposal preparation to request funding, patent applications, project management, task coordination, technical staff supervision

# International Outgoing Fellowships for Career Development (IOF) -2-

## *DETAILS*

- 24-36-months research project
  - 12-24-months in a third country
  - mandatory one-year return phase in MS/AC
- Experienced researchers of MS/AC nationality and third country nationals (if they have resided and carried out their main activity in a MS/AC for at least 5 years prior to the deadline)
- Two host organisations
  - in a third country (→ **mobility rule**)
  - in a MS/AC (return phase), contractual partner of the EU
- Host organisation should be active in Research, e.g. universities, research organisations/ centres, international organisations, enterprises, SMEs, non-profit organisations

# International Incoming Fellowships (IIF)

## **OBJECTIVES**

- Knowledge transfer to Europe
- Establishment of long-term collaborations between Europe and third countries

## **DETAILS**

- 12-24-months research stay in Europe
- Experienced researchers coming from a third country (including MS/AC nationals)
- Host organisation in MS/AC (→ **mobility rule**)
- Optional one-year return phase in home country **only** for nationals of developing and industrialising countries (“International Cooperation Partner Countries”, ICPC)



# Calls of proposals 2007-2011

		2007	2008	2009	2010	2011
<b>IEF</b>	Budget (€ million)	72	75	95	95	109.85
	Evaluated/funded applications	1672/ 423	1738/ 463	2398/ 575	2832/ 504	
	Success rate	25%	27%	24%	18%	
<b>IOF</b>	Budget (€ million)	24	25	28	28	40
	Evaluated/funded applications	332/100	441/110	595/120	730/120	
	Success rate	30%	25%	20%	16%	
<b>IIF</b>	Budget (€ million)	24	25	28	28	40
	Evaluated/funded applications	532/131	661/140	1044/154	1160/137	
	Success rate	23%	21%	15%	12%	

# IxF financing regime

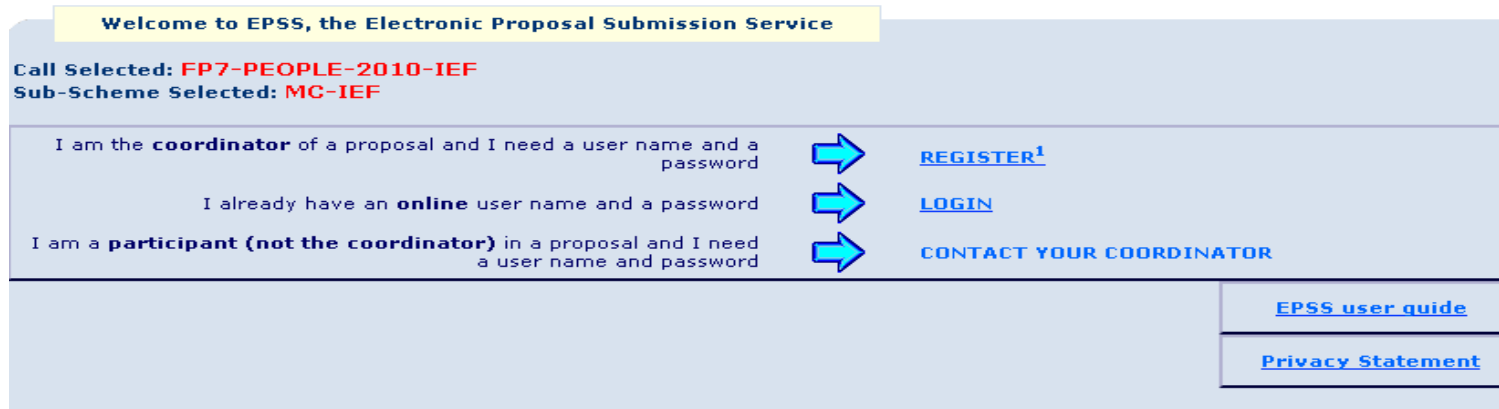
Cost Category	Amount	Purpose
1 “Monthly living allowance” !	58.500 €/year* ( < 10 years experience) 87.500 €/year* ( > 10 years experience)	Basic salary for living expenses
2 “Monthly mobility allowance” !	700 €/month* “single” 1.000 €/month* “family”	Amount to cover the expenses related to mobility (moving, trips home) for researcher and family
3 “Contribution to training, research + transfer of knowledge”	800 €/month	Training (workshops, conferences), consumables, knowledge transfer
5 “Overheads”	700 €/month*	Rent, electricity, water

\* multiplied by the **country correction coefficient** (2011: D 98,4, UK 120,3, USA 101,3, ...)

! salary costs = gross amounts of your **employer** (difference to gross amounts of employee!)

# Application procedure

- “**Research Executive Agency**” (REA) implements all Marie Curie actions on behalf of the European Commission
- Coordinator registers with “**Electronic Proposal Submission Service**” (EPSS) access via “**Participant portal**”
- Coordinator **before** the deadline:  
“**Proposal coordinator**” ⇔ researcher writing the proposal
- Coordinator **after** the deadline:  
“**Project coordinator**” ⇔ “Scientist in charge” at the host institution
- Nomination of 3 referees possible



Welcome to EPSS, the Electronic Proposal Submission Service

Call Selected: **FP7-PEOPLE-2010-IEF**  
Sub-Scheme Selected: **MC-IEF**

I am the <b>coordinator</b> of a proposal and I need a user name and a password	➔	<a href="#">REGISTER<sup>1</sup></a>
I already have an <b>online</b> user name and a password	➔	<a href="#">LOGIN</a>
I am a <b>participant (not the coordinator)</b> in a proposal and I need a user name and password	➔	<a href="#">CONTACT YOUR COORDINATOR</a>

[EPSS user guide](#)

[Privacy Statement](#)

# Application Documents -1-

## Part A: Administrative Forms


A1: General project information

A2: Host organisation(s)

(IEF: one A2; IOF: two A2)

A3: Researcher

A4: Funding request

RE A		Proposal Submission Forms	
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions International Incoming Fellowships (IIF)	<b>A1</b>
Proposal Number		Proposal Acronym	
GENERAL INFORMATION ON THE PROPOSAL			
Proposal Title			
Marie Curie action-code	Scientific Panel		
Total duration in months	Call identifier		
Keywords (up to 200 characters)			
Abstract (up to 2000 characters)			
Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes? YES/NO			
If yes:			
Programme name(s) and year		Proposal number(s)	
Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B? YES/NO			

# Application Documents -2-

## Part B: Proposal text (27 pages)

- B1: Scientific and technological quality (8 pages)
- B2: Training (IEF, IOF) (2 pages)  
Transfer of knowledge (IIF) (2 pages)
- B3: Researcher (7 pages)
- B4: Implementation (6 pages)
- B5: Impact (4 pages)



## B1-B5 → Evaluation criteria

- B6: Ethical issues

# IEF Evaluation Criteria

S&T Quality (award)	Training (award)	Researcher (award)	Implementation (selection)	Impact (award)
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Research experience	Quality of infrastructure / facilities and international collaborations of host	Potential of acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence in particular through exposure to complementary skills training with special attention to exposure to the industry sector, where appropriate*
Appropriateness of research methodology and approach	Relevance and quality of additional research training as well as of transferable skills offered, with special attention to exposure to the industry sector, where appropriate*.	Research results including patents, publications, teaching etc., taking into account the level of experience	Practical arrangements for the implementation and management of the research project	Contribution to career development, or re-establishment where relevant.
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Host expertise in training experienced researchers in the field and capacity to provide mentoring/tutoring	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Contribution to European excellence and European competitiveness
Timeliness and relevance of the project		Match between the fellow's profile and project.	Practical and administrative arrangements, and support for the hosting of the fellow*	Benefit of the mobility to the European Research Area.
Host research expertise in the field		Potential for reaching a position of professional maturity*.		Impact of proposed outreach activities*
Quality of the group/supervisors		Potential to acquire new knowledge.		

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

# IOF Evaluation Criteria

S&T Quality (award)	Training (award)	Researcher (award)	Implementation (selection)	Impact (award)
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Research experience	Quality of infrastructure / facilities and International collaborations of host (outgoing and return host)	Potential of acquiring competencies during the fellowship to improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence, in particular through exposure to transferable skills training *
Appropriateness of research methodology and approach	Relevance and quality of additional research training, as well as transferable skills offered *	Research results including patents, publications, teaching etc., taking into account the level of experience	Practical arrangements for the implementation and management of the research project (outgoing and return host) *	Contribution to career development, or re-establishment where relevant. *
Originality and innovative nature of the project and relationship to the 'state of the art' of research in the field	Host expertise in training experienced researchers in the field and capacity to provide mentoring/tutoring (outgoing and return host) *	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the other third country
Timeliness and relevance of the project		Match between the fellow's profile and project.	Practical and administrative arrangements, and support for the hosting of the fellow (outgoing and return host) *	Contribution to European excellence and European competitiveness
Host research expertise in the field (outgoing and return host)		Potential for reaching a position of professional maturity*		Benefit of the mobility to the European Research Area
Quality of the group/supervisors (outgoing and return host)		Potential to acquire new knowledge		Impact of the proposed outreach activities *

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

# IIF Evaluation Criteria

S&T Quality (award)	Transfer of knowledge (award)	Researcher (award)	Implementation (selection)	Impact (award)
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Potential of transferring knowledge to European host and/or bringing knowledge to Europe	Research experience	Quality of infrastructure / facilities and International collaborations of host	Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the other third country
Appropriateness of research methodology and approach	Clarity and quality of the transfer of knowledge objectives	Research results including patents, publications, teaching etc.	Practical arrangements for the implementation and management of the research project *	Contribution to European excellence and European competitiveness
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field		Independent thinking, leadership qualities, and capacity to transfer knowledge	Feasibility and credibility of the project, including work plan	Benefit of the mobility to the European Research Area
Timeliness and relevance of the project		Match between the fellow's profile and project.	Practical and administrative arrangements, and support for the hosting of the fellow *	Impact of the proposed outreach activities *
Host research expertise in the field				
Quality of the group/researchers in charge				

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.



# Evaluation

- Peer review: at least three independent experts per proposal
- Assessment against the defined evaluation criteria
- ⇒ **“Evaluation Summary Report”** (ESR) with strengths and weaknesses of the proposal in bullet points
- Evaluation scores will be given for each of the five criteria B1 to B5 (and not for the sub-criteria)
- Scores between 0 and 5 with resolution of one decimal place (0 fails the criterion, 1 poor, 2 fair, 3 good, 4 very good, 5 excellent)

# Calculation the overall score

## IxF: Evaluation criteria, score, threshold, weighting

	Score	Threshold	Weighting
B1	0-5	3	25
B2	0-5	3	15
B3	0-5	4	25
B4	0-5	Not applicable	15
B5	0-5	3.5	20

**Overall threshold: 70**

**Best overall score: 100**

### In 2010 required score for funding

	CAR	CHE	ECO	ENG	ENV	LIF	MAT	PHY	SOC
IEF	88,2	89,4	87	87,2	88,9	89,1	85,2	87,7	89,9
IIF	-	90,8	88	88,9	92,1	89,7	90,1	88,6	93
IOF	-	91,9	89,4	87,3	90,9	89,3	87,8	87,2	91,4

### Example 1

	Score	Threshold	Weighting	Result
B1	4,4	3	25	110
B2	4,7	3	20	94
B3	5	4	15	75
B4	4,8	na	20	96
B5	4,5	3,5	20	90
<b>Sum</b>			<b>100</b>	<b>465</b>
<b>Overall score (= weighted average: total result/5)</b>				<b>93</b>

### Example 2

	Score	Threshold	Weighting	Result
B1	3,8	3	25	95
B2	4,3	3	20	86
B3	3,8	4	15	fail
B4	4,8	na	20	96
B5	4,2	3,5	20	84
<b>Sum</b>			<b>100</b>	<b>361</b>
<b>Overall score (= weighted average: total result/5)</b>				<b>72,2</b>

### Example 3

	Score	Threshold	Weighting	Result
B1	4,1	3	25	102,5
B2	4,0	3	20	80
B3	4,3	4	15	64,5
B4	4,4	na	20	88
B5	4,2	3,5	20	84
<b>Sum</b>			<b>100</b>	<b>419</b>
<b>Overall score (= weighted average: total result/5)</b>				<b>83,8</b>

# Towards funding

- Ranking for each panel ordered by overall score
- Results of the evaluation will be made available on the call page shortly after the ESRs are sent to coordinators
- Invitation to successful coordinators to launch grant agreement negotiations with the REA
- “Grant agreement” (core text plus annexes): written contract between the EU and the host organisation about the funding conditions

# Timetable

<b>3-21 October 2011</b>	<b>Evaluation</b> of proposals
<b>End of November 2011</b>	<b>Evaluation Summary Reports</b> sent to proposal coordinators
<b>December 2011</b>	Letter to <b>successful</b> coordinators
<b>December 2011</b>	Preliminary <b>Evaluation Results</b> List on call page of the Participant Portal: A: funding, B: reserve list, C: no funding because of budgetary reasons, D: failing one or more thresholds
<b>From December 2011</b>	Letter to <b>unsuccessful</b> applicants
<b>From March 2012</b>	Signature of first <b>grant agreements</b>
<b>Circa from June 2013</b>	Possible invitation to applicants of the <b>B-list</b>

# Proposal Writing Tips: Formalities

- Proposal in English
- Stick to the guidelines!  
Structure and contents, page limits,  
no annexes, font size, ...
- Readability: use figures (b/w), emphasise by formatting,  
separate sections, use footnotes sparingly, ...
- Mark resubmissions as such
  - in the A1 form
  - in Part B (at the beginning): Briefly mention the main weaknesses of the previous version and the improvements made



# Proposal Writing Tips: Contents -1-

- All parts of the proposal are important to be successful
- Be as precise and concrete as possible
- Project should be innovative, but realistic
- Goals, methodology, and work plan clear and consistent
- Inter- and multidisciplinary
- Be aware of risks and describe alternatives
- Stay in close contact with the host organisation

# Proposal Writing Tips: Contents -2-

- Adjust the training to your individual needs
- Supervision of students and early-stage researchers welcome
- Publications in international journals, first authorship, experience in teaching and project work a plus
- Clearly describe your independence and potential
- Prepare a clear work plan: work packages, time schedule, milestones, deliveries (⇒ Gantt-Chart)
- Describe the infrastructure available at the host institution, its international collaborations and experience in training

# Further Information



- **Participant Portal - NEW - instead of CORDIS**  
Point for electronic administration of EU-funded research and innovation projects  
<http://ec.europa.eu/research/participants/portal>
- **European Commission's Marie Curie pages**  
What are the Marie Curie actions? Which actions are suited to me? How to apply? When to apply? Where is my application? How to manage my project? Help? Your questions answered  
<http://ec.europa.eu/research/mariecurieactions/>
- **EURAXESS Germany – Researchers in Motion**  
Information and assistance to mobile researchers  
[www.euraxess.de](http://www.euraxess.de)
- **Open Positions in existing Marie Curie projects**  
<http://ec.europa.eu/euraxess/jobs>



# Further Information on our Webpage

- Work programme *People* 2011
  - Guides for Applicants (Common Part, Call-Specific, Ethics) for each call (IEF, IOF, IIF)
  - Factsheets IEF, IOF, IIF (in German)
  - Instructions and FAQs for proposal writing in the Marie Curie individual actions (in German)
  - Analysis of previous IEF, IOF, IIF calls (in German)
  - Model contract for IEF and IOF fellows (in English + German)
- Available for download on the website of the NCP *Mobility*



# National Contact Point Mobility



## E-Mail:

[mariecurie@avh.de](mailto:mariecurie@avh.de)

## Internet:

<http://www.nks-mobilitaet.de>

## Initial consultation

Hanna Pletziger

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Dorothea Ossenberg-Engels

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## Individual actions

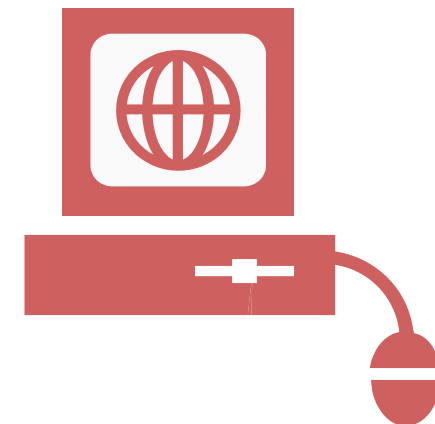
Dr. Nicola Staeck

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## Institutional actions and cross-cutting issues

Dr. Sandra Haseloff

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Newsletter by E-Mail