

ITN 2017 – Implementation Section & Part B2

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3.1: Workplan

- Use the Tables provided to describe the Work Packages (WPs)
 - Typical to include 3 -4 Research WPs (matching the description in Section 1.1)
 - Also include non-research Work Packages:
 - Management WP
 - Training WP
 - Dissemination/Exploitation/Communication/Public Engagement WP
- Under “Description of Work and Role of Specific Beneficiaries / Partner Organisations”
 - DoW: 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 timescales for the Tasks (in months elapsed from the start of the project)
 - Ensure everything matches the details given elsewhere in the application (esp. the Gantt chart)



3.1: Workplan

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 evaluation, conference report, 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.

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



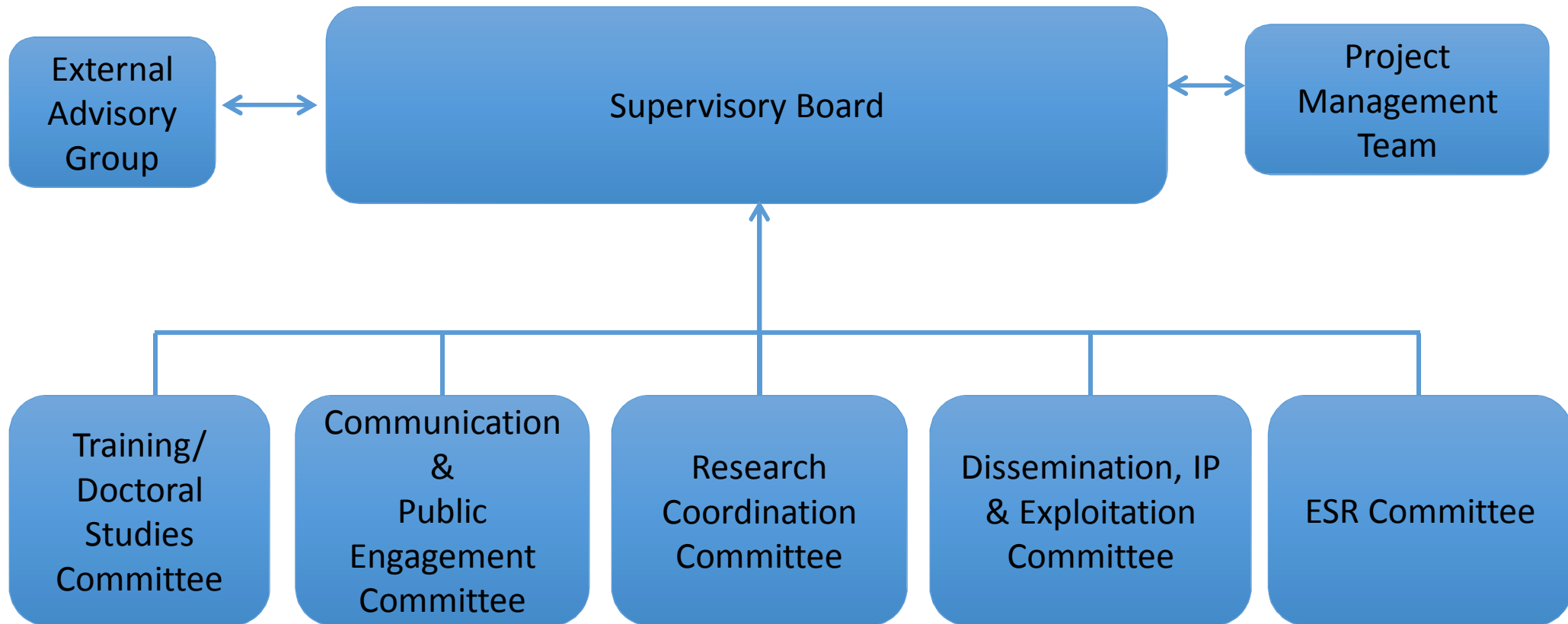


3.2: Management

- 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:
- **NB! Supervisory Board.** All beneficiaries and POs represented, plus an ESR representative. Main decision-making body.



Suggested Management Structure





3.2: Management

- Use the sub-headings provided
- Use the Erasmus Mundus document Chapter 4 to assist.
- Some things to add in (see annotated template 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 in (not exhaustive):
 - Risk management: include research risks and project management risks and 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
 - Data Management Plan (if not opting out of the Open Data Pilot)



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

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.). **Tabular format works well.**
- 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 <http://ec.europa.eu/euraxess/index.cfm/rights/charterAndCode>
 - Have the organisations earned the “*HR Excellence in Research*” logo? If yes, say so and include the logo in the Capacities Table! List at <http://ec.europa.eu/euraxess/index.cfm/rights/strategy4ResearcherOrgs>
 - Do any of the organisations have an Athena SWAN award? <http://www.ecu.ac.uk/equality-charters/athena-swan/>



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
 - NB to 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 who cannot automatically get funding from Horizon 2020, need to explain why they are necessary



5: Capacities Tables

More NB than you think!

- Taken into account in many evaluation sub-criteria
- Include HR and Athena SWAN logo for any awardees
- Include % time commitment for all PIs
- Make sure the non-academic ones are very strong in terms of research outputs/expertise
- Adhere to the page limits! Max 1 page for beneficiaries, 0.5 page for partner organisations – extra pages will be discounted





6: Ethics Issues

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf





7. Letters of Commitment

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

- 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!

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