

# ITN 2017 – General Points & Excellence Section

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# Online Submission

## All online submission using SEP system

- Sign up for call and create proposal by visiting the Participant Portal at <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html>
- Three parts
  - Part A – Online Forms
  - Part B1 – uploaded as PDF to the system
  - Part B2 – uploaded as PDF to the system
- All three parts are submitted together
- Submission can be overwritten multiple times
- Submit early, submit often!



# Administrative Forms

- Prepared electronically within SEP system

Form	Title	Content
Section 1	General Information about the Proposal	e.g. Acronym, Title, Selection of Evaluation Panel, Project Duration.....
Section 2	Data on Participating Organisations	e.g. PIC, legal name, contact details, name of <i>person-in-charge at the host organisation</i>
Section 3	Budget	Request for funding in terms of researcher months
Section 4	Ethics Table	Yes/No answers to series of questions re. ethical issues
Section 5	Information on Partner Organisations	Name, PIC, Country, Academic/Non-Academic, Role: Training and/or secondments



# Abstract (Part A)

Provided to evaluators to help them choose the proposals they will evaluate

- Be concise
- Provide enough technical/research information to help an evaluator with knowledge of the field to select it
- Reflect the whole proposal including:
  - Overall research theme/objectives
  - Training objectives
  - Potential Impact, including career paths for the ESRs





# Evaluation Panels

## Choose from one of eight panels:

- Chemistry (CHE)
- Physics (PHY)
- Mathematics (MAT)
- Life Sciences (LIF)
- Economic Sciences (ECO)
- ICT and Engineering (ENG)
- Social Sciences & Humanities (SOC)
- Environment & Geosciences (ENV)



# Descriptors (Keywords)

Can add up to five (minimum three) descriptors **in order of importance**:

- The **1<sup>st</sup>** and **2<sup>nd</sup>** descriptors must be chosen from the list provided for the scientific panel you have chosen
- The **3<sup>rd</sup>** (4<sup>th</sup> and 5<sup>th</sup>) descriptor(s) can be chosen from any of the eight scientific panels

These descriptors will help with matching your proposal to evaluators with appropriate expertise

A list of Descriptors can be found at the back of the Guide for Applicants





# Part B - Proposal Content

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## Part B – Doc 1 (34 pages total)

- Start page (1 page)
- Table of Contents (1 page)
- List of Participants (2 pages)
- 1. Excellence
- 2. Impact
- 3. Implementation

30 pages total  
No section page limits





# General Points

- Use a self-explanatory title and a memorable acronym
- Diagrams, Charts, Tables or Figures are easier to evaluate than text and save space too – font size can be decreased in tables
- For resubmissions, don't just use Evaluation Summary Report from previous submission to help revise
  - Look at the proposal as a whole to find room for improvement
- Be aware of the overall weighting of each criterion
  - Need to score well in all sections in order to be funded – don't spend all your time writing the 1.1 Research section (12.5% of the marks)!



Not evaluated but it makes life easier for the evaluators

## Template

- Use the Correct Template
- Use the Template sub-headings (provides good structure)
- Provide a Table of Contents with page numbers
- Use the Full Page Limits
- Put the proposal acronym in the Header
- Put Page Numbers (format Page X of Y) in the Footer

## Format

- Use charts, diagrams, tables, text boxes, figures.
- Use appropriate font size, line spacing, page margins
- Ensure any colour diagrams etc. are understandable when printed in black and white
- Use highlighting where appropriate (bold, underline, italics) but don't overdo it!
- Literature references in footnotes, font size 8 or 9

## Language

- Avoid jargon
- Explain any abbreviations
- Simple clear text
- Avoid long sentences
- Get rid of repetitions (refer to other parts of proposal if necessary)
- Don't copy text from other documents or websites
- Be consistent with language (UK/US English)



# List of Participants

Provide full name of organisation e.g. University College Dublin here

Provide short name of organisation e.g. UCD here

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation <sup>13</sup>
<u>Beneficiaries</u>								
- NAME								
<u>Partner Organisations</u>								
- NAME								

Table for non-academic **beneficiaries** not Partner Organisations

Name	Location of research premises (city / country)	Type of R&D activities	No. of full-time employees	No. of employees in R&D	Web site	Annual turnover <sup>14</sup> (in Euro)	Enterprise status (Yes/No)	SME status <sup>15</sup> (Yes/No)

Inter-relationships: e.g. Prof at university is also CTO at spin-out and both are in consortium

Name (institution / individual)	Nature of inter-relationship





# 1.1 Research - 1

- Educate the Evaluator
  - The majority of evaluators will not be expert in the specific subject area of the proposal so....
  - Write in a style that is **accessible to the non-expert**
  - Use figures/tables/charts/diagrams to illustrate where appropriate – easier to understand than text
- Start with a short paragraph summarising the overall ITN programme, such as:

*The overarching objective of this ITN is to provide high-level training in X to a new generation of high achieving early stage researchers to provide them with the transferable skills necessary for thriving careers in a burgeoning area that underpins innovative technological development across a range of diverse disciplines. This goal will be achieved by a unique combination of “hands-on” research training, non-academic placements and courses and workshops on scientific and complementary “soft” skills facilitated by the academic-non-academic composition of the consortium”*



## 1.1 Research - 2

- Outline the key **research objectives** of the programme
- Describe the state of the art and how the objectives relate to it
  - Include a list of bibliographic references (in footnotes)
- Break down the research programme into discrete **Work Packages** that link to your **research objectives**
  - 3-4 WPs is typical
  - Give a brief WP summary (one paragraph each) here – the detailed WP tables should be in Section 3.1
  - Explain how the ESR projects fit into the WPs (diagram)



# 1.1 Research - 3

- Methodology: describe in detail how the research objectives will be explored
  - Equipment, techniques, assays, types of research etc.
  - Lack of clarity around methodology often identified as a “weakness”.
- Explain why the research is original, innovative and timely compared to:
  1. The state-of-the-art in the research area
  2. **And** other doctoral/research trainings (previous ITNs? – search at [http://cordis.europa.eu/search/advanced\\_en](http://cordis.europa.eu/search/advanced_en))
- Explain how the work is **inter- or multi-disciplinary**
- Could gender or sex differences affect the performance of the research work? If yes, explain how you have taken **gender** into account in the research methodology. Examples for all research areas at <https://genderedinnovations.stanford.edu>



Sections 1.2 Training and 1.3 Supervision are dealt with in the Training and Supervision support video





## 1.4 Interaction

- Describe what tasks each participant (beneficiaries and POs) will undertake in the research & training programmes – use a table
- Synergies:
  - Show why this consortium are best placed to deliver the programme (synergies/overlaps in expertise) – a diagram is useful
  - Describe the “added value” of working together to deliver this programme – could include information on previous collaborations between the participants and any successful outputs e.g. joint publications



## 1.4 Interaction

- Exposure of ESRs to different research environments:
  - i.e. Describe the secondments
  - Provide a table summarising the secondments for each ESR
  - Explain how the secondments are linked to ensuring the excellence of the research & training programmes
  - For EID, make sure it is crystal clear that each ESR will achieve the minimum 50% of time in the non-academic sector
  - Tip! Each ESR should get a secondment of at least 3 months to a non-academic beneficiary or PO



**Thank you!**

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