

Horizon 2020: Marie Skłodowska-Curie Actions: Individual Fellowships (IF)

Checklist for IF 2015 Submissions

Last update: 1st April 2015

Preparation

Work with the right documents:

Guide for Applicants and Work Program, both on the [Research Participant Portal](#)

Open a session on the Participant Portal for the submission of the project

☐ Have you registered in the Electronic Submission Services of the Commission (Submission and Evaluation of Proposals; SEP) and downloaded the templates? You can refer to the [10-min Guide to Electronic Submission](#) for help. The more detailed version is the [Full SEP manual](#).

Eligibility check	Response must be:
<input type="checkbox"/> Do you have a PhD or 4 years' full-time experience?	YES
<input type="checkbox"/> Have you lived, worked, or studied for more than 12 months during the last 3 years in the country that you want to move to (<i>mobility rule</i>)?	NO
<input type="checkbox"/> Is the beneficiary organisation located in an EU Member State or an Associated Country?	YES
<input type="checkbox"/> For European Fellowship only:	
- Are you moving to an EU Member State or an Associated Country?	YES
<input type="checkbox"/> For Global Fellowship only:	
- Are you a national or long-term resident (5 years in research, no break) of an EU Member State or Associated Country?	YES
- Are you moving to a Third Country?	YES

If your responses always match those here, you are very likely eligible (but check the GfA for details, especially regarding the mobility rule).

Coordination / submission

- ☐ Do you have the agreement of the Host Organisation (Beneficiary) in the project to submit this proposal on its behalf?
- ☐ Did you organise the submission with your supervisor at the Host Organisation ahead of time? Only the supervisor can submit (new in Horizon 2020).

Part A	In the GfA
<input type="checkbox"/> Did you fill in the A (A1-A5) forms online?	p. 28-29
<input type="checkbox"/> Do you have the Participant Identification Code (PIC) of your institution? Search for the PIC of an institution on the EC Participant Portal or find out the PIC of Swiss universities from your Euresearch Regional Office .	
<input type="checkbox"/> Did you check that the information provided in Form A3 is identical to the information given in Part B (CV)?	
<input type="checkbox"/> Do have a nice name and acronym for your project (pronounceable and not too long – no more than 20 characters for the acronym and 200 for the title)? Try this online acronym creator , it might help! Make sure the Acronym is not already in use via a web search and a search for registered trademarks .	

Part B	In the GfA
1. Excellence	p. 35
<input type="checkbox"/> Is the goal of the project clearly stated in the first paragraph? <input type="checkbox"/> Is the innovative aspect clearly stated? <input type="checkbox"/> Is there an extra chapter on multi/interdisciplinary aspects? <input type="checkbox"/> Is there an extra paragraph on the state of the art and the progress beyond the state of the art? <input type="checkbox"/> Why is this project important now? Show that your research is novel. <input type="checkbox"/> Do you clearly describe the methodology you will use? <input type="checkbox"/> Do you explain how the project contributes to advancements in the field? <input type="checkbox"/> Why is the Host Institution the best for the project? <input type="checkbox"/> Do you describe the transfer of knowledge from organisation to researcher and vice versa? For Global Fellowships: Do you describe the transfer of knowledge from the Third Country to Europe? <input type="checkbox"/> Is the reason for the choice of the supervisor clearly stated? Did you use the required sub-heading (“Qualifications and experience of the supervisor(s)”)? <input type="checkbox"/> Are the international collaborations of the Host Institution(s) and your potential benefits from them clearly shown? <input type="checkbox"/> Do you describe what practical arrangements will be made for you at the Host Organisation(s) (for Global Fellowships during both phases)? <input type="checkbox"/> Are the cited references listed (e.g. at the end of this chapter)? <input type="checkbox"/> Do you mostly use “I”/“the applicant” instead of “we” to show that it is your project? <input type="checkbox"/> Do you mention what you will learn, what the overall goal is, and what the (scientific) intermediate goals are? Why and how is this fellowship going to reinforce your career and lead to professional maturity in research? <input type="checkbox"/> Does the text mention the additional skills (importance of training) to be acquired: e.g. research management, dissemination, networking, new language, etc.?	
2. Impact	p. 35
<input type="checkbox"/> Is the impact that the research and training will have explained? <input type="checkbox"/> Do you show that this is the next step in your career? <input type="checkbox"/> Is the impact on European society clearly stated? Refer to any relevant green or white policy papers. <input type="checkbox"/> Do you refer to the Innovation Union ? <input type="checkbox"/> Do you mention how you are going to disseminate your results? Do you mention open access publishing ? <input type="checkbox"/> Do you explain how your results can be exploited? <input type="checkbox"/> Do you use the required sub-headings for communication, dissemination, and exploitation? <input type="checkbox"/> Are the public engagement and outreach activities described?	
3. Implementation	p. 37
<input type="checkbox"/> Did you include the Gantt Chart from p. 38? <input type="checkbox"/> Is the Gantt Chart accurate (e.g. did you delete irrelevant rows and columns) and easy to read? <input type="checkbox"/> Do you clearly explain how the project will be managed (financial management, progress monitoring)? <input type="checkbox"/> Do you assess potential risks? Do you present a “plan B” for the event that	

something does not work out as planned?

- ☐ Do you say why the Host Organisation(s) are appropriate for the project?
- ☐ Do you explain the benefits for both the researcher and the Host Organisation(s)?
- ☐ Is there a clear reference to the [Career Development Plan](#)?
- ☐ You should be working full time on your project and have no teaching obligations unless these are clearly related to skills acquisition or dissemination/outreach.
- ☐ Do you refer to the Euraxess (www.euraxess.eu) Code of Conduct for the employment of researchers and the European Charter for researchers?
- ☐ Do you state what you will need: Will you have access to a lab, library, etc.?
- ☐ Is your workplan [a nicely layouted table](#)?

5. CV of the experienced researcher (you)

p. 41

- ☐ Are you within the 5-page limit for this section?
- ☐ Do you get a good impression of the researcher's achievements at first glance?
- ☐ Is the CV clear and continuous (no time gaps)?
- ☐ Do you list publications, grants, books, talks, conferences, awards, etc.?
- ☐ Is the researcher's name bold or highlighted in some way in the publication list?
- ☐ Is the fellowship a logical next step in the researcher's career – does the CV support that?
- ☐ Are the achievements clearly stated and well structured?

6. Capacity of the participating organisations

p. 42

- ☐ Do you use the table provided on p. 42?
- ☐ Have all the organisations (beneficiary and partners) filled in the table?
- ☐ Are you within the page limit (1 page per institution, beneficiary or partner organisation)?
- ☐ Is the Host Institution's expertise shown with as many details as possible?
- ☐ Are other EU projects mentioned?

Final check Part B

- ☐ Did you use the right template?
- ☐ Did you respect the 11-point font size and are all margins at least 15 mm?
- ☐ Did you fill in the ethical issues table (even if your project does not have these issues)? If your project raises ethical issues, did you describe in detail how these will be handled? See GfA p.43-44.
- ☐ Are you within the maximum number of pages for all chapters?
- ☐ Is the bibliography within the maximum number of pages? (annexes are not allowed)
- ☐ Do the acronym and the number of pages appear on each page?
- ☐ Is your layout clear, nice, and user friendly?
- ☐ Is the set up of the proposal logical?
- ☐ Is the hierarchy of the titles clear?
- ☐ Is your proposal crystal clear? No copy paste? No unnecessary "noise"?
- ☐ Does your proposal answer these questions: "What, why, how, when, why now, why this project"?

- ☐ Is your proposal understandable for generalists as well as for experts?
- ☐ Are your figures understandable if printed in black and white?
- ☐ Is your English (almost) perfect? Are all terms and references given in English?
- ☐ Do you properly introduce abbreviations, if any?
- ☐ Did you avoid the use of hyperlinks? All relevant information should be contained in the proposal?
- ☐ Is your CV logical, consistent and complete?
- ☐ Is it clear why you need the Marie Skłodowska-Curie grant for this project, why your project is novel?
- ☐ Is the filename made up with letters A to Z and numbers 0-9?

Uploading documents in SEP

- ☐ Did you upload the document as a PDF?
- ☐ Did you arrange a time with your supervisor to press the SUBMIT button after uploading the documents?

Technical issues

- ☐ Is part B within the 10-MB size limit?
 - ☐ Is your computer virus-checked (if not, the submission can be blocked)?
- In case of problems, contact the SEP help desk:
DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu

What else is there to do?

Put yourself in the place of an expert evaluator and re-read your proposal.
Arrange for your draft to be evaluated by experienced colleagues. You can give them the evaluation criteria in Annex 2 with which to check your proposal.
