Net4Mobility+
Network of the Marie Skłodowska-Curie Actions National Contact Points for the mobile scientific and innovation community

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Newcomers Welcome Package

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| V2, 01/20        | • Update on team members  
• Update on new web page features – Widening countries  
• Update on trainings sessions and available materials, MSCA Self-assessment tool  
• New info on communication and promotion chapter: Widening countries flyers, success stories, Widening country profiles  
• New chapter on Guidelines for collaboration with researchers’ networks  
• Glossary update – new definitions on Funding and tender opportunity portal, Dashboard, Widening Fellowships, Widening Countries, Horizon Europe |

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INTRODUCTION AND INFORMATION ABOUT THE MSCA NCP NETWORK

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 high-quality project applications. By providing personalized support to researchers and research institutions, representatives from non-academic sector 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 need to have profound knowledge and useful tools, be familiar with various changes occurring in MSCA, Horizon 2020 programme and EU policy, 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, be familiar with the cross-cutting aspect of the Horizon 2020 programme 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 the NCPs’ daily work. The project will help newcomers and less experienced NCPs from both the academic and the non-academic sectors, 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.

With this Newcomers Welcome Package, our intention is to introduce you to the network possibilities and projects’ activities according to the main NCP activities with the aim to ease your daily work and to provide you with first-hand support.

With thanks to all supporting partners,

Sandra Vidović, Agency for Mobility and EU Programmes (Task leader)
NET4MOBILITY+ PROJECT

The main objective of the 3-year Net4Mobility+ project (1 March 2018 until 28 February 2021) based on the great experience and achievements of the previous three NCP projects is to **build up and strengthen the coherence, professionalism and visibility of the whole MSCA NCP Network.** Evolution of each project is based on the current MSCA NCPs needs.

Net4Mobility+ has **19 beneficiaries and 6 associated partners** from around the world and it is coordinated by Ms. Anna Wiśniewska, IPPT PAN in Poland. If you have any questions related to the project, feel free to contact our coordinators via general project e-mail: N4MPlus@kpk.gov.pl.

The project aims to achieve the following three goals:

1. to enhance competences of the MSCA NCP network through tailored activities, helping its members to acquire and enhance knowledge and skills, to gain experience useful during their daily work at the national, regional local level.
2. to support the MSCA NCPs from the "widening countries" by providing activities and means useful at the proposal preparation stage, helping to raise the quality of grant applications as well as supporting their capacity to attract researchers, collaborators and funding.
3. to increase visibility of the MSCA NCP support to potential beneficiaries and stakeholders representing different organizations, sectors and scientific field, located in Europe and beyond.

The project will achieve these goals by the implementation of a wide array of measures, e.g.:

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1 Research excellence is a key factor for research and innovation performance and for successful participation in Framework Programmes. European Commission identified countries which are low performing in terms of research excellence. These countries are defined as Widening countries. **Member States:** Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia and Slovenia. **Associated Countries:** Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Republic of North Macedonia, Georgia, Moldova, Montenegro, Serbia, Tunisia, Turkey and Ukraine.
- Trainings based on the needs of MSCA NCPs in particular with regards to the challenges of Horizon2020;
- Twinning visits to tap into the already existing knowledge of MSCA NCPs;
- Various types of materials, for instance presentations from trainings, guides on MSC Actions, statistical overview of MSCA calls;
- Communication platforms for the constant exchange and transfer of knowledge.

Net4Mobility+ project structure and main activities:

Expected impact of the project:
- improved and professionalized NCP services across Europe and beyond;
- capitalizing the project results on NCPs services (presentations, materials, methodology, recommendation, tools, contacts);
- improved NCP service in the “widening countries” resulting in more high-quality applications to MSCA calls;
- increased visibility of the MSCA NCPs services;
- simplifying access to Horizon 2020 calls, including newcomers and non-academic sector;
- raised average quality of submitted proposals to MSCA.
PRACTICAL ASPECT OF THE NCP DAILY WORK

1. 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.

As a newcomer/less experienced NCP you will be identified in a NCP Benchmarking questionnaire (more details on page 13).

2. INTERNAL WEBSITE FOR MSCA NCPs ONLY – CIRCABC

Net4Mobility+ has a dedicated place on CIRCABC, which serves as the intranet and repository 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 “News groups”.

You can access CIRCABC via the Net4Mobility+ webpage: https://circabc.europa.eu/faces/jsp/extension/wai/navigation/container.jsp. 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 be notified to the Project Officer in charge of the MSCA NCPs at the European Commission, in order to be allowed access to CIRCABC.
3. COMMUNICATION WITH EUROPEAN COMMISSION

3.1. Meetings with the EC

The European Commission (EC) ensures the network establishment and facilitates the communication between the Directorate-General for Education, Youth, Sport and Culture (DG EAC) and MSCA NCPs. Our NCP coordinator and Project Officer is from Directorate C – Innovation, International Cooperation and Sport, Unit C.2 – Marie Skłodowska-Curie Actions. Functional mailbox for communication with the Project Officer is EAC-MSCA-NCP@ec.europa.eu

Our EC coordination unit organizes NCP meetings in Brussels, twice a year (usually April and November) to highlight new features of upcoming calls for proposal, to analyse the statistics of the participation in the previous calls, to propose new strategies and actions to assist our clients, to identify good practice and to address MSCA implementation issues. Before and during these meetings we as NCPs are encouraged to suggest topics of our common interest, as well as sharing experience in our daily work.

The EC will reimburse the travel costs for one representative only for the NCPs meeting from Member States and Associated countries. NCP from the Third countries will not receive any reimbursement of expenses. Within the NCPs from MS and AC, there is a difference between the government experts who are only reimbursed for the travel expenses and the private experts who are reimbursed for travel, accommodation costs as well as daily allowances.
3.2. EC trainings, info days and conferences

With the aim to enhance our competencies, the EC is organizing general and specific trainings related to MSCA aspects. These trainings usually follow NCP meetings in Brussels. General trainings are designed to provide basic practical information, and is tailored to less experienced NCPs. On the other hand, specific trainings are designed to provide new or specific topics, such as ethics, intellectual property rights. Trainings can be organized with the Research Executive Agency (REA) so we as NCPs can get specific knowledge regarding the implementation of the MSCA projects as well as create closer relationships with REA project officers.

Other opportunities for additional information regarding the process of signing the Grant Agreement and main implementation aspects are available during the Horizon 2020 Coordinators Days. These events are organized for the MSCA project coordinators and, if there are available places, we as NCPs also have the opportunity to participate at these events. Our Project Officer sends us invitation. Participation at these events is not reimbursed by the EC. Presentations are available on our CIRCABC internal website after the events.

3.3. EC MSCA functional mailbox

During consultation and assisting activities sometimes we face with specific questions for which we need confirmation from the REA. For this reason, we are able to contact REA’s team for each MSC Action via functional mailbox. When you are contacting REA, always put in copy functional mailbox of the Project Officer EAC-MSCA-NCP@ec.europa.eu.

- MSCA H2020 ITN REA-MSCA-H2020-ITN@ec.europa.eu
- MSCA H2020 IF EUROPEAN REA-MSCA-H2020-IF-EUROPEAN@ec.europa.eu
- MSCA H2020 IF GLOBAL REA-MSCA-H2020-IF-GLOBAL@ec.europa.eu
- MSCA H2020 IF CAR INT REA-MSCA-H2020-IF-CAR-INT@ec.europa.eu
- MSCA H2020 RISE REA-MSCA-H2020-RISE@ec.europa.eu
- MSCA H2020 COFUND REA-MSCA-H2020-COFUND@ec.europa.eu

Please have in mind that REA will send indicative answers while calls for MSCA are open. The practice is that answers received by REA are shared within the MSCA NCP Google Group.

3.4. Ordering brochures from EC

For the purpose of organizing your events, you can be provided with MSCA promotional material (brochures, posters, etc.) by the EC. You can find materials on an EU bookshop (here) or on the official Marie Skłodowska-Curie Actions web page (here).

Material can be requested from DG EAC functional mailbox EAC-MSCA-NCP@ec.europa.eu. Please be precise with the date of your event, a complete address (not a Post Box), the name and telephone (fix and mobile if possible) of the person that will receive the material and the number of material(s) you ask. It is advisable to send direct link to the specific publication/material.
4. BASIC MSCA NCP SERVICES

As the NCPs are national structures, the type and level of services offered may differ from country to country, according to the country’s needs, structure (centralized or decentralized network) and involvement of different host organizations (ministries, agencies, universities, research centres, etc.). Some of the NCPs are covering more than one thematic area of H2020, some are also Programme Committee members. But in general, we are the main structure to give practical information and to assist our clients in participating in Framework Programmes.

Basic NCP services are explained in the NCP Minimum Standards and Guiding Principles, which are available on the Funding and Tender Opportunities Portal: [https://ec.europa.eu/research/participants/data/support/ncp/h2020-standards-principles_en.pdf](https://ec.europa.eu/research/participants/data/support/ncp/h2020-standards-principles_en.pdf)

Most common activities of MSCA NCPs are:

| Informatiing and awareness raising activities | • Circulation of general and specific documentation on the Horizon 2020 and MSCA  
| • Organisation of information and promotional activities (infodays, seminars, conferences, newsletters, websites, fairs, etc.)  
| • Raising awareness of innovation activities, funding opportunities, interdisciplinary nature of the Horizon 2020 |
| Assisting and advising activities | • Advising and providing support for beneficiaries through call and project lifecycle – preparation of proposals, submission, evaluation, GA preparation and implementation (personal consultations, e-mail and phone correspondence)  
| • Prescreening project proposals  
| • Assisting researchers to increase their participation in Horizon 2020 |
| Networking/partner search activities | • Support for partner search for consortium projects and IF host organisations  
| • Cooperation with other national institutions involved in H2020 programme and other EU networks (Enterprise European Network, Marie Curie Alumni Association, EURAXESS, etc.) |
| Cooperation with European Commission and National institutions | • Participation to the Commission meetings for MSCA NCPs (2x per year – April and November)  
| • Comments on Guide for Applicants for each MSCA Call delivered to the Commission as a part of the Net4Mobility+ activity  
| • International cooperation and information sharing with MSCA NCPs and other Horizon 2020 thematic NCPs |
5. MSCA NCP CONFLICT OF INTEREST

In appointing an NCP, it is important to avoid situations that could later give rise to potential conflicts of interest. Provisions concerning conflict of interest are set up in the NCP Minimum standards and Guiding principles. NCPs cannot be appointed by the EC/REA as proposal evaluators in Horizon 2020 programme. The core idea of the Conflict of interest's rules is to ensure an equal treatment towards the participants.

Special rules apply for the participation of an NCP in a proposal. In this context 'participation' means that the named NCP appearing in a proposal either as one of the persons carrying out the R&I activities, participating in an advisory board or having any other supporting role.

- An NCP must not participate in a proposal in relation to the work programme part where he or she provides NCP services (exceptions are transnational NCP projects);
- It may be possible for an NCP to participate in a proposal in relation to a work programme part other than the one where he/ she provides NCP services. In this case the host organization must put in place measures to ensure that the NCP concerned does not receive confidential information from other NCPs.
- Before submission of the proposal, host organisation must inform the Commission and the national coordinator of the intended involvement of the NCP, and describe the mentioned measures.
- NCPs, acting in that capacity, shall not provide letters of support or similar documents in relation to specific proposal. NCP host organization must guarantee equal treatment to all applicants in its country.
- NCP national coordinators must draw these standards to the attention of the responsible hierarchy in every host organization.

Considering abovementioned, there are some specific MSCA NCP cases.

<table>
<thead>
<tr>
<th>Example of possible conflict of interest</th>
<th>EC comments</th>
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<tbody>
<tr>
<td>The role of the MSCA NCP where NCP’s organization is coordinating NIGHT/COFUND proposals.</td>
<td>As this is a specific case, the EC is open to further proposals from an NCP side. General rule is that all participants and applicants have an equal treatment.</td>
</tr>
<tr>
<td>Participation of the MSCA NCP in implementation of NIGHT and COFUND projects (for example participation of NCPs in project advisory boards);</td>
<td>The EC noted that there shouldn't be any problem for a MSCA NCP to participate in NIGHT/COFUND proposals and provide adequate support while ensuring equal treatment at the level of the proposal. As regards the implication of an MSCA NCP in a project Advisory Board, the answer is rather positive if this participation takes place after the selection but it should be discussed internally.</td>
</tr>
<tr>
<td>Appointed MSCA NCP who is in his/her organization also a researcher.</td>
<td>This MSCA NCP shouldn't apply to a MSCA call except if this person resigns from the MSCA NCP position first. In IF calls, there are other potential applicants and this would be not fair for them as MSCA NCPs have access to information that the others potential competitors don't have.</td>
</tr>
</tbody>
</table>

These clarifications are still being discussed with the NCP National coordinators and therefore there is still place for improvement of these restrictions considering other MSCA NCP cases that have not been taken into account. After this process we will be provided with clear set of rules.
NET4MOBILTIY + PROJECT'S ACTIVITIES

1. NET4MOBILITY+ WEBSITE

The project webpage (https://www.net4mobilityplus.eu/) 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. However, at the same it serves for promotion of the project activities to be used by researchers directly, for instance the MSCA Handbooks.

Content of the page:

<table>
<thead>
<tr>
<th><strong>Home page</strong></th>
<th>Main information on the latest updates of the project (news, events, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scientific Community</strong></td>
<td>Part dedicated to our clients where they can find MSCA success stories (videos providing information on MSCA projects), statistics on the MSCA calls and MSCA Handbooks that will help to prepare the MSCA project proposals.</td>
</tr>
<tr>
<td><strong>MSCA NCP</strong></td>
<td>On this page you will find the project activities and outcomes dedicated to you and your level of experience, including different materials and information on upcoming and past events organized within the project.</td>
</tr>
<tr>
<td><strong>Widening countries</strong></td>
<td>This section is dedicated to the Widening countries. It contains useful information on the Widening countries as well as potential beneficiaries from this region. On this site you can find flyers and profiles on the Widening countries potential, success stories of organisations and fellows hosted in Widening countries, EoIs and Partner search forms from organisations from, as well as Recommendations for Widening Countries’ MSCA NCPs.</td>
</tr>
<tr>
<td><strong>Expressions of Interest (EoI)</strong></td>
<td>During the calls, our beneficiaries are sending us EoIs for hosting fellows for individual fellowships and partner search for the MSCA consortium projects. For publishing EoIs on project web page, feel free to send them to <a href="mailto:net4mobility@euresearch.ch">net4mobility@euresearch.ch</a>. EoIs are sorted by country and specific MSC action. For this purpose, you are encouraged to use a template available on CIRCBC.</td>
</tr>
<tr>
<td><strong>The project</strong></td>
<td>This page contains an information on the project objectives, work packages and partners.</td>
</tr>
</tbody>
</table>
2. IDENTIFYING YOUR NEEDS AS A NEW MSCA NCP

2.1. NCP Benchmarking

Mapping NCPs’ expertise, the Questionnaire (Benchmarking – Task.2.1) is the first activity of WP2 (Capacity building). The aim of this activity is to determine the needs and expectations of NCPs, to choose subjects and develop training content, to match trainers and trainees and to organize appropriate twinning sessions. The responses will ensure proper development of trainings, workshops and twinning sessions. To be able to take part in the project activities, especially twinning sessions, all new MSCA NCPs must fill in the online questionnaire.

The online questionnaire will be sent by the project coordinator to all new NCP joining our NCP network. However, it is also available on the project website: https://net4mobilityplus.limequery.com/311128?lang=en

Without fulfilling this questionnaire, you can’t participate in the project’s events!

3. BUILD AND ENHANCE YOUR COMPETENCES

Using the results of the mapping questionnaire, action plans and potential topics for each training/workshop/twinning will be identified. Trainers and speakers on these activities will be MSCA NCPs, external experts, evaluators, MSCA fellows and project coordinators.

The aim of this activity is an inclusion of the new MSCA NCPs as well as updating the experienced MSCA NCPs on specific issues to improve NCPs services. These activities are open to all MSCA NCPs. NCPs who are not beneficiaries of this project will be reimbursed by the project coordinator IPPT PAN. The General Reimbursement Rules document is uploaded on CIRCABC. However, the rules tailored to each event will be sent as a Guidelines document before each event organized within the N4M+ project.

Have in mind that participation in the project events, beside new knowledge on the specific topics, is also a good opportunity to share best practice experience in organizing events, to gain new knowledge on used methods and structures of the trainings.
3.1. Trainings

Through the project 14 trainings for all MSCA NCPs were foreseen. In addition, in WP4 with the aim to enhance competence and capacity, 6 train the trainer trainings are foreseen for MSCA NCPs in Widening countries, 3 workshops on MSCA issues and one seminar related to the promotion. For all MSCN NCPs, other stakeholders and potential MSCA beneficiaries in WP5 several webinars are foreseen. Please note, that some of those activities have been already organised.

3.1.1. Training in MSCA issues

For the whole project duration, a total of 4 training sessions with theoretical and practical parts in MSCA issues are foreseen in Italy, Hungary, Croatia, Romania. Trainings are dedicated to both newcomers and more experienced NCPs (including “widening countries”) ensuring that both have a role in the knowledge circulation.

For each training, materials (Power Point presentations, exercises and case studies) will be prepared as Participant book, useful tool which you can use in your everyday work. The training materials will be uploaded on CIRCABC.

According to the results of the mapping questionnaire, Task Leaders Mr. Angelo D’Agostino and Mr. Marco Ferraro (APRE, Italy) have developed the Action Plan for the schedule and the content of the training sessions foreseen for the project duration. According to the Action plan, following topics are identified:

1) MSCA IF: How to attract and retain researchers, Italy, March 2019
2) MSCA project reporting and audit, Romania, June 2019
3) COFUND - Training in proper preparation of proposals and implementation of projects, Hungary, first half of the 2020
4) MSCA Consortium and Partnership agreements, Croatia, second half of the 2020

Participant books for the MSCA IF training: How to attract and retain researchers and for MSCA reporting and audit training are already available on CIRCABC – Library – Net4Mobility plus – Project events.
3.1.2. Cross-cutting trainings

As a MSCA NCP you need to be familiar with the Horizon 2020 horizontal and cross-cutting aspect in order to advise your clients. During the project duration 4 cross-cutting training sessions will be organized in Italy, Israel, Switzerland and Iceland. These training sessions will be focused on providing information on mentioned aspects, interactive methodologies and on preparing a set of recommendations for organizing such trainings for your clients on national level.

According to the result of the mapping questionnaire, Task Leaders Ms. Smadar Hirsh and Jessica Stroweis (Innovation Authority, Israel) have proposed the following topics and schedule for the cross-cutting trainings:

- **Responsible research and innovation**, Switzerland, February 2019
- **Open data and Open access**, Italy, March 2019
- **Science communication and public engagement**, Iceland, June 2020
- **Gender**, Israel, November 2020

Recommendations for organising cross-cutting events for your clients in Responsible research and innovation and on Open data and Open science are available on CIRCABC – Library – Net4Mobility plus – Project events.

3.1.3. Transferable NCP skills trainings

MSCA NCPs also needs to have the right set of skills to motivate, communicate and interact with the scientific and innovation community. To enhance your mentioned skills, additional 4 interactive training session on the transferable skills will be organized during the project duration in Israel, Switzerland, Romania and Ireland.

According to the result of the mapping questionnaire, Task Leaders Ms. Sibylla Martinelli and Ms. Veronique Sordet (EURESEARCH, Switzerland) have selected the following topics and schedule for the cross-cutting trainings.

- **Moderation**, Switzerland, February 2019
- **Time management**, Romania, June 2019
- **Science communication and public engagement**, Ireland, March 2020
- **Visualisations**, Israel, November 2020

3.1.4. Train the trainer

The objective of this training is to improve the skills of less experienced MSCA NCPs from “widening countries”. This training is organized within the Work Package 4 ‘Widening participation’ and it will focus on helping institutions and researchers from the widening countries to increase their participation and prepare more high-quality applications to the MSCA calls.

The host widening countries, or host less experienced MSCA NCP will be selected based on an internal call for Expression of Interest (EoI). Main trainer for this training is experienced NCP and the less experienced...
NCP from the same region will take part as assistant trainers. Specific benefit of this training is that it will be targeted to the entire research community and will achieve double impact – increase the skills of the widening countries NCPS and direct improving the knowledge of their potential applicants.

Following the first call for the EoIs (closed in June 2018), selected Widening countries where the Train the trainer training will be organized are Armenia, Bulgaria, Montenegro, Tunisia.

During the first 18 months of the project implementation, following trainings were held:

- ITN proposal writing, Tunisia, October 2018
- RISE proposal writing, Montenegro, March 2019
- IF proposal writing, Armenia, May 2019
- ITN proposal writing, Bulgaria, September 2019

The second round of the Expressions of Interest was opened in 2019. Task Leaders Ms. Kristin Kraav and Ms. Anna Mossolova will send the information of the call. We encourage less experienced NCPs from Widening Countries that were not selected in this round to participate as assistant trainers.

3.1.5. Promotion and external networking activities

Within WP5, we have foreseen two type trainings with the aim to enhance synergy between Net4Mobility+ and other EU-funded networks in order to optimize support for MSCA beneficiaries and researchers:

- EEN Database on Partnership Opportunity, Belgium, November 2018
- EURAXESS tools for MSCA (EURAXESS jobs database, Career Development tools, partnering selection), Spain, May 2019

In order to reach various actors interested in participation in MSCA projects, 5 webinars will be organized. Webinars will focus on widening countries, third countries as well as on participants from non-academic sector and scientific diaspora. Task Leader Mr. Amr Radwan (ASRT, Egypt) will design an annual plan with timetable and content of the virtual trainings.

Currently available webinars are:

- IF and COFUND webinar
- RISE webinar
- ITN webinar

Webinars will be recorded and available on Net4Mobility+ website and YouTube channel. Speakers in these webinars will be MSCA NCPS.
Moreover, the **self-assessment tool** for the webinar’s participants has been designed that can be used during the trainings organised by NCPs in their countries. The tool is in a form of a quiz where researchers can assess level of knowledge. After finishing the quiz links to other resources and useful tips and hints will be provided!

**Self-assessment tool:** [http://forms.asrt.sci.eg/mobility/](http://forms.asrt.sci.eg/mobility/)

You can also use this tool during the info days, workshops or preparing researchers toward a successful MSCA proposal.

### 3.2. Meet and exchange workshops

The aim of this workshop is to discuss different MSCA related (problematic) issues, to learn from each other experience and to discuss possible solutions on how the certain problem (for example taxation of the allowances) is solved in other countries.

One day workshop will focus on the needs of the “widening countries” but it will also concern issues from which other NCPs can benefit as well. During the project duration 3 knowledge-exchange workshops will be organized in Austria, Hungary and Poland.

According to the result of the mapping questionnaire, Task Leader Ms. Therese Lindahl (FFG, Austria) will present selected topics and schedule for the workshops.

There are 2 workshops that have been already and 1 planned:

- **MSCA implementation issues,** Austria, June 2019
- **Training moderation,** Poland, October 2019
- **MSCA and synergies,** Hungary, May 2020 – to come

**Recommendations from the organized Meet and exchange workshops that are useful for your daily work are available on CIRCABC – Library – Net4Mobility plus – Project events.**

### 3.3. 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. The information about the twinning activities will be sent by the Task Leader Georgia Kleanthous (RPF, Cyprus) through the MSCA Google Group.

In order to participate in this activity you need to ill in the MSCA NCPs Benchmarking Questionnaire ([here](#)).

**Guidelines for the twinning scheme is available on CIRCABC - Library – Net4Mobility plus – Project events – Twinning guide.**
4. QUESTION AND ANSWER TOOLS

4.1. Google Group

As an officially nominated MSCA NCP, you are a member of the “Google Mailing Group”, managed and monitored by the project coordinator (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 one of the most used and successful tools in the daily work of the MSCA NCPs, since its creation in 2009.

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 (N4MPlus@kpk.gov.pl). 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.

In order to make the communication and shared information systematic and easily accessible for the network, a list of the recommendations is presented by the Task Leader Ms. Corina Abraham Barna (BUAS, Romania):

- **[MSCA-GG] subject prefix**: It makes easier to recognize a message sent via GG among all messages in an individual mailbox. It will be automatically added by the system at the beginning of subject of each message.

- **Subject of the message**: In order to make the Google Group’s information systematic and easily accessible for the entire network, you should start the subject of the sent messages with one of the following pre-defined tags. Tags can be only introduced when the question is posted as a new message to the entire network directly from the Google Group.

  - **All Actions– General**;
  - **COFUND – Application**;
  - **COFUND – General**;
  - **COFUND – Management**;
  - **IF – Application**;
  - **IF – EF**;
  - **IF – General**;
  - **IF – GF**;
  - **IF – Management**;
  - **ITN – Application**;
  - **ITN – EID**;
  - **ITN – EJD**;
  - **ITN – ETN**;
  - **ITN – General**;
  - **ITN – Management**;
  - **RISE – Application**;
  - **RISE – General**;
  - **RISE – Management**.

Please note that these pre-defined tags are consistent with the ones used in our project’s blog: [https://mariecurieactions.blogspot.ch/](https://mariecurieactions.blogspot.ch/) and should not be changed.

After mentioning the tag, the subject of the message should clearly note your **topic of the message** (for example: [MSCA-GG] IF EF-RI - eligibility criteria: direct mobility).

- **Localizing information**: The older messages can be localized by a search facility via the Google Group web address: [https://groups.google.com/forum/?hl=en#!forum/peoplencp](https://groups.google.com/forum/?hl=en#!forum/peoplencp) (it is available after logging in to the Google Groups). We are in the process of tagging the messages already posted in the GG so in the future it will be also possible to localize all the old messages by tags.

Logging in to Google Groups directly allows better exploitation of such features as tags. It allows choosing tags form pre-defined list to tag new messages. This feature will allow in the future to easily search for expected topics and discussions by selecting the tags.
4.2. 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 a FAQ. The different questions/answers are classified with labels per MSCA and per project cycle (preparation, submission, general, management, etc.). The blog is also a useful tool to present specific FAQ in your presentations during the info days and workshops.

Blogspot: http://mariecurieactions.blogspot.com/

5. ASSISTING AND ADVISING YOUR CLIENTS

With the aim to strengthen your knowledge and complementary skills while assisting and advising your clients, within this project we will prepare high quality tools to help you and your clients to prepare successful MSCA applications.

5.1. MSCA evolution guides

The aim is to deliver more efficient guidance to your clients and for you as a newcomer to acquire new knowledge. It is a helpful and a quick access to information when you need to answer some questions. In detail, MSCA Evolution guide includes:

- **MSCA Call overview** Excel document with the general and specific information of the modifications introduced in each MSCA call (details of applications, rules, call opening and closing dates, success rates, cut off scores and project implementation details). This document is for your internal use only!
- **MSCA proposal content document** which focuses on the project evaluation summary reports analysis, specially strengths and weaknesses of project proposals. This document is for your internal use only!
- **Graphs** on statistical data prepared for each MSCA call
Task Leader Ms. Tugba Arslan Kantarcioğlu (TUBITAK, Turkey) in cooperation with the Task Force will prepare MSCA evolution guides with graphic materials that you can use during your events (information days or trainings) on your national level. These materials are shared among the MSCA NCP network through the Google Group and available in CIRCABC (library – Net4MobilityPlus project). Please note that the statistics on CIRCABC contain more information than documents available for our clients on the project website.

Graphs on statistical data are also available on Net4Mobility+ web page – Scientific community. Currently available statistics are:
- IF statistics for 2017 and 2018 calls
- COFUND statistics for 2017 and 2018 calls
- ITN statistics for 2018 and 2019 call
- RISE statistics for 2018 and 2019 call
- NIGHT statistics for 2018 call

5.2. MSCA Handbooks

To enhance your NCP skills in guiding clients to write competitive proposal to MSCA calls, during this project, 10 editions of the MSCA handbooks will be prepared. These documents present a valuable addition to the MSCA Guide for Applicants prepared by the European Commission. The handbooks are open for distribution to our potential MSCA fellows/beneficiaries. While distributing the Handbooks to fellows/beneficiary you can forward the link from the webpage.

Following successful example of the IF Survival Guide 2016 (prepared by Mr. Pierantonios Papazoglou, former MSCA NCP from Cyprus) these guides will include:
- Overview of the policy context and the rationale for the call,
- In-depth guide on how to write a competitive “Part B”, including suggestions what to write,
- Tips and tricks for writing a successful proposal.

During the project, Task Leader Ms. Geraldine Canny (IUA, Ireland) will prepare MSCA handbooks for ITN, RISE, IF and COFUND. The guides will be available about two months before the respective call deadline.

5.3. Comments on the draft Guides for Applicants

Within Work Package 2: Task 2.5. REA-EC-NCPs Working group all MSCA NCPs are invited to give comments to the MSCA Guide for Applicants. Comments usually reflect our experience and participants feedback from the previous call to some general and technical comments regarding the text of the Guide. Before opening
of an each MSCA call, Task Leader Ms. Kristin Kraav (ETAg, Estonia) sends NCPs the draft versions of the Guide for Applicants. Have in mind that all comments are valuable and taken into the consideration by the REA while finalizing the Guides for Applicants.

Especially comments from the new and less experienced MSCA NCPs are encouraged. Your fresh perspective to the rules of the actions and the text of the Guide will enable you to point out if the text is understandable or if you need some additional explanations of the rules. On the other hand, the opportunity to read the Guides before opening of each call gives you enough time to prepare yourself for promotion of the Actions as well as prepare yourself for the most usual questions form your beneficiaries.

6. COMMUNICATION AND PROMOTION

While doing your daily work as the MSCA NCP, especially while organizing your promotion events, have in mind that within our project you have a wide range of useful material and resources. Primary, you can connect to and use project’s Social media platforms, including success stories videos, webinars as well as brochures.

On Net4Mobility+ web page under the Scientific Community section you can find all project and EC products that are useful for you as NCP as well as for your researchers. You can advertise this web page during your info days/workshops/trainings or share it on your webpage or social media.

All products are grouped according to its MSC action:

<table>
<thead>
<tr>
<th>MSCA Calls Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Innovative Training Networks (ITN)</strong></td>
</tr>
<tr>
<td>Deadline: 14.01.2020</td>
</tr>
<tr>
<td>EC Website</td>
</tr>
<tr>
<td>Net4MobilityPlus Material</td>
</tr>
<tr>
<td>Handbook 2020 with tips to write Part B2</td>
</tr>
<tr>
<td>Flyer for ITN</td>
</tr>
<tr>
<td>Expressions of Interest in Hosting Fellows</td>
</tr>
<tr>
<td>Success Story Video</td>
</tr>
<tr>
<td>Statistics on ITN 2018</td>
</tr>
</tbody>
</table>

| **CO-Funding Programme (COFUND)** |
| Deadline: call close |
| EC Website |
| Net4MobilityPlus Material |
| Handbook with tips to write Part B2 for PhD - for Fellow |
| Expressions of Interest in Hosting Fellows |
| Success Story Video and Success Stories for Widening Countries |
| FAQ Blog |
| Statistics on COFUND 2017 & 2018 |
| IF & COFUND Webinar |

| **MSCA Individual Fellowships Action (IF)** |
| Deadline: call close |
| EC Website |
| Net4MobilityPlus Material |
| Handbook with tips to write Part B2 |
| Flyer for IF |
| Expressions of Interest in Hosting Fellows |
| Success Story Video and Success Stories for Widening Countries |
| FAQ Blog |
| IF Statistics 2017-2018 |
| IF & COFUND Webinar |

| **Research & Inno. Staff Exchange (RISE)** |
| Deadline: call close |
| EC Website & Video |
| Net4MobilityPlus Material |
| Handbook with tips to write Part B2 |
| Flyer for RISE |
| Expressions of Interest in Hosting Fellows |
| Success Story Video and Success Stories for Widening Countries |
| FAQ Blog |
| RISE Statistics 2018 |
| RISE Webinar |
For additional promotion of the project and project products you can disseminate and promote project by adding:

- the project slide when you present MSC Actions,
- the banner on your institutional/MSCA website or just the link to the N4M+ website,
- a short advertisement to your email footer.

All the banners, project slides are available on CIRCABC - Library - Net4MobilityPLUS - Project Promotion & stakeholders.

6.1. 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 refers 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, webinars 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/4345491
- YouTube channel: https://www.youtube.com/channel/UC_jck_ddHgovdIoD6Nao3LQ

We invite you to make use of all the SoMe possibilities in your daily work and share these platforms (especially Blog, Twitter, Facebook and LinkedIn) among your clients.

Promotion strategy on how to use and promote the project outcomes to our beneficiaries is prepared by Véronique Sordet (Euresearch, Switzerland) and it is available on our CIRCABC page.

If you are new to Social Media, you can have a look at our Social Media Documentation, which was provided in previous Net4Mobility project. Documentation is available on CIRCABC (library – Net4Mobility project)

- 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

If you already use SoMe to promote MSCA, you can share posts from the official European Commission MSCA SoMe platforms:

- Facebook: https://www.facebook.com/Marie.Curie.Actions/
- Twitter: https://twitter.com/MSCActions
6.2. MSCA Success Stories and Webinars

On our YouTube channel you have available success stories videos for each of MSCA. Videos are prepared in previous Net4Mobility project and includes interviews of the researchers involved in MSCA explaining their motivation to apply, implementation of projects as highlighting MSCA NCPs support during the whole project lifecycle. You are encouraged to use these videos during your promotional activities, specially info days and workshops.

Beside successful videos, on our YouTube channel you have available:

- **IF and COFUND** webinar promoting the mobility opportunities for experienced researchers.
- **RISE webinar** promoting mobility opportunities for academic and non-academic organisations.
- **ITN webinar**

New webinars, as a part of remote training, that will be held as a part of Net4Mobility+ project will be also available on our YouTube channel.

6.3. Brochures and leaflets

In previous project Net4Mobility we have prepared brochures with Tips & Tricks for writing a good MSCA project proposal: [ITN - IF - RISE - COFUND - eformat - print format - image format](#).
6.4. Guidelines for An Effective MSCA Promotional Campaign

Within Work Package 4: Widening participation, Task Leaders Ms. Gabriella Tchouprenska and Eleonora Milanova prepared **Guidelines for an effective MSCA Promotional Campaign**. The aim is to promote the potential of the “widening countries”. Guidelines define how to lead and effective promotional campaign to motivate the “widening countries” research community to apply to MSCA funding. This campaign is for our entire MSCA NCP network to promote potential of these countries at the European and international level.

**Preliminary Guidelines for an effective MSCA Promotional Campaign are available on CIRCABC - Library - Net4MobilityPLUS - Project Materials - Documents on Widening countries.**

In addition, for an effective promotion of the Widening countries, task leaders also published more than 50 Success stories from Widening countries as well as widening participation flyer. You can share this success stories and flyer among your research community. All the documents are published in Widening section of the Net4Mobility+ web page: [https://www.net4mobilityplus.eu/widening-countries/](https://www.net4mobilityplus.eu/widening-countries/).

Moreover, with the aim to promote Widening countries organisations as potential MSCA partners and host organisation, Widening countries profiles have been published. You can share country profiles to your international contact or publish them on communication and dissemination tools.
7. COOPERATION WITH EU-FUNDED PROJECTS AND NETWORKS

In our MSCA NCP daily work we are in close cooperation with the EURAXESS initiative, Marie Curie Alumni Association as well as with European Enterprise Network. Several MSCA NCPs are also integral part of the mentioned programmes, for example staff of the EURAXESS service centres or members of Marie Curie Alumni Association are also MSCA NCPs. We all work together in joint organization of promotional activities, policy recommendations and defining best practice in MSCA project implementations.

7.1. Guidelines for collaboration with researchers’ networks

Within Work Package 5: Promotion and external networking, Task Leaders Ms. Cristina Gómez Corchete and Cristina Gracia Rodríguez prepared Guidelines for collaboration with researchers’ networks. The purpose of this document is to provide National Contact Points with recommendations on how to collaborate with researchers’ networks in order to better promote the Marie Skłodowska-Curie Programme. By implementing some of the activities suggested in these guidelines, NCPs can streamline the services provided to the Scientific Diasporas, allowing for a better establishment and improvement of the collaboration.

Guidelines are available on project website: https://circabc.europa.eu/sd/a/e961f1fa-1f1b-44eb-9a1a-7f269e9a2fed/N4M%252b_D5.6%20Guidelines%20for%20collaboration%20with%20researchers%20networks.pdf

7.2. EU funded projects and researchers’ networks

EURAXESS
https://euraxess.ec.europa.eu/

EURAXESS - Researchers in Motion is a unique pan-European initiative delivering information and support administrative and legal services to professional researchers. It supports researcher mobility and career development, while enhancing scientific collaboration between Europe and the world.

EURAXESS is legal and administrative support for the implementation of MSCA, specially to incoming foreign researchers, implementing the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (known as Charter and Code, included as article 38 to each Grant Agreement of Horizon 2020) as well as recruiting MSCA researchers through EURAXESS jobs and funding portal, where each of MSCA job offer must be published.

Synergy with our NCP network:

- Promotion of EURAXESS jobs and funding portal
- Promotion of EURAXESS Career development tools
- Promotion of the Charter and Code
- Facilitating international cooperation in MSCA via EURAXESS Worldwide platform
- Identification of the Scientific Diasporas

MSCA NCP Network: www.net4mobilityplus.eu
The Marie Curie Alumni Association is promoting active community of past and present Marie Curie researchers. MCAA connects researchers throughout Europe, and around the world, to enable international transdisciplinary collaborations. It enhances the flow of knowledge across different countries, sectors of the economy, and scientific disciplines.

Synergy with our NCP network:
- Cooperation on national level by sharing the practice of MSCA project implementation and promotion of MSCA
- Participation of MCAA members on our national info days and workshops as best practice
- Promotion of MSCA, Net4Mobility+ project outcomes by MCAA social media
- Participation in MCAA Annual Conferences
- MCAA members as trainers or experts in some of project’s training activities

Enterprise Europe Networks, is the EU initiative of business support network with aim to help small and medium-sized enterprises (SMEs) make the most of business opportunities in the EU and beyond. The Network offers advisory services and innovation support, for example assisting in partner search activities.

Synergy with our NCP network:
- Facilitating MSCA NCP network with EEN Partnership Opportunity Database
- Promotion of the participation of business sector and SME
- Promotion of the Social and Enterprise panel of the MSCA Individual Fellowships
8. RELEVANT POLICY DOCUMENTS AND USEFUL LINKS ON MSCA

Beside all possibilities for newcomers and less experienced NCPs provided by the N4M+ project, other relevant documents regarding understanding of MSCA can be found on the Funding and Tenders Opportunity Portal. This Portal provides set of services to facilitate participation in the EU programmes, identify funding opportunities, accessing documents and guidance, submitting proposals and for the management of projects on-line.

Funding and Tenders Opportunity Portal 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 needed for understanding MSCA are following:

- H2020 Work Programme 2018-2020: 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
- Study on European Industrial Doctorates - towards increased employability and innovation
- Study of business participation and entrepreneurship in Marie Skłodowska-Curie actions (FP7 and Horizon 2020)
- Mid-term review of Marie Skłodowska-Curie actions unit costs
- Interim evaluation of Horizon 2020 (MSCA evaluation from page 133)

In the line with the preparation of new framework programme Horizon Europe and future of the Marie Sklodowska–Curie Actions, on the official page of EC you can find out the background of Horizon Europe, its legal framework, factsheets, Reports and materials that shaped the proposal and adaptation timeline.

9. GLOSARY

<table>
<thead>
<tr>
<th>AC - Associated Countries</th>
<th>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 organizations from member states. List of H2020 Associated countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGA – Annotated Model Grant Agreement</td>
<td>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.</td>
</tr>
<tr>
<td>Beneficiary</td>
<td>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</td>
</tr>
<tr>
<td><strong>Newcomers Welcome Package</strong></td>
<td></td>
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<td>--------------------------------</td>
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<tr>
<td><strong>CA - Consortium Agreement</strong></td>
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<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>EC Guidance on how to draw up your consortium agreement</strong></td>
<td></td>
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<tr>
<td><strong>Call (for proposals)</strong></td>
<td></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>CIRCA</strong></td>
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<tr>
<td>Communication and Information Resource Centre for Administrations, Businesses and Citizens CIRCA is a collaborative workspace with partners of the European institutions and is used for communication between PCM, NCP with European Commission.</td>
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<tr>
<td><strong>Code of Conduct for the recruitment of researchers</strong></td>
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<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>COFUND</strong></td>
<td></td>
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<tr>
<td>The COFUND MSCA scheme aims at stimulating regional, national or international programmes to foster excellence in researchers’ training, mobility and career development.</td>
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<tr>
<td><strong>Consortium</strong></td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
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<tr>
<td><strong>Coordinator</strong></td>
<td></td>
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<tr>
<td>Coordinator is the beneficiary that is taking the lead in the preparation of the proposal as the &quot;proposal coordinator&quot;. For a given proposal, the coordinator acts as the single point of contact between the participants and the Research Executive Agency (REA).</td>
<td></td>
</tr>
<tr>
<td><strong>CORDIS</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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<tr>
<td><strong>CORDIS</strong></td>
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</table>
### 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 countries where the research work is carried out. Table with Country Correction Coefficients is part of MSCA work programme.

### CSA – Coordination and support actions

With the funding rate of 100%, this type of action doesn’t fund research and innovation, but it funds measures such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies.

### Dashboard

The Horizon Dashboard is an interactive reporting platform, facilitating data sharing, providing public access to real-time programme data in an easy, flexible and user-friendly manner.

The Horizon Dashboard offers:
- An accessible H2020 implementation data
- Regularly updated data on H2020 proposals, projects and participants
- Country profiles
- Fit-for-purpose filter options including thematic, geographical and regional views
- Analytical functions and instant data visualisation with multiple attractive maps and graphs which can be extracted for re-use

Horizon Dashboard Quick Guide is available on: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/manuals/horizon_dashboard_quick_guide.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/manuals/horizon_dashboard_quick_guide.pdf)

### 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](https://ec.europa.eu/info/funding-tenders/opportunities/docs/manuals/horizon_dashboard_quick_guide.pdf).

### 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](https://ec.europa.eu/info/funding-tenders/opportunities/docs/manuals/horizon_dashboard_quick_guide.pdf)
<table>
<thead>
<tr>
<th><strong>Newcomers Welcome Package</strong></th>
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<tr>
<td><strong>ECAS</strong></td>
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<td><strong>EEN</strong></td>
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<tr>
<td><strong>Eligibility criteria</strong></td>
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<tr>
<td><strong>ERA - European Research Area</strong></td>
</tr>
<tr>
<td><strong>ESR - Evaluation summary report</strong></td>
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<tr>
<td><strong>Ethics review</strong></td>
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</tbody>
</table>
**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, personalized 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 and Funding portal**

EURAXESS Jobs and Funding 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 organizations. 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.

| Funding & tender opportunities portal | Funding & tender opportunities portal is a single-entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies. In this portal you can have access to Horizon 2020 funding opportunities in calls for proposals, manage your grants, register as an expert. |
| GA – Grant Agreement | Grant Agreement is the legal instrument that provide for Commission funding of a successful proposal. Grant Agreement preparation procedure |
| GfA - Guide for Applicants | The most important document at MSCA proposal phase (along with the Work programme). It contains the rules and conditions for the Call, such as: purpose and scope of the action, structure, proposed budget, duration and typical activities, financial aspects. It contains useful annexes, like Evaluation Criteria, instructions for drafting project proposal, descriptors, etc. Guide for Applicants is published when the respective call is open on Participant Poral. |
| 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 Europe | The next research and innovation framework programme succeeding Horizon 2020, for the period from 2021 – 2027. Main structure of the Programme will follow 3 pillars: Excellent Science, Global Challenges and European Industrial Competitiveness and Innovative Europe, as well as horizontal areas Widening Participation and Strengthening the European Research Area. The Commission proposes a budget of € 100 billion for Horizon Europe |
| 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.

**NIGHT – European Researchers’ Night**

Coordination and support action with the aim to bring researchers closer to the general public and to increase awareness of research and innovation activities. Activities focus on the general public, addressing and attracting people regardless of the level of their scientific background, with a special focus on pupils and students. Activities can combine education aspects with entertainment, e.g. hands-on experiments, science shows, simulations, debates, games, competitions, quizzes, etc.

**Open Access**

Open access (OA) can be defined as the practice of providing on-line access to scientific information that is free of charge to the user and that is re-usable. In the context of R&D, open access to ‘scientific information’ refers to two main categories:

- Peer-reviewed scientific publications (primarily research articles published in academic journals)
- Scientific research data: data underlying publications and/or other data (such as curated but unpublished datasets or raw data)

For details of how open access applies to beneficiaries in projects funded under Horizon 2020, please see the [Guidelines on Open Access to Scientific Publications and Research Data](#) and/or the [Guidelines on data management](#).

**PA – partnership agreement**

Partnership agreements are concluded with the purpose to regulate the relationship between beneficiaries and these partner organizations 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:

- Part A – administrative forms (structured information of the basic administrative data, declarations of partners, organizations and contact persons, etc.) and
### Newcomers Welcome Package

- **Part B** – the technical annex, which is the detailed description of the planned research and innovation project outlining work packages, costs, etc.

<table>
<thead>
<tr>
<th><strong>Participant</strong></th>
<th>The members of a consortium involved in a proposal or project.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partner organizations</strong></td>
<td>Organizations 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.</td>
</tr>
<tr>
<td><strong>People</strong></td>
<td>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 <a href="https://www.curieactions.eu">Marie Curie Actions</a> with aim to improve the quality of human resources in European research through training and transnational mobility of researcher.</td>
</tr>
<tr>
<td><strong>PIC – Participant Identification Code</strong></td>
<td>All participants of a proposal must be registered in the central Beneficiary Register of the Commission managing Horizon 2020. Organizations 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.</td>
</tr>
<tr>
<td><strong>Programme committee</strong></td>
<td>A group of official national representatives that assists the Commission in implementing the Horizon 2020.</td>
</tr>
<tr>
<td><strong>Project officer</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Proposal</strong></td>
<td>A description of the planned research activities, information on who will carry them out, how much they will cost and how funding is requested.</td>
</tr>
</tbody>
</table>
| **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. |
<p>| <strong>Reserve list</strong> | 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. |
| <strong>RISE – Research and Innovation Staff Exchange</strong> | 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 organizations both within and beyond Europe. |</p>
<table>
<thead>
<tr>
<th>TC – Third countries</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International cooperation with TC</strong></td>
<td><strong>List of Third Countries</strong></td>
</tr>
<tr>
<td>The European IPR Helpdesk</td>
<td>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.</td>
</tr>
<tr>
<td><strong>IP management in Horizon 2020 Marie Skłodowska-Curie Actions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Threshold</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Work Programme</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Widening countries</strong></td>
<td>The EU R&amp;I Framework Programmes are aimed at securing Europe's global competitiveness. In order to use effectively the whole potential of the European Research Area, an effort is made to increase participation of low R&amp;I performing’ or ‘Widening’ countries. These ‘are: Member States: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia and Slovenia. Associated Countries (subject to valid association agreements of third countries with Horizon 2020): Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, Former Yugoslav Republic of Macedonia, Georgia, Moldova, Montenegro, Serbia, Tunisia, Turkey and Ukraine.</td>
</tr>
<tr>
<td><strong>Widening Fellowships</strong></td>
<td>Widening Fellowship were introduced as a response to low number of success rates in Marie Skłodowska-Curie Individual Fellowships (MSCA IF) submitted by experienced researchers with host intuitions based in widening countries. Individual Fellowships project proposals above threshold where host institution is in Widening countries, but due to insufficient IF budget didn’t get funded, are automatically transferred to the Widening Fellowship panel. These fellowships are funded under the Work programme Spreading Excellence and Widening Participation. The proposals submitted under the Widening Fellowships must fulfil all the admissibility and eligibility conditions of the Marie Skłodowska-Curie actions Individual Fellowships and pass all the thresholds for that call. The award criteria, scoring and threshold for Marie Skłodowska-Curie actions apply to eligible proposals, as well as the MSCA-IF model grant agreement and the unit costs are applied for the funded Widening Fellowships.</td>
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