

# ITN 2019 – Implementation Section & Part B2

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# IMSCO ITN 2019 Support

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- Handbook

Available @ [www.iua.ie/mariecurie](http://www.iua.ie/mariecurie) in “Events and Training”

- Webinars

Available @ [www.iua.ie/mariecurie](http://www.iua.ie/mariecurie) in “Events and Training”

- On-Site Clinics

- Proposal Reviews (Mid Nov-Dec 2018)



# Proposal Template

## Part B1 - max. 30 pages

### Excellence (50%)

1.1

#### Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, intersectoral and gender aspects)

- Introduction, objectives and overview of the research programme
- Research methodology and approach
- Originality and innovative aspects of the research programme

1.2

#### Quality and innovative aspects of the training programme (including transferable skills, inter-multidisciplinary, inter-sectoral and gender aspects)

- Overview and content of the training (ETN) or doctoral programme (EID/EJD)
- Role of the non-academic sector in the training programme

1.3

#### Quality of the supervision

- Qualifications and supervision experience of the supervisors
- Quality of the joint supervision arrangements

1.4

#### Quality of the proposed interaction between the participating organisations

- Contribution of all participating organisations to the research and training programme
- Synergies between participating organisations
- Exposure of recruited researchers to different (research) environments, and the complementarity thereof

### Impact (30%)

2.1

#### Enhancing the career perspectives and employability of researchers and contribution to their skills development

2.2

#### Contribution to structuring doctoral/early-stage research training at the EU level and to strengthening EU innovation capacity, including the potential for:

- a) Meaningful contribution of the non-academic sector to the doctoral/research training
- b) Developing sustainable joint doctoral degree structures (EJD)

2.3

#### Quality of the proposed measures to exploit and disseminate the results

- Dissemination of research results
- Exploitation of results and IP

2.4

#### Quality of the proposed measures to communicate the activities to the target audiences

- Communication and public engagement strategy

### Implementation (20%)

3.1

#### Coherence and effectiveness of the work plan

- WP description
- List of Major Deliverables
- List of major milestones
- Fellows' individual projects

3.2

#### Appropriateness of the management structure and procedures, including quality and risk management

- Network organisation and management structure
- Joint governing structure
- Joint admission, selection, supervision, monitoring and assessment procedures (EJD)
- Supervisory Board
- Recruitment Strategy
- Progress monitoring and evaluation of individual projects
- Risk management
- IPR
- Gender Aspects
- Data Management Plan

3.3

#### Appropriateness of the infrastructure of the participating organisations

3.4

#### Competences, experience and complementarity of the participating organisations and their commitment to the programme

- Consortium composition and exploitation of participating organisations' complementarities
- Commitment of beneficiaries and partner organisations of the programme



# 3.1: Workplan -1

“Work Packages Description”: use **Table 3.1 A** to describe the Work Packages (WPs)

- Typical to include 3 -4 **Research WPs** (matching the description in Section 1.1).
- Also include **non-research WPs**:
  - Management WP
  - Training WP
  - Dissemination/Exploitation/Communication/Public Engagement WP
- Break down each WP into several **Tasks** (3-6 is typical).
- Role: Use organisation short names from Participants Table to indicate which org(s) are responsible for each Task.
- Indicate **timelines** for the Tasks (in months elapsed from the start of the project).
- Ensure everything matches the details given elsewhere in the application.



# 3.1: Workplan -2

## Table 3.1 b. Deliverables

- A **Deliverable** is a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc.
- Research and Non-Research Deliverables must be described.
- Remember that Deliverables will have to be delivered to the Project Officer during implementation – keep them feasible and to a minimum.

## Table 3.1 c. Milestones

- Milestones are control points in the project that help to chart progress.
- Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin.
- 6 to 8 major research and non-research milestones (e.g. recruitment of all ESRs) are sufficient.

There should be more Deliverables than Milestones



# 3.1: Workplan -3

## Table 3.1 d. Individual Research Projects

- Aim for each table to take half a page, and provide as much detail about the project as possible, including details of tasks and methods.
- The evaluators look very closely at the individual projects.
- An appropriate degree of interdependency between individual projects will support the cohesiveness of the programme. However, it is good to plan for mitigation and contingency of the related risks in the risk table in 3.2.

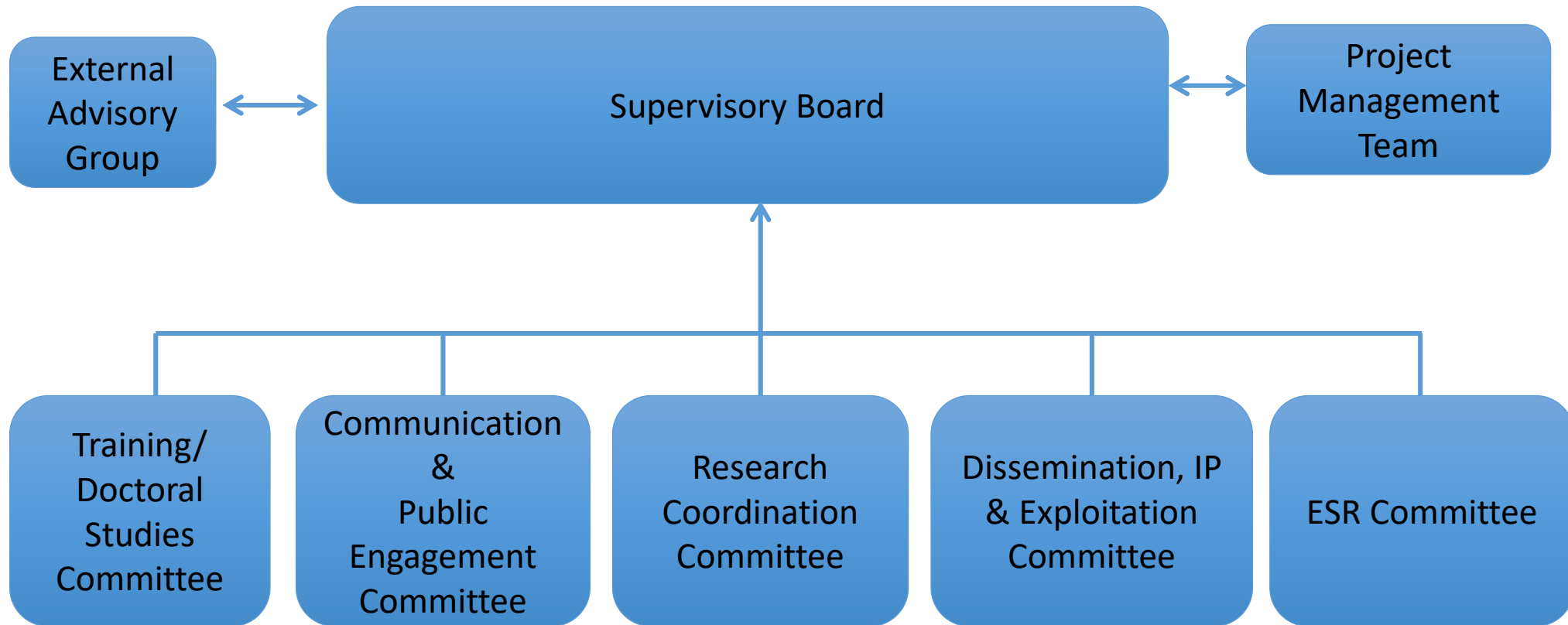


## 3.2: Management

- From Erasmus Mundus Handbook of Excellence in Doctoral Training: *“We ensure our participants can work together to provide coherent and comprehensive support for our programme in the areas of management, finance and administrative support. We will formalise the partnership through a Consortium Agreement, and understand how we will deal with IPR issues. ESRs will be provided with an employment contract. When all is in place, we will market the programme professionally.”*
- Manage the programme via a series of gender-balanced committees.
- **Important! Supervisory Board.** Main decision-making body. All beneficiaries and POs should be represented, plus ESR representative.



# Suggested Management Structure





## 3.2: Management

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- Use the sub-headings provided.
- Use the Erasmus Mundus document Chapter 4 to assist.
- Some things to add in (see Handbook for details):
  - Strategy for dealing with Scientific Misconduct.
  - Network organisation and management structure: explain decision making processes (e.g. majority rules) and conflict resolution strategy.
  - Progress monitoring and evaluation of individual projects: link back to 1.3 Supervision. Focus on timings and structures here (individual Supervisory Committees feedback into oversight committee).



## 3.2: Management

Some more things to add (not exhaustive):

- **Risk management:** include research risks and project management risks and mitigation/contingency plans for both (use the table provided).
- **Recruitment:** centralised recruitment is best. Describe the application process, applicant requirements, decision making process. Use EURAXESS Jobs to advertise. Explain employment conditions (employment contracts mandatory).
- Overall **quality assurance** – external review/monitoring of the ITN by an independent panel/external advisory group.
- **Internal communications strategy** to keep the consortium and the ESRs in regular contact.
- **Gender issues:** Explain how the consortium is gender balanced and how you will ensure that a mix of female and male ESRs are recruited.
- **IPR Management.** How have you decided to “allocate” IP in your consortium? Involve the TTO.
- **Data Management Plan** (if not opting out of the Open Data Pilot).

[https://www.iprhelppdesk.eu/FS\\_IP\\_management\\_in\\_MSCA-H2020](https://www.iprhelppdesk.eu/FS_IP_management_in_MSCA-H2020)



## 3.2: For EJD/EID

### Joint Governing Structure for EID/EJD

- Describe the structures that will be put in place to oversee the doctoral programme and ensure quality control, making sure that the various administrative units across the participants with responsibility for doctoral programmes are working in a **coherent and coordinated** manner.
- The Doctoral Studies Committee in the management structure could include a representative from the Graduate Studies Office or equivalent.
- One issue to specifically address is that of **mutual recognition** – it is important that research training done at participant A is recognised by participant B for the purposes of earning a doctoral degree.



## 3.2: For EJD/EID

### EJD - joint admission, selection, supervision, monitoring and assessment procedures

- Admission, Selection, Supervision, Monitoring & Assessment should be coherent across the consortium. As far as possible, the same procedures should be applied to each ESR.
- For example, in terms of monitoring, University A requires a yearly report, University B requires a quarterly report. Will the ESR have to do both?
- For example, in terms of assessment: University A does a closed viva voce, University B does an open thesis defence. For a joint/double degree, will the ESR have to do both?



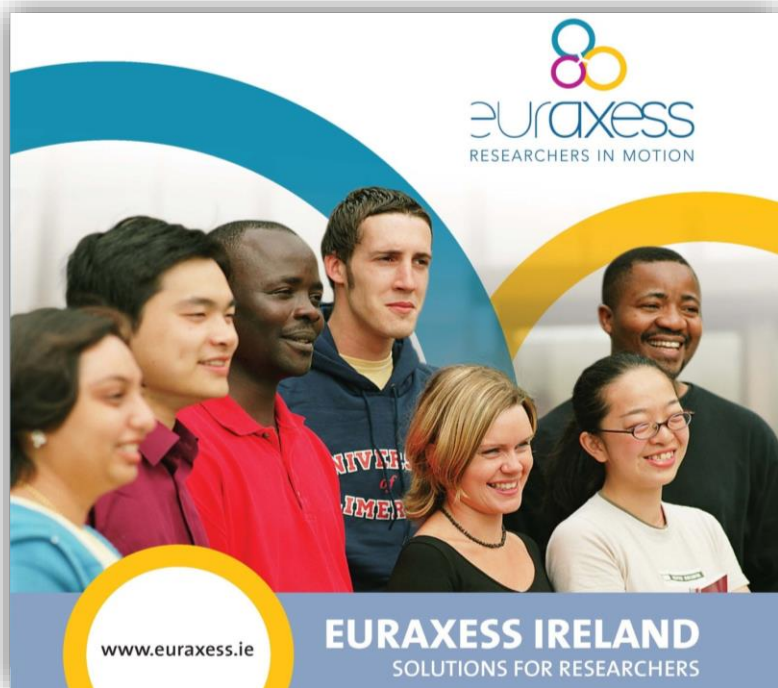
## 3.3: Infrastructure

The aim is to explain who is doing what, and show that they have the necessary infrastructure to do it.

- Section 5 will include a Capacities Table for each participant.
- This section should complement Sec. 5, not duplicate it.
- Describe how the consortium has the necessary infrastructure (research and administrative) to implement all aspects of the programme (research, training, admin., communications, exploitation etc.).
- Describe how the consortium provides an excellent environment for hosting and supporting the ESRs:
  - Have the organisations endorsed the [Charter & Code](#) – if yes, say so! List at [https://euraxess.ec.europa.eu/sites/default/files/am509774cee\\_en\\_e4.pdf](https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf)
  - Have the organisations earned the “*HR Excellence in Research*” logo? If yes, say so and include the logo in the Capacities Table! List at <https://euraxess.ec.europa.eu/jobs/hrs4r#hrs4r-acknowledged-institutions>



# EURAXESS



- ‘One-stop-shop’ centralised support on issues related to mobility, incl. immigration
- Website in each European Country (and beyond)
- Linked to central EU EURAXESS Site
  - Jobs Portal
  - CV Database
  - Practical Advice on moving
- Most Irish HEIs are **EURAXESS Local Contact Points** (list on website) – mention this in the proposal



# 3.4: Competences, Complementarity, Commitment

- Explain how the consortium are the best people to implement this programme including:
  - Complementarities/synergies between **all participants** and how these will be exploited to deliver an excellent programme (use a diagram or table).
  - How their previous experience makes them suitable for their tasks here.
- Outline the commitment of each participant by showing that they are all highly active in the project – refer to earlier sections.
  - Highlight strong non-academic sector involvement!
- For Partner Organisations, ensure that the content of their Letter of Commitment matches their stated tasks in the programme.
- If you have a Beneficiary from a country which cannot automatically get funding from Horizon 2020, need to explain why they are necessary.



## 4: EID specific requirements

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- A table indicating for each fellow the time spent in the academic and non-academic sectors (min. 50%) and the time spent in partner organisations (max. 30%).





# 5: Capacities Tables

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- Important as taken into account in many evaluation sub-criteria
- Include HR logo for any awardees
- Include % time commitment for all PIs
- Make sure the non-academic PIs are very strong in terms of research outputs/expertise
- Make sure all the beneficiaries have independent premises (relevant to e.g. start-ups/spin-outs)
- Should list individual supervisors' expertise/metrics, technical details of key infrastructure etc.



## 6: Ethics Issues

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[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_ethics-self-assess\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)



# 7. Letters of Commitment

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## For all ITNs: Partner Organisations LoCs

- Content is important
- Generic letters are not useful
- Must contain specifics about role and participation of Partner Organisations (tasks allocated) and their commitment to do so

## For EJD only: Beneficiaries' LoCs (use template provided)

- From the academic beneficiaries that will award the doctoral degrees
- Signed by a person authorised to commit the beneficiary to the joint degree programme e.g. Dean of Graduate Studies



# Thank you!

Questions? Email [mariecurie@iua.ie](mailto:mariecurie@iua.ie)

[www.iua.ie/mariecurie](http://www.iua.ie/mariecurie)



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