

WP2

Task 2.4

Newcomers Welcome Package

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INTRODUCTION

The job of a National Contact Point (NCP) is dynamic, challenging and multidisciplinary. As an NCP nominated by your national authorities in a Member State, Associated Country or a Third Country, you provide assistance to potential Horizon 2020 participants, contributing significantly to the implementation of Horizon 2020 and the realization of the European Research Area (ERA).

Each year, the standard of projects is progressively higher and more competitive, and NCPs are faced with a growing number of project applications. By providing personalized support to researchers and research institutions interested in submitting proposals for Horizon 2020, NCPs are expected to have an important role in their success. Furthermore, the range of activities in Horizon 2020 has increased and NCPs have to be up-to-date with all of the new instruments and rules, while maintaining professionalism.

Besides that, a huge challenge for the newly appointed Marie Skłodowska-Curie actions (MSCA) NCPs is to understand the rules and regulations of different schemes under the MSCA, on top of understanding the basic expectations from NCPs, laid out in the [“Minimum standards and Guiding principles for setting up systems of National Contact Points under Horizon 2020”](#), a document set up by the European Commission.

On the other hand, as a link between the European Commission and beneficiaries, the NCP Network has an important role of gathering feedback on possible problems, challenges and difficulties in the implementation of the Horizon 2020 projects.

The purpose of this one-stop-shop Newcomers Welcome Package is to provide valuable information about the Net4Mobility project activities, as well as useful tools relevant to NCPs' daily work. The project will help the newcomers and less experienced NCPs to improve their services and to acquire knowledge from the MSCA NCP community. By networking and sharing experience, we can give tailor-made services to our researchers and organizations. All the activities included in this Welcome Package will also concern the less experienced NCPs from both the academic and the non-academic sectors.

With this Newcomers Welcome Package, our intention is to introduce you to the network possibilities, the main NCP tools and the activities carried out within the project so as to ease your daily work and to provide you with first-hand support.

With thanks to all supporting partners,

Sandra Vidovic (Task leader)

Net4Mobility PROJECT

The Net4Mobility project (1 February 2015 until 31 January 2018) is based on the experience and deliverables of the previous two MSCA NCP projects funded within FP7 (PeopleNetwork and PeopleNetwork+). The project is carried out by 15 beneficiaries and coordinated by EURESEARCH from Switzerland.

The objective of this project is to facilitate transnational cooperation between MSCA NCPs in order to maintain mutual support and thus raise the general standard of applicants, and to better inform the research and innovation stakeholders on funding possibilities provided under the MSCAs as well as to help them improve their performance.

The priority of the project is to help newcomers/less experienced NCPs improve their service so that their applicants become more competitive. Newcomers/less experienced NCPs shall be able to rapidly acquire knowledge from the community of MSCA NCPs.

The project will achieve these goals by implementing a wide array of measures:

- Trainings based on the needs of MSCA NCPs, in particular, with regards to the challenges of Horizon 2020,
- Twinning visits,
- Best Practice Seminars to tap into the already existing knowledge of MSCA NCPs,
- Communication platforms (such as the project website, Google Group, blog and social media) for constant exchange and transfer of knowledge.

Following the experience of previous PeopleNetwork and PeopleNetwork+ projects, the most suitable activities or tools to introduce newcomers to their role as NCPs are:

- Net4Mobility website www.net4mobility.eu
- Intranet (CIRCABC platform) [access here](#)
- Google Group: peoplencp@googlegroups.com
- Trainings and twinning (result of identifying needs)
- Marie Curie Actions Blog mariecurieactions.blogspot.ch/

Having evaluated the activities of the PeopleNetwork and PeopleNetwork+ project, the greatest impact was attributed to the Google Group, training sessions, twinning schemes and the practical guide. Taking into account this outcome, these activities will be continued and reinforced.

IDENTIFICATION OF NEWCOMERS AND LESS EXPERIENCED NCPs

Newcomers can be members of one of the following groups:

- New officially nominated MSCA NCPs: Newly appointed MSCA NCPs (new to the organization and/or HORIZON 2020), with less than one year of experience;
- New unofficial MSCA NCPs in official NCP organizations (nominated by the government and introduced to the EC).

The main difference between the officially nominated and the unofficial MSCA NCPs is that only the officially nominated MSCA NCPs can participate in trainings and other activities organized by the European Commission or within this project. Any exceptions to the rule and possible participation of unofficially nominated NCPs are examined on a case by case basis.

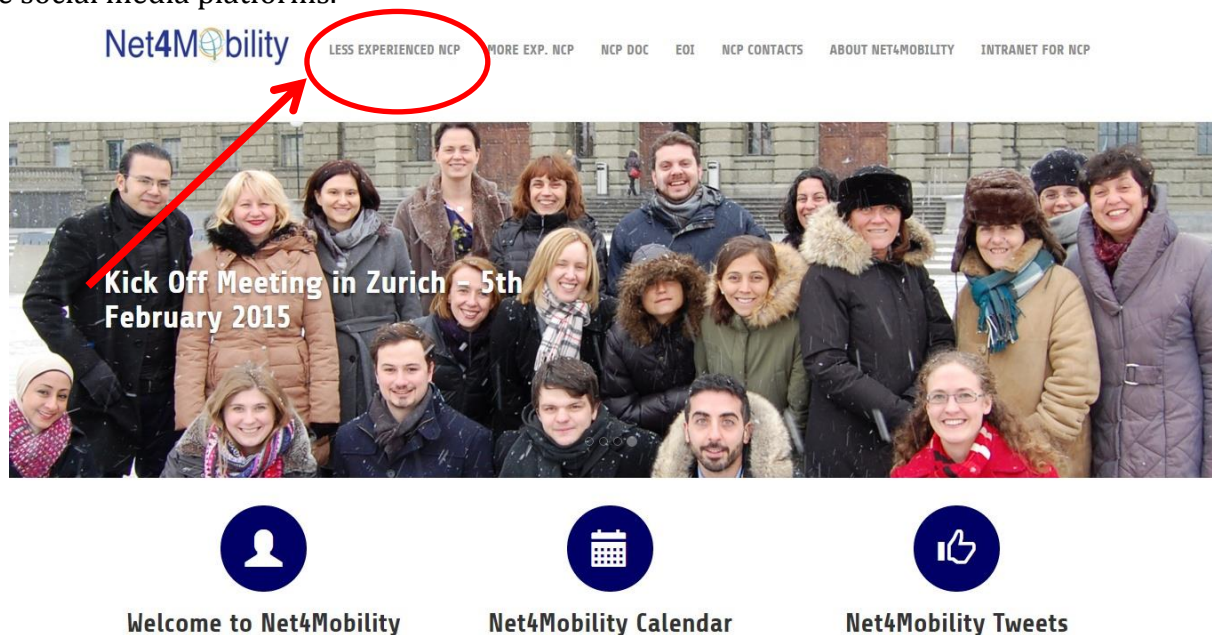
Less Experienced NCPs are members of one of the following groups:

- People who have served as NCPs for other themes and have recently been nominated MSCA NCPs;
- People who have been nominated MSCA NCPs and have between 1 and 5 years of experience, with a maximum of 20% of the activity as MSCA NCPs.

POSSIBILITIES FOR THE NEWCOMERS/LESS EXPERIENCED NCPs

NET4MOBILITY WEB PAGE - www.net4mobility.eu

The project webpage has been primarily designed for MSCA NCPs to serve as a useful platform that allows you to have a quick access to all the relevant activities, documents, contacts, and the social media platforms.



Content of the page:

Home page	Main information on the latest updates of the project, a video presentation, a Google Calendar with project events and other MSCA events, a Tweet wall.	www.net4mobility.eu/
Less / More Experienced NCP	On these pages, you will see, at one glance, the project activities dedicated to your level of experience.	www.net4mobility.eu/less-experienced-ncp.html www.net4mobility.eu/more-experienced-ncp.html
The NCP Document page	This page will allow you to easily find the important documents and web stream related to your work as NCP.	www.net4mobility.eu/ncp-doc.html
Events	The events page presents you all the upcoming and past event organized within the project with links to agenda, presentations and photos.	www.net4mobility.eu/events
Expressions of Interest (EOI)	During the calls, several EOIs for welcoming fellows for individual fellowships circulate the Google Group. We have a dedicated page on our website for them.	www.net4mobility.eu/eoi.html

NCP Contacts	The NCP Worldwide Map will allow you to have an interactive overview of who we are and where in the world we are located.	www.net4mobility.eu/ncp-contacts.html
About Net4Mobility	This page contains a short presentation of the project work packages and partners.	www.net4mobility.eu/about-net4mobility.html
The Intranet for NCP	This page allows you to find a direct link to CIRCABC, where all the project materials (training materials, contractual documents, project promotion, etc.) are stored.	www.net4mobility.eu/intranet-for-ncp.html

NET4MOBILITY INTERNAL WEBSITE FOR NCP'S ONLY - CIRCABC

Net4Mobility has a dedicated place on CIRCABC, which serves as the intranet of the project. CIRCABC (*Communication and Information Resource Centre for Administrations, Businesses and Citizens*) is the European Commission's platform, which allows access to all the project materials, training presentations, documents and project promotion.

In addition to the project related materials, this platform allows you to be connected with the European Commission by accessing and sharing documents via "Library", including the possibility of consulting the documents from official NCP meetings with the European Commission; sharing the information on meetings or conferences via "Events"; and discussing in dedicated forums via "Newsgroups".

You can access CIRCABC via the Net4Mobility webpage: <http://net4mobility.eu/intranet-for-ncp.html>. In order to register, NCPs need to create an ECAS login using the following link: <https://circabc.europa.eu>.

A guide for ECAS registration is available on: <http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf>. A new NCP user should notify Mrs. [Maria Tsivertara](#), the Project Officer in charge of the NCPs at EAC, in order to be allowed access to CIRCABC.

The screenshot shows the CIRCABC website interface. The top navigation bar includes the European Commission logo and the text 'CIRCABC'. Below the navigation bar, there is a breadcrumb trail: 'EUROPA > European Commission > CIRCABC > Education and Culture > National Contact Points for Marie Skłodowska-Curie Actions'. A message from the CIRCABC team is displayed, followed by a 'Library > Net4Mobility project' section. The 'Library' section contains a table of documents with columns for 'Title', 'Modified Date', and 'Actions'. A red circle highlights the 'Library' menu item in the left sidebar, with a red arrow pointing to it.

Title	Modified Date	Actions
Assessment Grid	15 June 2015 15:28	[Icons]
Best Practise Seminar	29 September 2015 11:42	[Icons]
Contractual Documents	13 April 2015 13:38	[Icons]
Google Groups	8 April 2015 11:22	[Icons]
Internal Reporting	20 January 2016 10:08	[Icons]
Kick off Meeting - February 2015 - Zurich	16 February 2015 16:36	[Icons]
Logos and Templates	18 January 2016 09:15	[Icons]
MSCA Call Overview	13 January 2016 14:11	[Icons]
NCP Forums	12 February 2015 15:43	[Icons]
Net4Mobility Trainings	22 January 2016 11:44	[Icons]

NCP GOOGLE GROUP: Get in touch with colleagues

As an officially nominated MSCA NCP, you are a member of the “Google Mailing Group”, managed by Euresearch (Switzerland) and monitor by IPPT-PAN (Poland), which enables NCPs to post and discuss questions and problems, share knowledge and experience related to MSCA applications as well as project implementation and policy issues related to the Action. This Group is a very popular platform for facilitating communication between all MSCA NCPs.

As a nominated MSCA NCP, you will receive an invitation to join the Google Group. If you have not received this invitation, please contact [the Net4Mobility Coordinator Team](#). The automatic invitation response from the Google Group will arrive to the e-mail address you provided for registration, giving you an opportunity for active participation.

The Google Group email address is: peoplencp@googlegroups.com

IDENTIFYING NEEDS AS A NEW MSCA NCP

Mapping NCPs’ expertise, the Questionnaire (Benchmarking – Task.2.1) is the first activity of WP2 (Quality Development). The aim of this activity is to determine the strengths and weaknesses and to help map out the needs and expectations of NCPs. The responses to the questionnaire create a base for the best practice seminars and training activities of the project. The twinning visits are based on the data collected using the questionnaire. To be able to take part in the project activities, all new MSCA NCPs must fill in the online questionnaire.

The questionnaire will be available on the Net4Mobility webpage throughout the duration of the project: <http://anket.tubitak.gov.tr/index.php?sid=27441&lang=en>

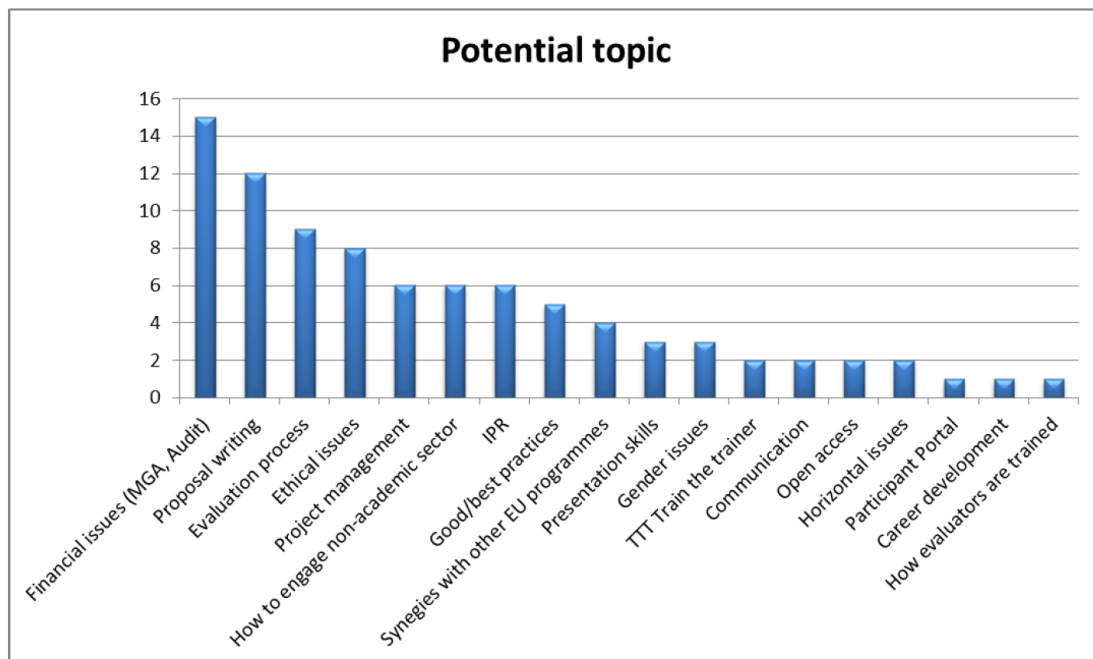
TRAININGS, BEST PRACTICE SEMINARS AND TWINNINGS

Trainings

In order to make sure that the newcomers/less experienced NCPs are included in all the activities aimed at enhancing their professionalism, they will be invited to benefit from all project activities. APRE, as a task leader for Trainings, will contact the newcomers and inform them of the upcoming training sessions, and IPPT PAN will inform them of the reimbursement rules.

Using the results of the NCP’s expertise questionnaire, APRE has developed the first work plan for the schedule and the content of the training sessions foreseen for the whole duration of the project. The trainings will be combined with biannual NCP meetings, best practices seminars, or within a midterm project meeting. A total series of 2 trainings per year is foreseen during the project lifecycle.

Potential topics were defined. As you can see in the chart below, NPCs are most interested in financial issues, proposal writing, evaluation process an ethical issues.



Best Practice Seminars

In addition to the trainings, Best Practice seminars are foreseen as a useful platform for the exchange of specific knowledge and expertise among MSCA NCPs. IUA (Ireland) as the task leader for the Best Practice seminars, has developed the first work plan describing the schedule and the content of the seminars. For the duration of the project, 5 Best Practice seminars have been planned.

Suggested by MSCA NCPs, the topics of the seminars will be as follows:

- ✓ How to approach industry and other non-academic organizations,
- ✓ How to organize an MSCA project management training session
- ✓ How to organize a proposal-writing training session
- ✓ How to develop a communications strategy for different target groups, including tailored events
- ✓ How to work with multipliers, e.g., national/regional networks of MSCA support persons and representatives of research performing organizations

Twinning Scheme

The goal of the twinning scheme is to facilitate the exchange of experience, expertise and skills between the newcomers/less-experienced MSCA NCPs and the more experienced NCPs of the Network on the basis of one-to-one support and on-the-job training. This will be achieved through match-making between the newcomers/less-experienced NCPs and the more experienced NCPs.

There are two main activities within the twinning scheme:

- a) Twinning between newcomers and experienced NCPs – a total of 4 visits are foreseen for the whole duration of the project (maximum 4 attendees).
- b) Twinning between less-experienced and experienced NCPs – a total of 8 twinning visits are foreseen for the whole duration of the project (maximum 4 attendees).

Based on the newcomers input in the mapping questionnaire, RPF (Cyprus), as the Task 2.2 leader, analyzes the training needs of each newcomer, including the information on the optional twinning activity they can benefit from, and proposes a mentor. The schedule of the twinning activities is agreed to between the mentor and the mentee.

MSCA CALL OVERVIEW

The concise Excel document will give you a structured, brief and precise overview of all the MSC Actions, with the details about the application, grant preparation, reporting rules, etc. It is a helpful file with a quick access to information when you need to answer some questions. After the announcement of each new call, this file is updated by BAS (task 3.2) and uploaded to the Net4Mobility website.

Link: http://www.net4mobility.eu/fileadmin/user_upload/Call_overview_RISE-2016_ITN-2.xls

BLOG

The MSCA blog created by Euresearch (Switzerland) summarizes the important information shared in the Google Group among the NCPs and rephrases them in order to be used for the clients. The blog is presented in the form of an FAQ. The different questions/answers are classified with labels per MSCA and per project cycle, (preparation, submission, general, management,..). The blog is also a useful tool in case of communication crises.

- Blogspot: <http://mariecurieactions.blogspot.com/>

SOCIAL MEDIA

The aim of the Social Media (SoMe) platforms is to provide efficient communication tools, since the MSCA community has the “web 2.0 generation” demographic profile. Social media refer to the means of interaction among virtual communities and networks.

Through this project’s social media platforms, you have the opportunity to disseminate the “classic” MSCA information (calls, news and events), but also to enable your fellows and stakeholders to interact using the interactive elements of the Net4Mobility SoMe Platforms:

- Twitter: <https://twitter.com/Net4Mobility>
- Facebook: <https://www.facebook.com/net4mobility2?ref=hl> (you need an account to follow us)
- LinkedIn: <https://www.linkedin.com/groups?home=&gid=4345491>

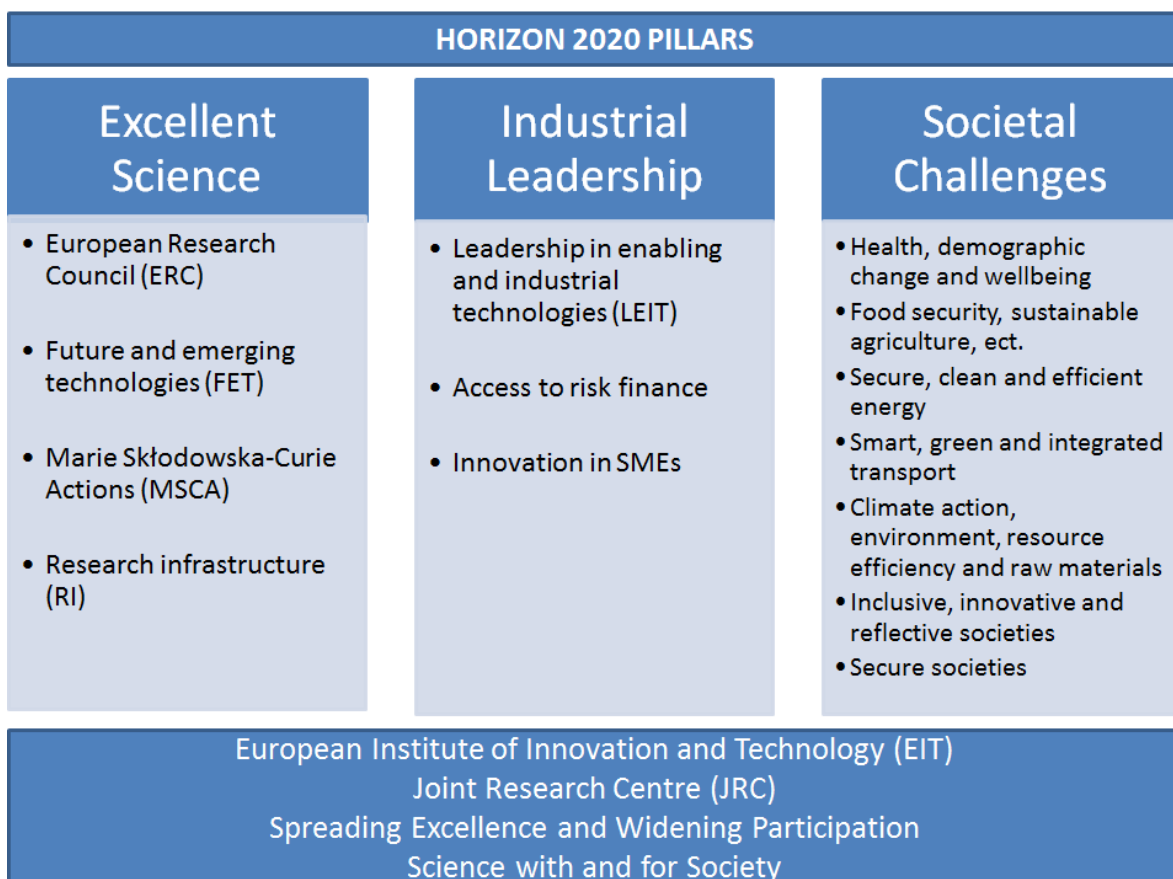
We invite you to make use of all the SoMe possibilities in your daily work and share this platforms (specially Blog, Twitter, Facebook and LinkedIn) among your beneficiary network.

If you are new to Social Media, you can have a look at our Social Media Documentation

- [Net4Mobility Social Media Strategy and Guideline](#)
- [Training on Social Media I: How to use social media in a professional way](#)
- [Training on Social Media II: How to engage with your community](#)

HORIZON 2020 AND MSCA

Horizon 2020 is the biggest EU Research and Innovation programme ever with nearly €80 billion of funding available from 2014 to 2020. Built on three pillars – Excellent Science, Industrial Leadership and Societal Challenges - it will fund all types of activities, from frontier science to close-to-market innovation.



The programme for the first time brings all EU-level funding for research and innovation under one roof, provides a single set of rules and will radically slash red tape. The overarching goal is a more coherent, simpler programme that will make it easier to participate, especially for smaller research organisations and small businesses.

Excellent Science

In this priority, the European Commission aims to reinforce and extend the excellence of the Union's science base and to consolidate the European Research Area in order to make the Union's research and innovation system more competitive on a global scale. The pillar has main four specific objectives:

- support the best researchers in Europe by providing them with grants to carry out frontier research through the [European Research Council \(ERC\)](#)
- fund collaborative research to open up new and promising fields of research and innovation through support for [Future and Emerging Technologies \(FET\)](#)
- provide mobility grants and fellowships to researchers to boost their careers through [Marie Skłodowska-Curie Actions \(MSCA\)](#)
- ensure Europe has world-class [Research Infrastructures \(RI\)](#) accessible to all researchers in Europe and beyond.

Marie Skłodowska-Curie actions


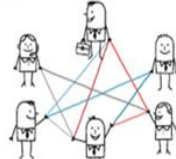
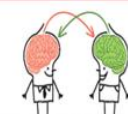

Awarding €6.16 billion in the period to 2020, the MSCA support excellent and innovative research training and career development focused on innovation skills, providing grants for all stages of researchers' careers - be they doctoral candidates, highly experienced researchers or innovation staff - and encourage transnational, intersectoral and interdisciplinary mobility. MSCA respond to the challenges sometimes faced by researchers, offering them attractive working conditions and the opportunity to move between academic and other settings.

The MSCA enable research-focused organisations (universities, research centres, and companies and other socio-economic actors) to host talented foreign researchers and to create strategic partnerships with leading institutions worldwide.

MSCA are open to all domains of research and innovation, from basic research up to market take-up and innovation services. Research and innovation fields as well as sectors are chosen freely by the applicants in a fully bottom-up manner.

List of Marie Skłodowska-Curie actions:

Short name	Name of action	Action Summary
IF	Individual Fellowships	Provide support for experienced researchers undertaking mobility between countries within, beyond or to Europe
ITN	Innovative Training Networks	Support joint research training and/or doctoral programmes, implemented by European partnerships providing early stage researchers (PhD students) with training and experience inside and outside academia.
RISE	Research and Innovation Staff Exchange	Supports mobility of researchers, technical, administrative and managerial staff of all nationalities and at all career levels. It is open to partnerships of universities, research institutions and non-academic organisations both within and beyond Europe.
COFUND	Co-funding of regional, national and international programmes	Aims at stimulating regional, national or international programmes to foster excellence in researchers' training, mobility and career development.

<h2 style="margin: 0;">Individual Fellowships</h2> <p style="font-size: small; margin: 5px 0;">Individual fellowships provide support for experienced researchers undertaking mobility between countries within, beyond or to Europe.</p> <p style="font-size: x-small; margin: 5px 0;">Do you want to experience other research environments? Do you want to improve your scientific career? Do you want to diversify your research?</p> <ul style="list-style-type: none"> • Acquire new knowledge and skills! • Get a full time research position! • 100% finance!  <p style="font-size: x-small; margin: 5px 0;">Who? Experienced researchers What? 100% funding for 2-3 years Where? In, to or from Europe When? Now!</p>	<h2 style="margin: 0;">Innovative Training Networks (ITN)</h2> <p style="font-size: small; margin: 5px 0;">ITNs support joint research training and/or doctoral programmes, implemented by European partnerships providing Early Stage Researchers (PhD students) with training and experience inside and outside academia.</p> <ul style="list-style-type: none"> • Advancing an area of research whilst at the same time training the next generation of researchers • Build upon common strengths in research and training • 100% financing  <p style="font-size: x-small; margin: 5px 0;">Who? (Non-) Academic institutions What? 100% funding up to 4 years Where? Europe and the world When? Call deadline every year!</p>	<h2 style="margin: 0;">Research and Innovation Staff Exchange (RISE)</h2> <p style="font-size: small; margin: 5px 0;">RISE supports mobility of researchers, technical, administrative and managerial staff of all nationalities and at all career levels. It is open to partnerships of universities, research institutions and non-academic organisations both within and beyond Europe.</p> <ul style="list-style-type: none"> • An action that helps you develop sustainable collaborative projects. • Exchange of best practice across borders and sectors. • It's for managerial, administrative and technical staff as well.  <p style="font-size: x-small; margin: 5px 0;">Who? Academic institutions and non-academic organizations What? 100% funding for up to 4 years Where? Europe and Third countries When? Call deadline every year!</p>	<h2 style="margin: 0;">COFUND</h2> <p style="font-size: small; margin: 5px 0;">The COFUND scheme aims at stimulating regional, national or international programmes to foster excellence in researchers' training, mobility and career development.</p> <ul style="list-style-type: none"> • Multi-annual support for doctoral or fellowship programmes. • Co-financing up to 50% by the European Commission. • Promote research, training and mobility across borders, sectors and disciplines.  <p style="font-size: x-small; margin: 5px 0;">Who? Organisations funding or managing doctoral or postdoctoral fellowship programmes. What? Up to 50% co-financing for 3-5 years. Where? Member States or Associated states. When? Call deadline every year!</p>
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Net4Mobility tip and tricks brochures: [ITN](#) - [IF](#) - [RISE](#) - [COFUND](#) - [efomat](#) - [print format](#) - [image format](#)

RELEVANT DOCUMENTS AND USEFUL LINKS ON MSCA

Beside all possibilities for newcomers and less experienced NCP included within project, other relevant documents regarding understanding of MSCA can be found on the [Research and Innovation Participant Portal](#). Participant Portal provides set of services to facilitate participation in the EU programmes, identify funding opportunities, accessing documents and guidance, submitting proposals and for the electronic management of projects.

The Participant Portal [MSCA call page](#) contains links to all Horizon 2020 MSCA open, closed and forthcoming calls. Apart from the Guide for Applicants that will be published within each call, relevant documents that are needed for understanding MSCA are following:

- [H2020 Work Programme 2016-17: Marie Skłodowska-Curie actions \(MSCA\)](#)
- [The European Charter for Researchers](#)
- [The Code of Conduct for the recruitment of researchers](#)
- [European Code of Conduct for Research Integrity](#)
- [Horizon 2020 Responsible Research and Innovation \(RRI\)](#)
- [EU Principles for Innovative Doctoral Training](#)

FP7- PEOPLE MCA PROJECTS

In your work, you might come across the 7th Framework Programme of the European Union for Research and Development (FP7) projects which are still running. Here is some basic information about the FP7 PEOPLE programme and useful tips on how to find answers to the questions related to the PEOPLE programme.

In FP7, specific actions aimed at increasing the transnational mobility of researchers have been developed and regrouped under the programme PEOPLE-Marie Curie Actions. The PEOPLE programme aims to strengthen the human potential in R&D in Europe, by stimulating people to take up the profession of a researcher, encouraging European researchers to stay in Europe, and attracting to Europe the best researchers from the entire world.

Marie Curie Actions are specific actions aiming to increase the transnational mobility of researchers. They provide training and career development for researchers who take jobs at prestigious organisations abroad, in both the private and the public sectors. The PEOPLE programme follows a bottom-up approach, i.e. research fields are freely chosen by the applicants.

List of Marie Curie Actions:

Short name	Name of action	Action Summary
IEF	Intra-European Fellowships	A programme for researchers to move within Europe
IIF	International Incoming Fellowships	A programme for researchers based outside Europe to spend time in Europe carrying out research
IOF	International Outgoing Fellowships	A programme for researchers based in Europe to spend time outside Europe carrying out research with mandatory return phase in Europe to introduce new knowledge, expertise and connections
CIG	Career Integration Grants	A programme to help researchers to establish themselves (permanent position) in Europe
ITN	Initial Training Networks	An international network to train early-stage researchers
IAPP	Industry Academia Partnerships & Pathways	A joint research project with industry involving secondments of their own staff aimed at transfer of knowledge between academy and industry
IRSES	International Research Staff Exchange Scheme	A research international partnership between Member States/ Associated Countries and other Third countries involving seconding or hosting of researchers and staff
COFUND	Co-funding of Regional, National and International Programmes	40% co-funding to support a fellowships programme for post-PhD researchers
NIGHT	Researchers' Night	A Europe-wide public and media event to publicise research careers

To improve the research environment and promote Marie Curie grants, the EU has relied on the network of NCPs for Marie Curie Actions (PEOPLE NCPs). In this context, the EU-funded project was launched, called 'Transnational cooperation among national contact points for Marie Curie actions' – **PeopleNetwork** (August 2008 – December 2011). The project developed closer cooperation among NCPs and strengthened the network of NCPs on a global scale, which resulted in the first network of Marie Curie Actions NCPs. It identified best practices and disseminated them to the concerned NCPs, improving communication with stakeholders and forging closer ties with industry.

As the network has grown and the response has been overwhelmingly positive, a need arose to strengthen collaboration among these NCPs and upgrade the offered services. **PeopleNetwork+** project was the second MSCA NCP project under the FP7 programme (January 2012 to December 2013). The project focused mainly on the integration of the non-European countries in the Marie Curie Actions by providing several actions, such as training, information events, leaflets, and e-platforms. PeopleNetwork+ also focused on sharing good practices and promoting transnational cooperation by strengthening cooperation among PEOPLE National Contact Points.

HOW TO ANSWER QUERIES on FP7-PEOPLE PROJECTS

Considering that the final calls under the FP7 project were announced in 2013, you can be contacted with questions regarding the implementation of the FP7 project. In that case, you can feel free to post your question to be answered by an experienced NCP through the Google Group platform or to check the [FAQ Blog for the Marie Curie Actions](#).

If you need detailed information on a specific action, you can find a Guide for Applicant for every MCA action on the European Commission's webpage, as well as the relevant MCA publications (e.g., the pocketbook guide). On the Participant Portal, under [Funding opportunities](#) (FP7 & CIP Programmes 2007 – 2013), you can find all the documents related to the PEOPLE calls for proposals (including FAQs).

Guides are available on:

ec.europa.eu/research/mariecurieactions/media-library/documentation/publications/index_en.htm

Marie Curie action pocketbook guide is available on:

ec.europa.eu/research/mariecurieactions/documents/documentation/publications/mariecurie-pocketbook2010-101130.pdf

Participant portal – Funding opportunities - FP7 & CIP Programmes 2007 – 2013:

ec.europa.eu/research/participants/portal/desktop/en/opportunities/fp7/index.html#calls=Category/t/CALL FOR TENDERS/0/1/0&Category/t/CALL FOR PROPOSALS/1/1/0&+Call Identifier.CallId/asc

MSCA GLOSSARY

AC - Associated Countries	<p>The countries that have stated their intention to become associated to Horizon 2020 by the time the first grant agreements are being signed. Institutions in these countries can participate and receive funding under similar conditions as organisations from member states.</p> <p>List of H2020 Associated countries</p>
AGA - Annotated Model Grant Agreement	<p>The 'AGA — Annotated Model Grant Agreement' is a user guide that aims to explain to applicants and beneficiaries the General Model Grant Agreement ('General MGA') and the different specific Model Grant Agreements ('Specific MGAs') for the Horizon 2020 Framework Programme for 2014-2020.</p>
Beneficiary	<p>A participant that concludes a grant agreement with the European Commission and take complete responsibility for executing the proposed project and are signatories to the Grant Agreement. They contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting and/or seconding staff members.</p>
CA - Consortium Agreement	<p>The consortium agreement is a private agreement between the beneficiaries, to set out the rights and obligations amongst themselves. The consortium agreement should set the framework for a successful project implementation (i.e. settle all issues that might hamper the smooth and seamless cooperation of the different actors for the different parts of the project). The members of the consortium are also obliged to sign a consortium agreement between each other.</p> <p>EC Guidance on how to draw up your consortium agreement</p>
Call (for proposals)	<p>An announcement inviting proposals for research activities in a certain theme. Calls for proposals that are set out in the Horizon 2020 work programme. On the Participant Portal (PP) you can find call information under Funding opportunities.</p>
CIRCA	<p>CIRCA - Communication and Information Resource Centre for Administrations, Businesses and Citizens is a collaborative workspace with partners of the European institutions and is used for communication between PCM, NCP with European Commission.</p>
Code of Conduct for the recruitment of researchers	<p>The Code of Conduct for the recruitment of researchers consists of a set of general principles and requirements that should be followed by employers and/or funders when appointing or recruiting researchers. These principles and requirements should ensure transparency of the recruitment process and equal treatment of all applicants, open and sustainable European labour market for researchers, and are complementary to those outlined in the European Charter for Researchers.</p>

COFUND	The COFUND MSCA scheme aims at stimulating regional, national or international programmes to foster excellence in researchers' training, mobility and career development.
Consortium	Most funding schemes require that proposal include a number of participants who agree to work together in consortium. The European Commission is not part of the consortium.
Coordinator	Coordinator is the beneficiary that is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the Research Executive Agency (REA).
CORDIS	Community Research and Development Information Service - It is the European Commission's primary public repository and portal to disseminate information on all EU-funded research projects and their results in the broadest sense. In this web service you can find information (calls, projects, partners, contacts) about all European projects financed by Directorate – General Research. CORDIS
Country correction coefficient	EU Funding in Horizon 2020 Marie Skłodowska-Curie Actions (MSCA) is based on unit costs per researcher month. In MSCA ITN and MSCA Individual IF actions, Country Correction Coefficients are applied to the "Living allowance" unit cost in order to take into consideration the different cost of living. The applied correction coefficient is the one of the host country where the research work is carried out. Table with Country Correction Coefficients is part of MSCA work programme.
Deadline	The date and hour after which a proposal will not be accepted by the Commission, and when the Electronic Proposal Submission Service closes for that call. Deadlines are strictly enforced.
Deliverable	Deliverables are additional outputs (e.g. information, special report, a technical diagram brochure, list, a software milestone or other building block of the project) that must be produced at a given moment during the action. Each work package will produce one or more deliverables during the project. More about deliverables is available on Article 19 of the H2020 Annotated Model Grant Agreement .
Dissemination	The disclosure of project results by the participants through an appropriate means, including publication in any medium. Publications resulting from the formalities to protect results, such as the publication of patent applications, do not qualify as dissemination activities. Under Horizon 2020, it's more important than ever to disseminate and exploit the results of your research and innovation project. Guidelines for dissemination and exploitation activities Guidelines for Outreach and Communication Activities in the MSCA

[under Horizon 2020](#)

ECAS

ECAS stands for the European Commission Authentication System. It provides single sign-on across a large number of Commission information systems, such as CIRCA, CORDIS, and it give you general access of the My Area where you can find information about your participation to the Horizon 2020 programme.

Once you've used ECAS to log on to a website or service, you won't have to identify yourself again as long as you leave your browser open.

Detailed Procedure For Creating An ECAS Account is available on http://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/ecas-login_en.htm

EEN

The Enterprise Europe Network was launched in February 2008 by the Commission's Directorate-General for Enterprise and Industry. The EEN helps small and medium-sized enterprises (SMEs) make the most of business opportunities in the EU and beyond. The EEN has members from more than 60 countries.

[List of EEN local contact point](#)

Eligibility criteria

The minimum conditions (deadline, minimum participation, completeness and scope) that a proposal must meet in order to be evaluated. Eligibility criteria are defined in each call.

ERA - European Research Area

[ERA](#) is a unified research area open to the world based on the Internal market, in which researchers, scientific knowledge and technology circulate freely. Through ERA, the Union and its Member States will strengthen their scientific and technological bases, their competitiveness and their capacity to collectively address grand challenges.

ESR - Evaluation summary report

An evaluation summary report is the assessment of a particular proposal following evaluation by independent experts. The ESR contains both comments and scores for each criterion.

Ethics review

Ethics reviews are implemented systematically by the Commission for proposal dealing with ethically sensitive issues. The Ethics Review Procedure focusses on the compliance with ethical rules and standards, relevant European legislation, international conventions and declarations, national authorizations and ethics approvals, proportionality of the research methods and the applicants' awareness of the ethical aspects and social impact of their planned research.

[Ethics review procedure](#)

Ethics self-assessment

When submitting a proposal to Horizon 2020, all applicants are required to complete an "Ethics Issues Table (EIT)" in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to also complete a more in depth Ethics Self-Assessment in Part B. The ethics self-assessment will become part of the grant agreement and may

thus lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

[H2020 "How to complete your Ethics Self- Assessment" guide](#)

EU Principles for Innovative Doctoral Training

In the framework of the European Research Area, the European Commission has developed a set of seven principles for innovative doctoral training. Principles are focused on scientific and technological knowledge through research on individual, personalised projects.

Doctoral trainings within MSCA ITN needs to be in line with appropriate references to inter- and multidisciplinary fields and follows the EU Principles for Innovative Doctoral Training.

EURAXESS - Researchers in Motion

"[EURAXESS - Researchers in Motion](#)" is a unique initiative of the European Commission providing access to a complete range of information and support services for European and non-European researchers wishing to pursue research careers in Europe.

EURAXESS Jobs

[EURAXESS Jobs](#) is a central place where researcher will find information on job vacancies, funding opportunities and fellowships throughout Europe. Researchers can also post their CVs online. A company or a research institute can publish job vacancies and search for CVs of international researchers posted on the website. All services are free of charge.

Europe 2020

[Europe 2020](#) is the European Union's ten-year growth strategy. EU wants to become a smart, sustainable and inclusive economy. Concretely, the Union has set five ambitious objectives - on employment, innovation, education, social inclusion and climate/energy - to be reached by 2020.

European Charter for Researchers

[The European Charter for Researchers](#) addresses the roles, responsibilities and entitlements of researchers and their employers or funding organisations. It aims at ensuring that the relationship between these parties contributes to successful performance in the generation, transfer and sharing of knowledge, and to the career development of researchers.

European Code of Conduct for Research Integrity

[The European Code of Conduct for Research Integrity](#) addresses good practice and bad conduct in science, offering a basis for trust and integrity across national borders. Principles of research integrity apply throughout all MSCA.

Evaluation criteria

The criteria against which independent expert assess eligible proposals. For MSCA they are related to excellence, impact, and quality and efficiency of implementation.

Evaluation process for MSCA

Each full proposal is evaluated by at least three experts, but in some cases more experts are needed who know about the full range of disciplines and sectors covered by the proposal. Experts work individually. They give a score for each criterion, with explanatory

comments which is indicated in Evaluation summary report. After carrying out an individual evaluation, an expert will join other experts who have evaluated the same proposal in a consensus group, to agree on a common position, including comments and scores. Before notifying coordinators of the final evaluation results, the Commission reviews the results of the experts' evaluation and puts together the final ranking list.

The evaluation procedure is described in detail in the [Guide for proposal submission and evaluation](#).

GA – Grant Agreement

Grant Agreement is the legal instrument that provide for Commission funding of a successful proposal.

[Grant Agreement preparation procedure](#)

Horizon 2020

[Horizon 2020](#) is the biggest EU Research and Innovation programme ever with nearly €80 billion of funding available over 7 years (2014 to 2020). Horizon 2020 is the financial instrument implementing the Innovation Union. By coupling research and innovation, Horizon 2020 is helping to achieve this with its emphasis on excellent science, industrial leadership and tackling societal challenges.

Horizon 2020 Responsible Research and Innovation (RRI)

MSCA endorse the [Horizon 2020 Responsible Research and Innovation \(RRI\)](#) cross-cutting issue, engaging society, integrating the gender and ethical dimensions, ensuring the access to research outcomes and encouraging formal and informal science education.

IF – Individual Fellowships

MSCA Individual fellowships provide support for experienced researchers undertaking mobility between countries within, beyond or to Europe.

Innovation Union

[The Innovation Union](#) is one of the seven flagship initiatives of the Europe 2020 strategy for smart, sustainable and inclusive growth.

ITN – Innovative Training Networks

MSCA Innovative Training Networks (ITN) support joint research training and/ or doctoral programmes, implemented by European partnerships providing early stage researchers (PhD students) with training and experience inside and outside academia.

Member states

States of the European Union, including their overseas departments and outermost regions.

Milestone

Milestones are control points in the project that help to chart progress. They may correspond to the completion of a key deliverable, allowing the next phase of the work to begin or be needed at intermediary points.

NCP - National Contact Points

NCPs are national structures established and financed by governments of the 28 EU member states and the states associated to the framework programme. NCPs provide guidance, practical information and assistance on all aspects of participation in Horizon 2020.

PA - partnership agreement	Partnership agreements are concluded with the purpose to regulate the relationship between beneficiaries and these partner organisations as well as the secondment period framework. Beneficiaries must be careful to conclude these agreements in compliance with their obligations laid down in the grant agreement and, depending on the project, the consortium agreement as well.
Part A/ part B	The proposal itself consists of 2 main parts: <ul style="list-style-type: none">• Part A - administrative forms (structured information of the basic administrative data, declarations of partners, organisations and contact persons, etc.) and• Part B - the technical annex, which is the detailed description of the planned research and innovation project outlining work packages, costs, etc.
Participant	The members of a consortium involved in a proposal or project.
Partner organisations	Organisations that contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting and/or seconding staff members but do not sign the grant agreement.
People	The third specific programme of FP7 from 2007 to 2013. The programme was worth over 4 billion euro and it was made up of the Marie Curie Actions with aim to improve the quality of human resources in European research through training and transnational mobility of researcher.
PIC - Participant Identification Code	All participants of a proposal must be registered in the central Beneficiary Register of the Commission managing Horizon 2020. Organisations have to be identified with their PIC. 9-digit PIC is used in proposal and in any correspondence with the Commission. Legal entities having a valid PIC number under FP7 maintain their PIC in H2020.
Programme committee	A group of official national representatives that assists the Commission in implementing the Horizon 2020.
Project officer	The project officer is the officer of the European Commission responsible for the project on the part of the European Commission. The project officer negotiates the terms of the project on behalf of the EC, monitors the progress of the project and approves reports. All communication with the EC goes through the coordinator and the project officer.
Proposal	A description of the planned research activities, information on who will carry them out, how much they will cost and how funding is requested.
REA - Research Executive Agency	REA is a funding body created by the European Commission to maximise the efficiency and impact of EU research and innovation programmes. Main missions of REA are:

- to deliver efficient and effective support to clients, particularly applicants, beneficiaries and independent experts; and,
- to establish close contact with final beneficiaries.

Reserve list

If the available budget is too small to fund all proposals that reached the qualifying score in the evaluation round, some proposals may be put on a reserve list – of proposals that may be offered funding if a higher-scoring project does not go ahead or additional funds become available.

RISE – Research and Innovation Staff Exchange

MSCA Research and Innovation Staff Exchange (RISE) supports mobility of researchers, technical, administrative and managerial staff of all nationalities and at all career levels. It is open to partnerships of universities, research institutions and non-academic organisations both within and beyond Europe.

TC – Third countries

Countries eligible for funding which are not EU Member States or Associated Countries. In Horizon 2020 there are more opportunities for cooperation with and participation by researchers from non-EU countries.

[International cooperation with TC](#)
[List of Third Countries](#)

The European IPR Helpdesk

[The European IPR Helpdesk](#) is the official IP service initiative of the European Commission providing free-of-charge, first-line advice and information on Intellectual Property (IP) and Intellectual Property Rights (IPR). The service is targeted at researchers and European small and medium-sized enterprises (SMEs) participating in EU-funded collaborative research projects.

[IP management in Horizon 2020 Marie Skłodowska-Curie Actions](#)

Threshold

In order to be considered for funding, project proposal must score above a certain threshold for each criterion, and above an overall threshold. For MSCA an overall threshold of 70% will be applied.

Work Programme

A formal Commission document that sets out the research objectives and topics to be addressed. It also contains information such as the schedule and details of the calls for proposals, indicative budget and evaluation procedure.

NET4MOBILITY – WHO IS WHO?

Project beneficiary	Country	Name of NCP
VEREIN EURESEARCH (COORDINATOR) www.euresearch.ch	Switzerland	Juliane Sauer Sibylla Martinelli
MINCyT - Ministry of Science, Technology and Productive Innovation	Argentina	Inés Menvielle Cecilia Aversa
BAS - Bulgarian Academy of Sciences www.bas.bg	Bulgaria	Antoaneta Mateeva Gabriella Chouprenska Jordan Doumanov
AMEUP - Agency for Mobility and EU Programmes www.mobilnost.hr	Croatia	Ana Ključarić (Grdović) Branka Bernard Sandra Vidović
RPF - RESEARCH PROMOTION FOUNDATION www.research.org.cy	Cyprus	Pierantonios Papazoglou
ASRT - ACADEMY OF SCIENTIFIC RESEARCH AND TECHNOLOGY www.asrt.sci.eg	Egypt	Yasmine Sabry Amr Radwan
ETAg – SIHTASUTUS EESTI TEADUSAGENTUUR www.etag.ee	Estonia	Kristin Kraav
NHRF (EIE) – NATIONAL DOCUMENTATION CENTRE www.eie.gr	Greece	Maria Samara
RANNIS – THE ICELANDIC CENTRE FOR RESEARCH www.rannis.is	Iceland	Kristmundur Olafsson
APRE – AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA www.apre.it	Italy	Angelo D’Agostino Marco Ferraro
IUA – IRISH UNIVERSITIES ASSOCIATION www.iua.ie/mariecurie	Ireland	Jennifer Brennan
MATIMOP-ISERD – ISRAELI INDUSTRY CENTER FOR RESEARCH & DEVELOPMENT www.iserd.org.il	Israel	Samdar Hirsh Orna Zohar
IPPT PAN – INSTYTUT PODSTAWOWYCH PROBLEMOW TECHNIKI POLSKIEJ AKADEMII NAUK www.ippt.gov.pl	Poland	Anna Wisniewska Bogna Hryniszyn Adam Gluszuk Magda Chomicka
BUAS – UNIVERSITATEA DE STIINTE AGRICOLE SI MEDICINA VETERINARA A BANATULUI DIN TIMISOARA www.usab-tm.ro/	Romania	Corina Georgeta Abraham-Barna
TUBITAK – TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU www.tubitak.gov.tr ; www.horizon2020.org.tr/msca	Turkey	Selcen Gülsüm Aslan Özşahin Numan Golukcu Tugba Arslen Furkan Ciftci

INITIAL MAIL FOR NEWCOMERS

Welcome to the Net4Mobility Project

Dear,

Congratulations on your nomination as a MSCA NCP (Marie Skłodowska-Curie Actions National Contact Point) and welcome to the Net4Mobility project.

Who are we?

Net4Mobility is a trans-national cooperation among NCPs in charge of the MSCA programme, which is part of Horizon 2020.

The objective of the Net4Mobility project is to **facilitate the transnational cooperation between the MSCA NCPs**. The project aims to achieve the following two goals:

1. mutual support and thus raising the general standard of applicants
2. to better inform the research and innovation stakeholders on funding possibilities in the MSCA and help them to improve their performance.

The project is coordinated by Euresearch in Switzerland.

What do we offer?

We would like to make you “feel at home” as soon as possible.

Several platforms have been created in order for you to be part of the family:



Welcome Package (soon to come)

Welcome Package for newly appointed MSCA NCPs. It will consist of different online learning materials and tools, e.g. a general overview on the MSCA, a practical guide, online quizzes etc.



Google Group

As an officially nominated MSCA NCP you are part of the ‘Google Mailing Group’ which allows the NCPs to answer question, get the answers and share knowledge and experience. To become part of the group, contact net4mobility@euresearch.ch



FAQ Blog

Our knowledge and expertise coming from the Google Group is published on the project’s blog . Have a look at frequent questions and answers around the Marie Skłodowska-Curie Actions. Find the blog here: mariecurieactions.blogspot.ch



MSCA Call Overview

A concise document will give a structured overview of all the MSC Actions with details about the application, grant preparation, reporting etc. Find the call overview here:

www.net4mobility.eu/fileadmin/user_upload/MSCA_Call_Overview.xlsx



Twinnings

The mutual exchange of knowledge and experience between MSCA less and more experienced NCPs will be implemented by so-called 'Twinnings', which are on-site short visits with a tailor-made training scheme.



Trainings

Ten trainings and seminars are foreseen within the project. The topics are defined according to the outcome of the questionnaire. All related training material is available on the intranet.



Tips and Tricks Brochure on for writing MSCA proposals

This brochure will briefly outline how to write a competitive Marie Skłodowska-Curie Actions proposal (for every MSC Action).

Social Media



If you always want to stay updated about the latest events, news and opportunities in the Marie Skłodowska-Curie Actions world, register to our Social Media Platforms.”

Twitter: www.twitter.com/net4mobility

Facebook (you need an account to follow us): www.facebook.com/net4mobility2

LinkedIn: www.linkedin.com/groups/net4mobility

What do you need to do?

- You are kindly invited to answer the following questionnaire in order to help us to design our trainings and twinnings: anket.tubitak.gov.tr/index.php?sid=27441&lang=en
- You are kindly asked to send us a short presentation of yourself with a professional photo for our website. You can find an example here: www.net4mobility.eu/index.php?id=45

Please don't hesitate to take advantage of our offer!

Best Wishes,

