INSTRUCTIONS

This page is for information only and **should be deleted from your proposal**!

Proposals must respect the following minimum standards:

* a minimum font size of 11 points;
* single line spacing;
* A4 page size;
* margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers);
* a clearly readable font (e.g. Arial or Times New Roman).

All new tables included must have the same font size as the core text, except tables where the font size to be used is indicated in the template.

Tables are for illustrating the core text of the proposal. They cannot be used to contain the core text itself.

**Footnotes** are to be used exclusively for **literature references**. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.

The proposal should not contain any hyperlinks in the core text. Any additional information provided through hyperlinks in the core text will be disregarded.

Please make sure that **each page** of your proposal contains, as a **header**, the **proposal acronym** and the **knowledge area** to which you are applying (i.e. Health, Experimental Sciences, Humanities, or Social Sciences). All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Technical Proposal - Page X of Y".

**Structure of the technical proposal**

The **maximum** total length for this document is **13 pages.** It should be composed as follows (detailed description below):

- Start Page …must consist of… 1 whole page.

*-* List of Organisation Hosting Secondments…must consist of…1 whole page.

- Section 1: Excellence (starts on page 3)

- Section 2: Impact 11 pages MAX.

- Section 3: Implementation

- Section 4: Ethics Self-Assessment (Out of page limit)

No other content, such as photos, graphs, etc., can be added to the start page.

The Excellence section contains the CV of the applicant researcher. It should be no more than 3 pages long.

Of the **maximum 11 pages** applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections, with the exception of the CV.

Please note that not respecting the page limit means that the proposal does not meet the eligibility and admissibility criteria and the whole application will be excluded from the evaluation process.

It is the responsibility of the applicant to verify that the submitted PDF (only format allowed) documents are readable and are within the page limit. PDF documents can contain colours.

**Start page count – MAX 13 PAGES–DO NOT ADD INTRODUCTORY PAGES BEFORE**

|  |
| --- |
| **START PAGE**  **UNA4CAREER**  **UNA Europa, an alliance of universities FOR the emergence of talent and the development of research CAREERs**  **H2020-MSCA-COFUND-2018 - UNA4CAREER - GA No 847635**  **Call: UNA4CAREER-2020-1**  TECHNICAL PROPOSAL  “PROPOSAL ACRONYM AND TITLE”  **This proposal is to be evaluated under the knowledge area of:**  **[Health] [Experimental Sciences] [Humanities] [Social Sciences]**  ***[Delete as appropriate]*** |

|  |
| --- |
| **Proposal summary** (identical to the abstract from the online application tool):  The abstract (summary) should immediately provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. It must therefore be short and precise and should not contain confidential information.  [Please use plain typed text, avoiding formulae and other special characters. The abstract must be written in English. There is a limit of 2000 characters (spaces and line breaks included).] |

**List of Organisations Hosting Secondments (if applicable):**

*List here the organisations that will participate in the project by hosting secondments.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legal Entity Full Name** | **Legal Entity Short Name** | **Academic/non-academic** | **Country** | **Supervisor name** |
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# Excellence

## Curriculum Vitae (3 pages max.)

*[The template below is provided only for guidance. It may be modified as necessary and appropriate.]*

**PERSONAL DETAILS**

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc.):

Date of birth:

Nationality:

URL for web site:

**INTRODUCTION**

*Here you can write everything you believe explains your career path, career breaks (if any) or any other information that gives added value to your CV.*

**EDUCATION**

199? PhD

Name of Faculty/ Department, Name of University/ Institution, Country

199? Master

Name of Faculty/ Department, Name of University/ Institution, Country

**CURRENT POSITION(S)**

201? – 201? Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

200? – Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

**PREVIOUS POSITIONS**

200? – 200? Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

200? – 200? Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

**FELLOWSHIPS AND AWARDS**

200? – 200? Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

200? Award received from Name of Institution/ Country

198? – 199? Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

**SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS**

200? – 200? Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

**TEACHING ACTIVITIES (if applicable)**

200? – Teaching position – Topic, Name of University/ Institution/ Country

200? – 200? Teaching position – Topic, Name of University/ Institution/ Country

**ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

201? Please specify your role and the name of event / Country

200? Please specify type of event / number of participants / Country

**INSTITUTIONAL RESPONSIBILITIES (if applicable)**

201? – Faculty member, Name of University/ Institution/ Country

201? – 201? Graduate Student Advisor, Name of University/ Institution/ Country

200? – 200? Member of the Faculty Committee, Name of University/ Institution/ Country

200? – 200? Organiser of the Internal Seminar, Name of University/ Institution/ Country

200? – 200? Member of a Committee; role, Name of University/ Institution/ Country

**COMMISSIONS OF TRUST (if applicable)**

201? – Scientific Advisory Board, Name of University/ Institution/ Country

201? – Review Board, Name of University/ Institution/ Country

201? – Review panel member, Name of University/ Institution/ Country

201? – Editorial Board, Name of University/ Institution/ Country

200? – Scientific Advisory Board, Name of University/ Institution/ Country

200? – Reviewer, Name of University/ Institution/ Country

200? – Scientific Evaluation, Name of University/ Institution/ Country

200? – Evaluator, Name of University/ Institution/ Country

**MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

201? – Member, Research Network “Name of Research Network”

200? – Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

200? – Founding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

**MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

**CAREER BREAKS (if applicable)**

Exact dates. Please indicate the reason and the duration in months.

**TRACK RECORD**

Here you can list and explain your five best publications related to the project topic.

## Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

* Introduction, discuss the state-of-the-art and specific objectives.
* Research methodology and approach.
* Explain the originality and innovative aspects of the planned research. Describe any novel concepts, approaches or methods that will be implemented.
* Discuss the interdisciplinary aspects of the action (if relevant).
* Discuss the gender dimension in the research content (if relevant).

## Quality and appropriateness of the training and of the two way transfer of knowledge between the applicant and the research group(s) and organisation(s) hosting her/him during secondments (if apply).

1. **Transfer of knowledge to the applicant from the research group(s) and organisation(s) hosting her/him during secondments (if applicable).** Explain what new knowledge the applicant will gain during the fellowship at the research group(s) and organisation(s) hosting her/him, and how it will be acquired.
2. **Transfer of knowledge to the research group(s) and organisation(s) hosting her/him from the applicant.** Outline the previously acquired knowledge and skills that the applicant will transfer to the research group(s) and organisation(s) hosting her/him.

Describe the training that will be developed. Typical training activities may include:

* primarily, training-through-research by the means of an individual personalised project, under the guidance of the tutor researcher at the UCM and other members of the research staff of the research group(s) and organisation(s) hosting the applicant;
* hands-on training activities for developing scientific skills (new techniques, instruments) and transferable skills (entrepreneurship, proposal preparation, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take-up and exploitation of research results);
* training on teaching skills, through teaching activities linked to the tutor researcher’s department at the UCM (max 80 hours/year);
* inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments);
* participation in the research and financial management of the action;
* organisation of scientific/training/dissemination events;
* communication, outreach activities and horizontal skills;
* training dedicated to gender issues.

A **Career Development Plan** should not be included in the proposal but will be part of the project's implementation. This Plan shall be jointly established by the tutor researcher and the applicant. In addition to research or innovation objectives, this plan comprises the applicant's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.

## Potential of the applicant to reach or re-enforce professional maturity/independence during the fellowship.

Applicants should **demonstrate** how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers, **during the fellowship**.

Explain the new competences and skills that will be acquired and how they relate to the researcher’s existing professional experience. Where relevant connections with the content in section 1.1 will be established.

# Impact

## Enhancing the future career prospects of the applicant after the fellowship.

Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the applicant **after the fellowship**. Focus on how the new competences and skills (as explained in 1.3) can make the applicant more successful in their long-term career. Explicitly outline the career goals of the applicant.

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

Describe how the new knowledge generated by the project will be disseminated and exploited, and what the potential impact is expected to be. Discuss the strategy for targeting peers (scientific, industry and other actors, professional organisations, policy makers, etc.) and the broader community. Also, describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant.

Concrete planning for exploitation and dissemination activities must be included in the Gantt chart (see section 3).

1. **Dissemination of the project results to target audiences.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Target Audience** | **When** | **Where** | **Metrics** |
|  |  |  |  |  |

The minimum font size to be used in this table is 8 points. Use same font type as the core text.

1. **Exploitation of the project results**.

## Quality of the proposed measures to communicate the project activities to different target audiences.

Demonstrate how planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way that they can be understood by non-specialists.

Concrete planning for communication activities must be included in the Gantt chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Target Audience** | **When** | **Where** | **Metrics** |
|  |  |  |  |  |

The minimum font size to be used in this table is 8 points. Use same font type as the core text.

# Quality and Efficiency of the Implementation

## Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources.

1. **Work package tables.** Use the following work package table (a table for each work package):

|  |  |  |
| --- | --- | --- |
| **WP number** | **Start Month – End Month** | **Secondment (yes/no and name of the institution)** |
| **WP Title** |  | |
| **Tasks** |  | |
| **Deliverables** |  | |
| **Milestones** |  | |

The minimum font size to be used in this table is 8 points. Use same font type as the core text.

1. **Appropriateness of tasks.** Describe how the work planning (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of person-months planned and requested for the applicant (and corresponding to the project duration of 36 months) is appropriate in relation to the proposed activities. Also explain how these person-months are distributed across the different work packages.

1. **Gant Chart.** A Gantt chart must be included in the text listing the following:
   * Work Package titles (there should be at least 1 WP);
   * Indication of major deliverables, if applicable;
   * Indicationof major milestones, if applicable;
   * Secondments, if applicable.

The schedule should be established in terms of number of months elapsed from the start of the action. The Gantt chart counts towards the page count.

Notes and definitions:

* The titles of the WPs indicated here do not have to be strictly followed or included in the Gantt chart for your specific proposal. Adapt as needed.
* The number of WPs provided here is an example only. Add or remove WPs as needed.
* Add as much detail as needed for your proposal.
* A **deliverable** is a distinct output of the action, meaningful in terms of the action’s overall objectives and may be a report, document, technical diagram, software, etc. Deliverable numbers should be ordered according to delivery dates. Use the numbering convention <WP number>.<number of a deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.
* **Milestones** are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, 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 action where, for example, the researcher must decide which of several technologies to adopt for further development.
* The minimum font size to be used in this table is 8 points. Use same font type as the core text.

The following is only an example of a Gantt chart:



## Appropriateness of the progress monitoring & scientific management structure, including risk management.

1. **Progress monitoring & scientific management structure.** Describe the scientific management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached.
2. **Risk and contingency plans.** Discuss the research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risks occur.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Description** | **WP number** | **Likelihood**  *(extremely unlikely / likely / extremely likely)* | **Impact**  *(not critical / significant / fundamental to continuing project)* | **Contingency Plan** |
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The minimum font size to be used in this table is 8 points. Use same font type as the core text.

**STOP page count – MAX 13 pages**

# Ethics Self-Assessment

## Answer the following questions, in order to point out those ethical aspects that will be involved in the development of your proposal.

|  |  |  |
| --- | --- | --- |
| **1. HUMAN EMBRYOS/FOETUSES** | **Yes** | **No** |
| Does your research involve Human Embryonic Stem Cells (hESCs)? |  |  |
| Does your research involve the use of human embryos? |  |  |
| Does your research involve the use of human foetal tissues/cells? |  |  |
| **2. HUMANS** | **Yes** | **No** |
| Does your research involve human participants? |  |  |
| Does your research involve physical interventions on the study participants? |  |  |
| **3. HUMAN CELLS/TISSUES** | **Yes** | **No** |
| Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)? |  |  |
| **4. PERSONAL DATA** | **Yes** | **No** |
| Does your research involve personal data collection and/or processing? |  |  |
| Does your research involve further processing of previously collected personal data (secondary use)? |  |  |
| **5. ANIMALS** | **Yes** | **No** |
| Does your research involve animals? |  |  |
| **6. THIRD COUNTRIES** | **Yes** | **No** |
| In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? |  |  |
| Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? |  |  |
| Do you plan to import any material - including personal data - from non-EU countries into the EU? |  |  |
| Do you plan to export any material - including personal data - from the EU to non-EU countries? |  |  |
| In case your research involves low and/or lower middle income countries, are any benefit-sharing actions planned? |  |  |
| Could the situation in the country put the individuals taking part in the research at risk? |  |  |
| **7. ENVIRONMENT & HEALTH and SAFETY** | **Yes** | **No** |
| Does your research involve the use of elements that may cause harm to the environment, to animals or plants? |  |  |
| Does your research deal with endangered fauna and/or flora and/or protected areas? |  |  |
| Does your research involve the use of elements that may cause harm to humans, including research staff? |  |  |
| **8. DUAL USE** | **Yes** | **No** |
| Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required? |  |  |
| **9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS** | **Yes** | **No** |
| Could your research raise concerns regarding the exclusive focus on civil applications? |  |  |
| **10. MISUSE** | **Yes** | **No** |
| Does your research have the potential for misuse of research results? |  |  |
| **11. OTHER ETHICS ISSUES** | **Yes** | **No** |
| Are there any other ethics issues that should be taken into consideration? Please provide further details in sections 4.2 and 4.3 below |  |  |

## Describe how the proposal complies with ethical principles and the applicable international, EU and national law in the country/countries where the activity raising ethical issues is to be carried out.

Please note that activities carried out in a non-EU country must comply with the laws of that country AND be allowed in at least one EU Member State. Applicants **must confirm** in this section that this condition is met.

## Please explain in detail how you intend to address the ethical issues identified in paragraph 4.1, with particular regard to:

* research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
* research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
* processing of sensitive **personal data;**
* safeguarding of the **rights** and **freedoms** of the data subjects/research participants;
* potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);
* appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;
* possible harm to the environment the research might cause (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.