

MSCA-PF/CIVIS KIT

GUIDELINES TO DRAFT PART B1

WRITING TIPS FOR A
SUCCESSFUL PROPOSAL



CIVIS

Europe's Civic University Alliance

INSTRUCTIONS TO USE MSCA-PF/CIVIS GUIDELINES

The MSCA-PF/CIVIS guidelines are meant to be an instrument to support you throughout the drafting of your proposal, part B1. They are divided in the 3 main parts of the application form: Excellence, Impact, Implementation.

On the left side of each page, you will find the sections of the proposal that you need to address based on the application form template.

On the right side, you will find:


- an explanation of the section ("Section explained")**
- step-by-step instructions on the information you need to provide ("How to deal with the section")**

At the end of the guidelines, you can find information on CIVIS that can be used to bring added-value to your proposal.

We hope you will find the guidelines useful and we wish you good luck with the preparation of your proposal!

The CIVIS Team

EXCELLENCE - 1.1



1.1. Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

At a minimum, address the following aspects:

- *Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?*
- *Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.*



Section 1.1 is where you introduce your project; your story should be clear, capture the reader and not leave open questions.

SECTION 1.1 EXPLAINED

Quality refers to the scientific questions and the overall idea/concept behind the project. It also refers to the feasibility of the proposed objectives and the extent to which they are measurable and verifiable;


Pertinence refers to the relevance of the proposed objectives for the scientific area and to the importance they hold for that field inasmuch as they answer a specific research need.

Ambition means that the project is innovative compared to the state of the art and will advance science in a particular field.

EXCELLENCE - 1.1

1.1. Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

At a minimum, address the following aspects:



- **Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?**



- Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.



Your project must be ambitious, yet realistic: when you plan your research objectives take into consideration the project duration and your level of experience .

HOW TO DEAL WITH SECTION 1.1

1.1.1 R&I objectives

- 1 Begin this section with an introductory statement to present to evaluators the topic of your research and the expected impacts, both scientific and career related, of your proposal
- 2 List the Research & Innovation objectives of your proposal
Your scientific objectives must be ambitious yet realistic, and well combined with the issues (scientific obstacles) you propose to unlock. 
- 3 Describe why your objectives are realistically achievable and provide information on how the objectives can be measured and verified
Consider the duration of the project and the coherence of the work plan (see 3.1). Don't be overambitious - evaluators may doubt your ability to do what you propose - and limit the number of objectives to the necessary ones. 

EXCELLENCE - 1.1

1.1. Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)

At a minimum, address the following aspects:

- Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?

- **Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.**

HOW TO DEAL WITH SECTION 1.1

1.1.2 Advancements beyond the state of the art

1

Provide a complete analysis of the state-of-the-art, including the main findings and the most relevant literature.

- *The state-of-the-art has to be clearly explained and really relevant to your research domain. Show that you are aware of the main scientific issues in your field.*
- *Use a reasonable number of references in important journals of your field, to show that you are indeed following closely the state-of-the-art. If possible, add also self-citations to show that you are part of the state-of-the-art and references to the work of your supervisor, to underline how this supervision is relevant for your project.*

TIPS

2

Describe how your research project will have an impact on your field of studies and how it represents an advancement compared to the state-of-the-art


- *Bring upfront and highlight the importance of your project for the research field, how it is answering a research need, the timeliness of the project and the innovative aspects that it brings along.*
- *Highlight any existing gap (e.g., aspects overlooked or not yet explored/limits of a particular methodology, etc.) that your research will contribute to bridge. Your research shall propose an area of study/a methodological approach/a specific topic that represent a progress beyond the current state-of-the-art.*
- *Describe how much your proposal is disruptive compared to what has been done up to now*

TIPS



Choose carefully the literature references. You must demonstrate that you are aware of the main works in your research field and up-to-date on the most recent findings


EXCELLENCE - 1.2



1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices)

At a minimum, address the following aspects:

- Overall methodology: Describe and explain the overall methodology (...)
- Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines (...)
- Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account (...)
- Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology.
- Research data management and management of other research outputs: Applicants generating/collecting data (...)



Section 1.2 is where you demonstrate that the chosen methodology is sound and well-thought, and in line with the Research & Innovation approach adopted by the European Commission

SECTION 1.2 EXPLAINED

Soundness refers to the coherence and accuracy of the proposed methodology. It must be well-thought and designed to achieve successfully the research objectives.

Interdisciplinarity means the combination of expertise and methods from different disciplines


Gender dimension refers to the integration of sex and/or gender analysis through the entire R&I cycle, from the setting of research priorities through defining concepts, formulating research questions, developing methodologies, gathering and analysing sex/gender disaggregated data

Open Science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in order to increase the quality and efficiency of research and accelerate the advancement of knowledge and innovation by sharing results, making them more reusable and improving their reproducibility

EXCELLENCE - 1.2




1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices (...))

At a minimum, address the following aspects:

- 
- **Overall methodology: Describe and explain the overall methodology (...)**
 - Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines (...)
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 - Research data management and management of other research outputs: Applicants generating/collecting data (...)

HOW TO DEAL WITH SECTION 1.2

1.2.1 Overall methodology

- 1 Present the methodology proposed and explain why it represents the best approach to achieve your R&I objectives
 - *The choice of methodology must be relevant and innovative.*
 - *Your approach must be original and the combination of various techniques (inter-multidisciplinarity) is positively evaluated.*
- 2 Provide a short description of the activities you will carry out
 - *Link the techniques you will use with the objectives you are expecting to reach, while introducing the Work Packages you will describe in details in section 3.1.*
 - *Make sure to provide sufficient level of detail on how you will actually carry out the work*
- 3 Demonstrate that the chosen methodology is sound and well-thought
 - *Describe any possible challenge/criticality that may occur with the chosen methodology*
 - *Explain how you will address them or why they will not jeopardise the final outcome*

EXCELLENCE - 1.2

1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices (...))

At a minimum, address the following aspects:

- Overall methodology: Describe and explain the overall methodology (...)
- **Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines (...)**
- Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account (...)
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- Research data management and management of other research outputs: Applicants generating/collecting data (...)



HOW TO DEAL WITH SECTION 1.2

1.2.2 Interdisciplinary approaches

- 1** Describe any link with other scientific disciplines and/or the non-academic sector.
Explain how you are going to mobilize methodologies, techniques and/or tools coming from other disciplines than yours. Or, how you are going to apply methodologies, techniques and/or tools from your own field to address issues of another scientific field.
- 2** Explain the added-value this brings to your research
You can mention (i) how it helps you to achieve more effectively your objectives; (ii) the positive impact that your research might have on other disciplines/sectors, if relevant; (iii) any new knowledge that you will gain by the cross-fertilisation.
- 3** If an interdisciplinary approach is unnecessary or not applicable to your research, explain why

TIPS

TIPS

EXCELLENCE - 1.2

1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices (...))

At a minimum, address the following aspects:

- Overall methodology: Describe and explain the overall methodology (...)
- Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines (...)
- **Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account (...)**
- Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology.
- Research data management and management of other research outputs: Applicants generating/collecting data (...)



If not already familiar with addressing gender/diversity issues, you could mention that you will develop this expertise through training (see section 1.3).

HOW TO DEAL WITH SECTION 1.2

1.2.3 Gender dimension / Diversity aspects

1

Comment on any gender or diversity issues related to the research and how they will be dealt with (for example, gender balance in a survey response).

You must elaborate your project keeping gender issues and other diversity aspects in mind answering these questions: to what extent are you going to avoid gender/diversity biases that characterize your scientific field? Reflect on how science has been developed up to now also in terms of impacts on end-users (when relevant).

TIPS

2

If not relevant to your project, explain briefly why it is not relevant. This will demonstrate that you have considered this issue and not forgotten to tackle it.

You can use this sentence: "The proposed project has no gender/diversity implications. If, during the implementation of the project, any gender/diversity-related issue should become evident, they will be duly taken into account and the project will be adjusted to ensure that it will not lead to gender/diversity-biased results"

TIPS

EXCELLENCE - 1.2

1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices (...))

At a minimum, address the following aspects:

- Overall methodology: Describe and explain the overall methodology (...)
- Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines (...)
- Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account (...)
- **Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology.**
- **Research data management and management of other research outputs: Applicants generating/collecting data (...)**

The [HE Programme Guide](#) (p. 37-53) provides detailed information, suggestions and resources on OS practices



HOW TO DEAL WITH SECTION 1.2

1.2.4 Open Science practices


- 1** Describe which open science practices you will adopt throughout the implementation of your project and how it relates to the chosen methodology
 - *Provide a brief description of the open science practices (open access to data, early sharing of results, etc.) you plan to adopt*
 - *Link such practices to the chosen methodology (for example, if the methodology entails data collection, you can explain how you will manage such data to ensure that they are accessible and reusable)*

TIPS
- 2** Explain how such practices will help you to achieve the proposed objectives
 - *For example, you can use open peer-review to strengthen the validation of findings, or use co-design or co-assessment activities to increase the robustness of the outcomes*

TIPS
- 3** If your research involves the generation or collection of data, explain how you will manage data in line with the FAIR principles
 - *Mention as a minimum the use of data management plans, and the adoption of open access to research data under the principle 'as open as possible, as closed as necessary'*

TIPS
- 4** If OS practices are not applicable given the nature of your project, provide a sound justification

EXCELLENCE - 1.3



1.3 Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host

At a minimum, address the following aspects:

- Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed (...)
- Planned training activities for the researcher (scientific aspects, management/organisation, horizontal and key transferrable skills...).
- For European Fellowships: two-way transfer of knowledge between the researcher and host organisation.
- For Global Fellowships: three-way transfer of knowledge between the researcher, host organisation, and associated partner for outgoing phase.
- Rationale and added-value of the non-academic placement (if applicable).

SECTION 1.3 EXPLAINED

Quality of the supervision means that the chosen supervisor has the adequate profile to guarantee you a high standard supervision, both scientifically and for your career development. You must prove that s/he is the most appropriate supervisor for your project and your personal development and how her/his expertise fits the purposes of the project.

Quality of the training means that the training is relevant and tailor-made on your profile : it must be coherent with your existing background and (lack of) competences and provide you with the appropriate set of skills to bring this project into successful completion and your career prospects towards a step further.

Two-way transfer of knowledge refers to the mutual benefits in terms of knowledge transfer that there will be for both the researcher and the host institution/s as a result of the research collaboration




Chapter 1.3 is where you describe how you will achieve knowledge and skills pivotal to your career development. A concrete and adequate training plan is a sign that the project is well thought.

EXCELLENCE - 1.3

1.3 Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host

At a minimum, address the following aspects:



• **Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed (...)**

- Planned training activities for the researcher (scientific aspects, management/organisation, horizontal and key transferrable skills...).
- For European Fellowships: two-way transfer of knowledge between the researcher and host organisation.
- For Global Fellowships: three-way transfer of knowledge between the researcher, host organisation, and associated partner for outgoing phase.
- Rationale and added-value of the non-academic placement (if applicable).



You need to select training that will actually bring added value to you and your project. Describe why you selected it and how it helps you to deliver the project and boost your career

HOW TO DEAL WITH SECTION 1.3

1.3.1 Supervision

1

Explain your choice of supervisor, highlighting:

- His/her knowledge and expertise on the research topic
- His/her track record
- His/her experience in training researchers (PhD and PostDoc level)
- any past or current joint collaboration, especially international collaborations

2

Describe how your supervisor will be concretely involved in the technical/scientific/scholarly objectives addressed in the project (e.g. providing hands-on training, courses, contributions to the research itself).

3

For Global Fellowships, also provide information for the supervisor of the outgoing phase

4

If you planned some secondments, describe briefly the profile of the supervisor/s at the secondment's host institution

EXCELLENCE - 1.3

1.3 Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host

At a minimum, address the following aspects:

- Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed (...)

- **Planned training activities for the researcher (scientific aspects, management/organisation, horizontal and key transferrable skills...).**

- **For European Fellowships: two-way transfer of knowledge between the researcher and host organisation.**

- **For Global Fellowships: three-way transfer of knowledge between the researcher, host organisation, and associated partner for outgoing phase.**

- **Rationale and added-value of the non-academic placement (if applicable).**



It is not sufficient to list the new knowledge/skills, you should also provide details on how training will occur (hands-on training, seminars, practice during secondments, workshops...).

HOW TO DEAL WITH SECTION 1.3

1.3.2 Training activities

- 1 List the new knowledge you expect to gain during the fellowship (training objectives) and how they are relevant for your research and career development
- 2 Describe how you will gain such knowledge (e.g. training on the use of special machinery, course on a new methodology, etc.). Do not forget to mention training on transversal skills.

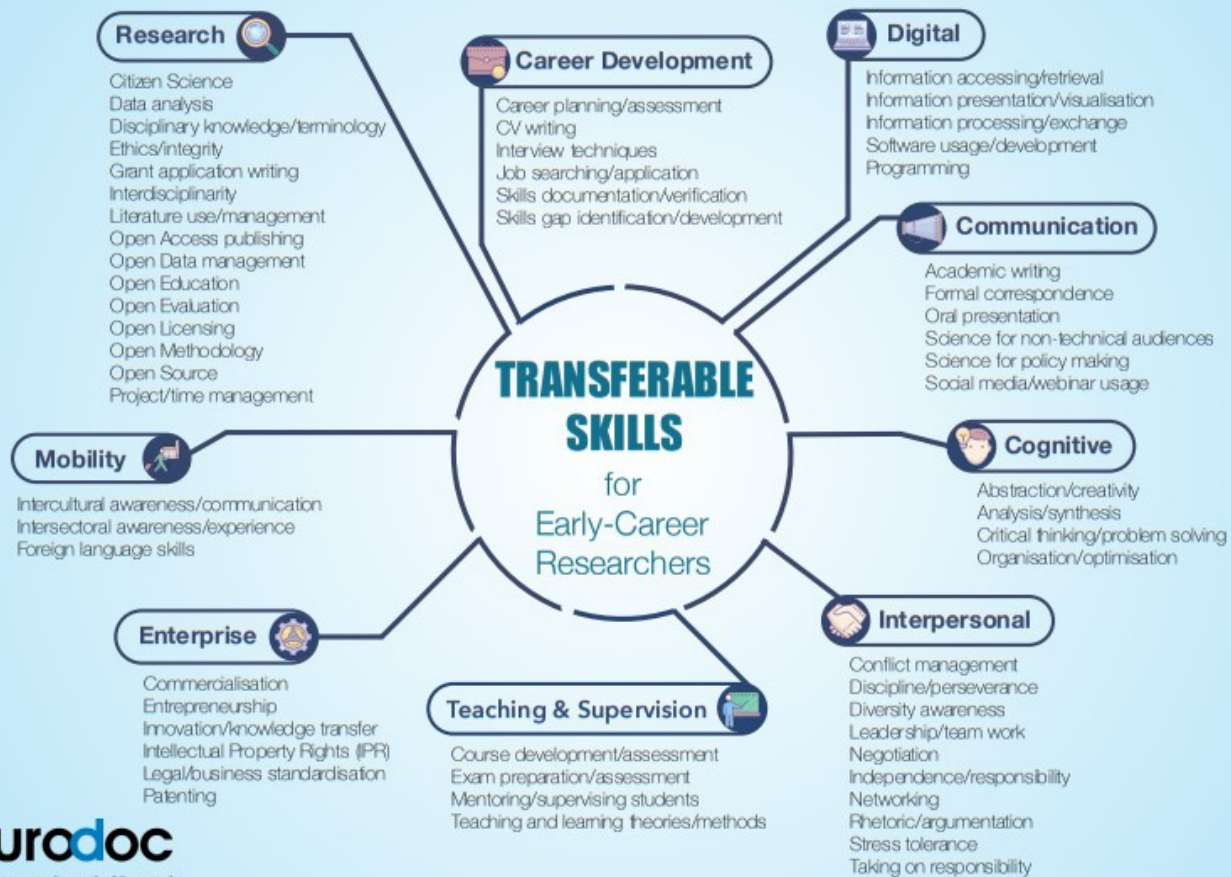
1.3.3 Transfer of knowledge

- 1 Describe the knowledge/expertise you already possess that can be beneficial for the host institution. For GF, also describe the knowledge acquired during the outgoing phase and transferred back to the European host institution
- 2 Describe how the transfer of knowledge will happen (e.g. through joint research, mentoring students, organizing workshops, expanding the network of the host research team).

1.3.4 Non-academic placement

- 1 If you requested the additional placement, explain what is the added-value for your future career and how it is functional to the successful completion of the project

Example of Trasferable Skills



Example - Section 1.3

The training plan aims to i) expand my expertise and network of collaborations and ii) to consolidate my complimentary and transferable skills. I will then be able to reach my research objectives, but also to expand and diversify my future independent research. This will further strength my leadership and independence, supporting me in attaining an independent position. I will acquire new knowledge in:

- (...)
- (...)
- (...)

Further, additional training will be included in my plan in order to enhance complementary and transferrable skills which will help the transition from a postdoc to an independent researcher. Indeed, my ultimate goal is to start my own independent research group. Over the next two years I feel that the following research objectives are crucial to help me achieve my goals:

- (...)
- (...)
- (...)

In parallel, my host institution will benefit from my expertise in (...) via training and collaboration. I'm eager to collaborate with other scientists and I will ensure that my expertise will be transferred at the host institution through:

- (Co-)Supervision of PhD students
- Training of personnel on (...)
- Co-publishing with some other group members
- Giving lectures for advanced courses on (...)
- Being involved in organisation of doctoral schools
- Transferring back the knowledge from secondments/outgoing phase

EXCELLENCE - 1.4



1.4 Quality and appropriateness of the researcher's professional experience, competences and skills

Discuss the quality and appropriateness of the researcher's existing professional experience in relation to the proposed research project.



The purpose of section 1.4 is to show that you have the right characteristics to deliver the project. Highlight what you have done so far (e.g. publications record, invited talks, etc.) on the research topic


SECTION 1.4 EXPLAINED

Quality refers to the level of researcher's professional experience, competence and skills. The track record must be appropriate in relation to the researcher's level of experience

Appropriateness means that the researcher's professional experience, competence and skills are relevant for the topic of the research and adequate to achieve the proposed objectives

EXCELLENCE - 1.4

1.4 Quality and appropriateness of the researcher's professional experience, competences and skills



Discuss the quality and appropriateness of the researcher's existing professional experience in relation to the proposed research project.

HOW TO DEAL WITH SECTION 1.4


1.4.1 Professional experience, competences and skills

1

Explain why you are in an optimal position to carry out successfully the project. Mention:

- Your background experience in the proposed topic and in the proposed methodology/approach
- Any experience in managing grants and carrying out projects
- Your ability to collaborate with other scholars and create networks

IMPACT - 2.1



2.1 Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development

At a minimum, address the following aspects:

- Specific measures to enhance career perspectives and employability of the researcher inside and/or outside academia
- Expected contribution of proposed skills development to the future career of the researcher

SECTION 2.1 EXPLAINED

Credibility refers to the coherence of the proposed measures given your current level of experience as well as the extent to which they are realistically achievable and have a concrete impact on your future career and skills development

Career perspectives refers to your long-term career goals and ambitions. You should answer the question “where do you see yourself or where do you want to be in 5 years after the end of the project and beyond?”.

Skills development means that it is clear how the skills acquired during the fellowship will help you to attain your career goals




The purpose of chapter 2.1 is to show to what extent the MSCA PF grant will have a springboard effect on your career. Describe your professional ambitions and how the fellowship will help you to attain them.

IMPACT - 2.1

2.1 Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development

At a minimum, address the following aspects:

- 
- **Specific measures to enhance career perspectives and employability of the researcher inside and/or outside academia**
 - **Expected contribution of proposed skills development to the future career of the researcher**



Make evident the link between the knowledge and skills described in section 1.3 and the achievement of these goals.
Be realistic, yet ambitious.

HOW TO DEAL WITH SECTION 2.1

2.1.1 Future career prospects

- 1 Identify and describe the positions and career goals you want to achieve after the fellowship and beyond.

You can mention:

- *obtaining a tenure-track position;*
- *starting your own research group;*
- *expanding your network and international collaborations;*
- *establishing scientific leadership in the field;*
- *obtaining international recognition;*
- *achieving ground-breaking and important publications;*
- *increasing your h-index;*
- *joining an excellent non-academic organisation;*
- *starting your own company or founding a think-tank;*
- *increasing the opportunity to apply and obtain an ERC grant*

TIPS


- 2 Explain what you will do concretely to enhance your career perspectives and how this fellowship will contribute to achieving your career goals.

- 3 Describe how the scientific and transferable skills acquired during the fellowship (through research, training and secondments) will be pivotal to enhance your career perspective

Be coherent with what you described throughout the proposal and, particularly, in section 1.3: the skills described in this section must be present also in section 1.3

TIPS

IMPACT - 2.2



2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:

- Plan for the dissemination and exploitation activities, including communication activities. Describe the planned measures to maximize the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation measures that are planned (...)
- Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property (...)



Chapter 2.2 is where you display your plan for dissemination and exploitation activities. Provide concrete and measurable information concerning the activities proposed and the target audience you want to reach.

SECTION 2.2 EXPLAINED

Dissemination of project results refers to the public disclosure of the results by any appropriate means, including by scientific publications in any medium. The aim is to transfer knowledge & results to enable others to use them and take them up, maximising the impact of EU-funded research.*

Exploitation of project results refers to the utilisation of results in further research activities other than those covered by the action concerned, or in developing, creating and marketing a product or process, or in creating and providing a service. The purpose is to effectively use project results through scientific, economic, political or societal exploitation routes aiming to turn R&I actions into concrete value and impact for society.*

Communication activities refers to a strategically planned process aimed at promoting the action and its results to a multitude of audiences, including the media and the public. The aim is to reach out to society and show the impact and benefits of EU-funded R&I activities, e.g. by addressing and providing possible solutions to fundamental societal challenges.*

Suitability means that the measures are proportionate and appropriate given your actual possibilities and target audience


Quality means that the proposed measures are relevant and are able to maximise the project's impact

**(Source: European IPR Helpdesk – Making the most of your H2020 project. Boosting the impact of your project through effective communication, dissemination and exploitation)*

IMPACT - 2.2

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:



• **Plan for the dissemination and exploitation activities, including communication activities: Describe the planned measures to maximize the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation measures that are planned (...)**

• Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property (...)



Provide details on the conferences you plan to attend, and the number of publications you plan to publish. Pay attention not to be over-ambitious (i.e. too many publications in high quality journals).

HOW TO DEAL WITH SECTION 2.2

2.2.1 Dissemination of project results

- 1** Identify all the target groups you want to address
Think about who is potentially interested in the results of your research beyond academic peers. TIPS
- 2** Describe the activities you plan to realise
Choose the activities based on the target groups you want to reach:
 - *(inter)national conferences*
 - *scientific journals*
 - *stakeholders' events*TIPS
- 3** Justify your strategy
 - *Explain why you selected these specific activities and how they will allow you to reach the identified target audiences effectively*
 - *Describe how such activities are in line with Open Science*
 - *Explain why they will help to maximise the impact of the project*TIPS


2.2.2 Exploitation of project results

- 1** Show that you are aware of the commercial potential and/or the economic/societal benefits of your project (if relevant)
- 2** Describe how the project results can be exploited (further research, commercial use, policy actions, etc.) and the planned measures to promote their use (e.g. involvement of key stakeholders)

IMPACT - 2.2

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:



• **Plan for the dissemination and exploitation activities, including communication activities: Describe the planned measures to maximize the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation measures that are planned (...)**

• Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property (...)



Provide as many details as possible. Plan this section in advance and collect information about events and media channels at your host institution that you can use to communicate your project.

HOW TO DEAL WITH SECTION 2.2

2.2.3 Communication activities

1

Define your target audience/s and why you want to engage with them.

Common reasons to communicate project activities/results are:

- *To present the project to an audience beyond the scientific community*
- *To show the impact of your research on everyday lives*
- *To promote science and research in the society*
- *To display the impact of MSCA on research and researchers' career*
- *To promote researcher profession among students*

TIPS

2

Present the main messages you want to deliver to the target audience/s

3

Describe the activities and the channels you will use to reach your target audience/s.

Include both one-way communication (Press releases; Youtube videos; Blogs; TV/Radio; Facebook; Twitter) and two-way communication (School visits; Open days; Demonstration and prototypes; Participation to events such as the Researchers' Night, Pint of Science, CIVIS Open Labs, etc.)


TIPS

IMPACT - 2.2

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:

- Plan for the dissemination and exploitation activities, including communication activities: Describe the planned measures to maximize the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation measures that are planned (...)



- **Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property (...)**



Remember that dissemination and exploitation activities are mostly directed to an audience of peers whereas communication activities address the general public

HOW TO DEAL WITH SECTION 2.2

2.2.4 IP management

- 1 If relevant for your project, discuss your strategy for managing IP (the monitoring of tangible and intangible results and identification of potential protection measures). You can mention the support you will receive from your host institution (for example, Technology Transfer Offices)
- 2 Explain how your IP strategy will support the exploitation of results
- 3 If other host institutions are involved (outgoing phase host, secondment host, placement host), describe how you will handle the joint use of results.
You can mention the conclusion of bilateral agreements between the beneficiary and the other host institutions

TIPS

Example - Section 2.2

Results derived from the present proposal will be published in high quality peer-review journals such as XXX, fostering Europe's competitiveness in research. I plan to publish a minimum of X scientific articles within the framework of this project. I will use open-access system to maximize the scope of the dissemination.

The fellow and the supervisors are frequently invited to give seminars at prestigious meetings such as XXX as well as at internationally recognized institutes ensuring the dissemination of results to the scientific community. Dissemination towards the industrial communities (or other stakeholders) will be ensured through participation to international fairs such as XXX.

In case of commercially valorisable research results, I will be assisted in the exploitation process by the Technology Transfer Office (TTO) that is in charge of Intellectual Property issues and of the protection of research results obtained within the research units of the university; it is involved in the transfer of knowledge and technologies to society and the marketplace.

Example - Section 2.2

In order to maximize public engagement and create awareness among the general public, I commit to take part to the following initiatives:

Public talks, TV-talks, podcasts and articles: (fellows can give a public talk or an interview, as well as write an article in non-scientific magazines)

E-Newsletters: (fellows could develop a web-based document to be released on several web platforms/channels, in order to implement the online visibility of the project as well)

Multimedia releases: (fellows could implement their outreach activities using all the possibilities offered by the internet. For instance, they could participate in webtalks or release videos explaining the outcomes of their projects in layman terms)

Web page dedicated to the project


Social medias (Facebook, Twitter, etc.)

Public events (European Researchers' Night, Pint of Science)

It is also possible to summarise the communication activities in a table:

communication objective/ main message	target group	description of activities	year/month

IMPACT - 2.3



2.3 The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts

- Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. (...)
- Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit. (...)
- Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful. (...)



Section 2.3 should showcase the long-term effects of your project beyond its immediate scope



SECTION 2.3 EXPLAINED

Magnitude refers to how widespread the outcomes and impacts are likely to be, in terms of the capacity of going beyond the immediate scope of the project and the number of people that will likely benefit from it

Importance refers to how relevant and valuable the project's outcomes and impacts will be for science, economy & technology, and/or the society

IMPACT - 2.3

2.3 The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts

- 
- **Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. (...) Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit. (...)**
 - **Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful. (...)**
- 



To address this section, examine the latest [EC priorities](#), [green papers](#) and [strategies](#)

HOW TO DEAL WITH SECTION 2.3

2.3.1 Project Impacts

1

Identify the impacts that your project might have on:

- science (new know how, equipment, instruments)
- economy & technology (new products, increased efficiency)
- society (decreasing mortality, decreasing pollution, improved policies)


2

Explain how your project's results can have impacts beyond the immediate scope and duration of the project (long term impact) and why they are important for science/economy/society.

3

Mention which group/s of people can benefit from such impacts. This will provide an estimate of the magnitude of your project contribution.

IMPLEMENTATION - 3.1



3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

At a minimum, address the following aspects:

- Brief presentation of the overall structure of the work plan, including deliverables and milestones.
- Timing of the different work packages and their components;
- Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, (...)



The purpose of chapter 3.1 is to show evaluators that the planning of the project is well thought. This will reassure about the successful completion of the project.

SECTION 3.1 EXPLAINED

Quality refers to the coherence and accuracy of the workplan in relation to the activities described in the proposal and the sequencing of the action.

Effectiveness means that the planned schedule is appropriate to reach the proposed objectives, that activities (including training, secondments, dissemination, etc.) take place at an appropriate timing, and that the workplan is not unrealistic.

Risk assessment refers to the identification of specific situations that might endanger the successful completion of project activities as well as the mitigation & contingency measures that will be implemented to either reduce risk exposure or its negative impact.

Appropriateness of the effort means that the timing (in person-months) assigned to each WP is commensurate to the actual work that needs to be done.


Deliverables are meaningful outputs, the concrete results of the action (a report, a database, a publication, etc.)

Milestones are control points in your project that help to monitor the project's progress. They could be a major deliverable, a decision taken with your supervisor or the overcoming of a major risk point.

IMPLEMENTATION - 3.1

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

At a minimum, address the following aspects:



- **Brief presentation of the overall structure of the work plan, including deliverables and milestones.**

- **Timing of the different work packages and their components.**

- Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments, placements. (...)



You should show “interaction” between WPs but limit the interdependence between them (delay or non achievement of one WP should not highly hamper the progress of the project)

HOW TO DEAL WITH SECTION 3.1

3.1.1 Workplan

1

Breakdown your work in distinctive Work Packages (WP1, WP2, etc).

Normally WPs correspond to the different phases of the research and should reflect the chosen methodology. Along with scientific WPs, you should include also transversal WPs, dedicated to Dissemination, Exploitation and Communication, Management, and Training.

TIPS

2

Present the WPs in a clear and concise manner.

For each WP, include:

- *a short description of the WP and tasks*
- *time provision (e.g., month 1-9)*
- *deliverables (D1.1; D1.2, ...) and milestones (M1.1; M1.2, ...)*

TIPS

3.1.2 Effort

1

Describe what is the effort (=time) dedicated to each WP and to the activities that compose them

2

Explain why the effort is commensurate to the activities. You must demonstrate that you will be able to deliver all the planned activities successfully and on time

Do not overdo, make sure to plan the activities in a coherent and feasible way: avoid to group too many activities in a short period of time and/or to dedicate too little time to challenging or time-consuming tasks

TIPS

IMPLEMENTATION - 3.1

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

At a minimum, address the following aspects:

- Brief presentation of the overall structure of the work plan, including deliverables and milestones.
- Timing of the different work packages and their components.
- **Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).**

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments, placements.



The Gantt Chart should mirror the description of the action, pay particular attention to its coherence with what you have described throughout the proposal

HOW TO DEAL WITH SECTION 3.1

3.1.3 Risk Assessment

- 1 Describe possible risks that might jeopardise the project outcome.
- 2 Describe how you will monitor and assess risks (e.g., periodical review of the activities with the supervisor)
- 3 Comment on the measures that you will implement to reduce the likelihood that certain risks will happen and/or to reduce their effects on the project.

It is possible to use a table to describe risks:

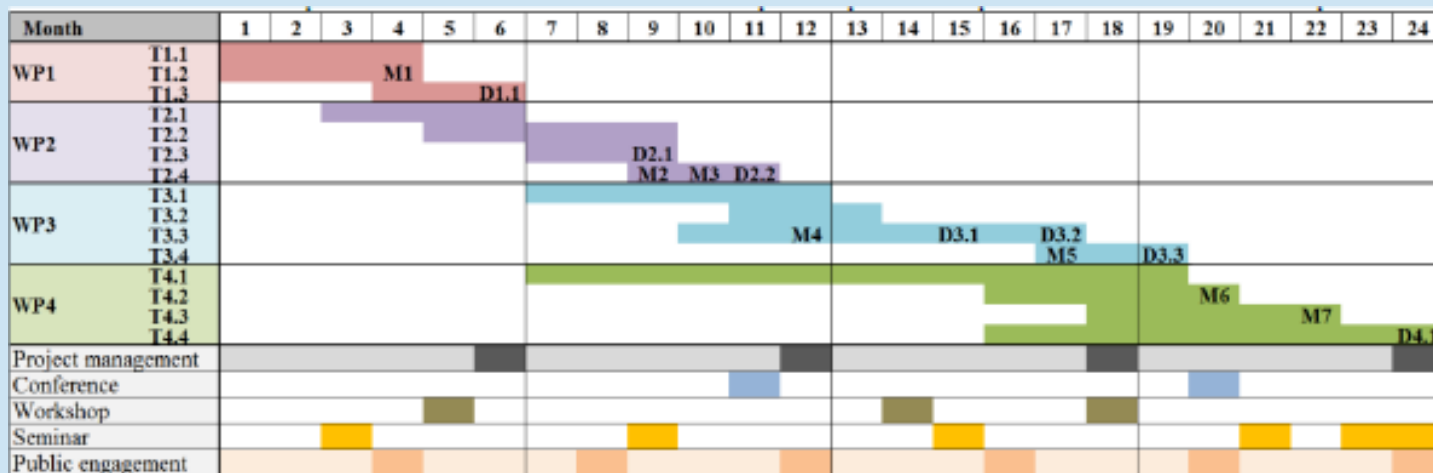
TIPS

Type of risk	Level of Risk	Preventive measure	Contingency measure

3.1.4 Gantt Chart

- 1 Include a Gantt Chart table to represent graphically your workplan. Make sure that your Gantt Chart presents clearly:
 - the timing of tasks
 - milestones
 - deliverables
 - other meaningful activities of the project (seminars, outreach & dissemination, training activities)

Example - Gantt Chart



IMPLEMENTATION - 3.2



3.2 Quality and capacity of the host institutions and participating organisations, including hosting arrangements

At a minimum, address the following aspects:

- Hosting arrangements, including integration in the team/institution and support services available to the researcher.
- Quality and capacity of the participating organisations, including infrastructure, logistics and facilities should be outlined in Part B-2 Section 5 (“Capacity of the Participating Organisations”)



Section 3.2 should prove that hosting institutions are appropriate to support and facilitate the implementation of the action, in terms of scientific environment, administrative support, facilities and infrastructures

SECTION 3.2 EXPLAINED

Quality refers to the appropriateness of the institutional environment for contributing to and supporting the implementation of the action

Capacity means that the host institution/s have the right infrastructures, logistic and facilities to ensure the successful implementation of the project

Hosting arrangements refers to the arrangements that will be taken to ensure that you are easily integrated in the host institution, participate in the academic life and involved in the activities of the research team, including their networks.

IMPLEMENTATION - 3.2

3.2 Quality and capacity of the host institutions and participating organisations, including hosting arrangements

At a minimum, address the following aspects:



- **Hosting arrangements, including integration in the team/institution and support services available to the researcher**

- Quality and capacity of the participating organisations, including infrastructure, logistics and facilities should be outlined in Part B-2 Section 5 (“Capacity of the Participating Organisations”)



It is recommended that you contact your host institution in advance as they might be able to provide a written description/list of their support services, infrastructures and project management expertise.

HOW TO DEAL WITH SECTION 3.2

3.2.1 Hosting arrangements

1

Describe how the research group is beneficial to your research and future career, and how your integration in the team will be ensured.

- *Explain how the group fits your project, how the group members will help you to move forward and how you will help them to further develop their competencies.*
- *Explain how you will be integrated in the group, e.g. through scientific and non-scientific group meetings, monthly presentations to the staff, contribution in publications, participation in workshops and conferences, additional responsibilities like instrumentation maintenance, etc.*

TIPS

2

Describe which arrangements will be taken to ensure your proper integration in the host institution

- *Mention the type of support and services offered at institutional level to facilitate your settlement and proper integration in the institutional environment, e.g. support with administrative procedures (visa, accommodation, medical insurance, etc.), access to facilities (laboratories, libraries, etc.), access to a personal workstation, participation to social events organised by the host institution, etc.*
- *Mention that your host institution is an endorser of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, and therefore guarantees optimum working conditions for researchers.*


TIPS

IMPLEMENTATION - 3.2

3.2 Quality and capacity of the host institutions and participating organisations, including hosting arrangements

At a minimum, address the following aspects:

- Hosting arrangements, including integration in the team/institution and support services available to the researcher



- **Quality and capacity of the participating organisations, including infrastructure, logistics and facilities should be outlined in Part B-2 Section 5 (“Capacity of the Participating Organisations”)**



The more active the participation of the host institution and partner organisations, the clearer their commitment is, and the more you will convince evaluators of their strategic role for the success of the project.

HOW TO DEAL WITH SECTION 3.2

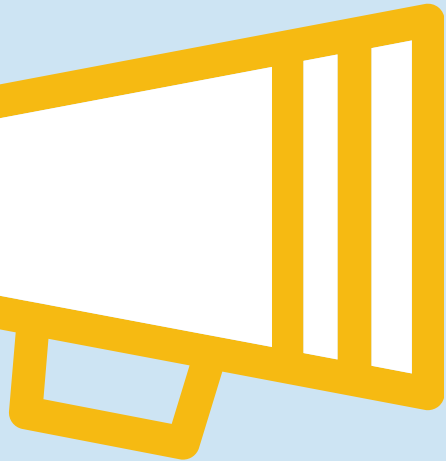
3.2.2 Capacity of the host institution/s

- 1 Explain why the host institutions are the best place to carry out the project.
- 2 Describe how each host institution will be involved and will contribute to the implementation of the action.
Refer to both:
 - *expertise and know-how of key people/research groups*
 - *key infrastructures (such as computing servers or library facilities or online databases, etc.)*

You can link it to your work plan (i.e. for WP1/Task 1.1, I will need to have access to XXX equipment that is available at my HI).
- 3 If applicable, describe the complementarity between the participating organisations

TIPS

CIVIS IN YOUR MSCA-PF PROPOSAL

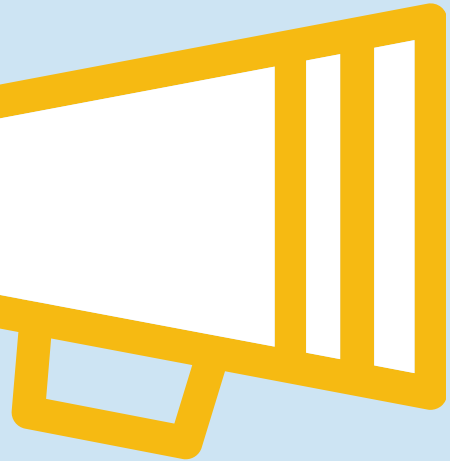


In your proposal you can mention that your host institution is part of CIVIS, one of the Erasmus+ European University Alliance.

Therefore, you will have access to the shared infrastructures, events, courses and initiatives of the alliance, expanding the opportunities and impact of your project.

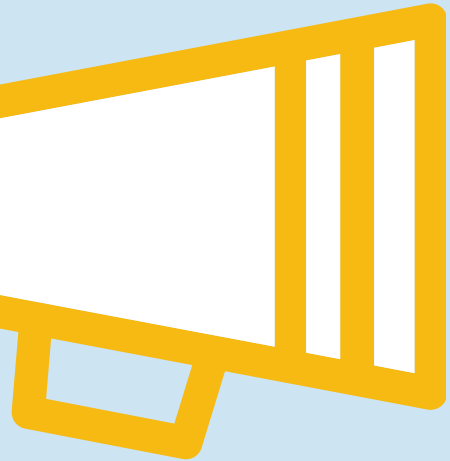
You can find up-to-date information on CIVIS opportunities at: www.civis.eu

CIVIS IN YOUR MSCA-PF PROPOSAL



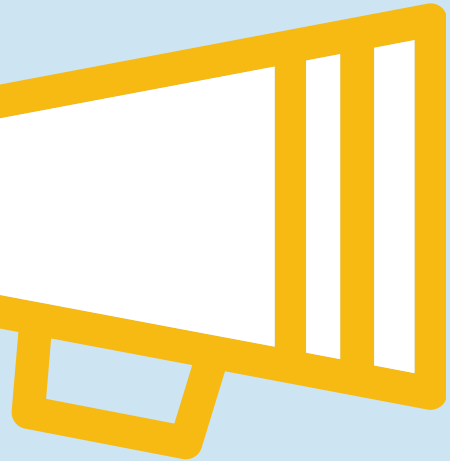
One of CIVIS priorities is to tackle major societal challenges of the 21st century through a challenge-based approach, integrating education, research and innovation activities, and in dialogue with local, regional, European and international actors, ranging from citizens and Non-Governmental Organisations (NGOs) to local authorities, businesses, international organisations and universities from beyond Europe including in Africa and the Mediterranean region.

CIVIS IN YOUR MSCA-PF PROPOSAL



You will be able to communicate your project and disseminate its results during the CIVIS Open Labs events, physical and open spaces aimed at sharing knowledge, experience, commitment and intellectual stimulation with local societies to strengthen the way in which the university and the environment relate.

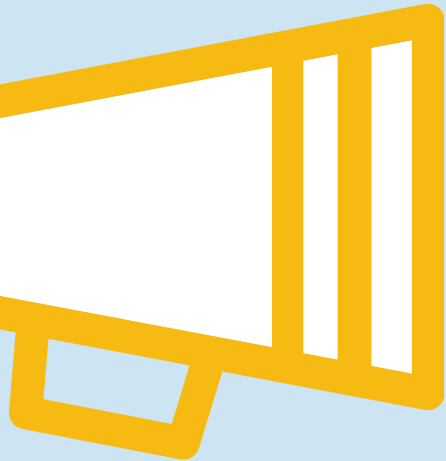
CIVIS IN YOUR MSCA-PF PROPOSAL



You will be able to take advantage of the CIVIS Academy and have the opportunity to share teaching and technical experience, knowledge and skills with your international peers.

You will be able to organise seminars and training courses at European level and/or access workshops and trainings offered by any of the CIVIS university.

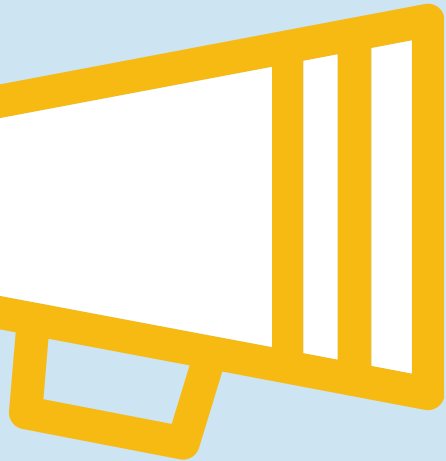
CIVIS IN YOUR MSCA-PF PROPOSAL



When you describe the hosting arrangements in section 3.2 you can use the following sentence:

"The host institution is part of CIVIS, one of E+ European Universities alliances. I will therefore have access to the numerous initiatives organised at network level, such as the CIVIS Open Labs and the CIVIS Academy, and I will be given the opportunity to interact and collaborate with researchers from the 11 CIVIS universities. This will allow me to expand my network further and to strengthen my ability to create synergies with other transnational and interdisciplinary research actions. It will also allow me to disseminate the results of my research to a broad scientific community"

CIVIS SUPPORT DURING PROPOSAL WRITING



The CIVIS network is available to support you during the preparation of your proposal.

If you have any doubts or questions you can join any of the following Q&A session with MSCA experts:

27 JULY 2023, 3-4 pm (CEST)
10 AUGUST 2023, 3-4 pm (CEST)
28 AUGUST 2023, 3-4 pm (CEST)

SEND US YOUR QUESTIONS IN ADVANCE ON SLIDO!

- FOR THE Q&A OF 27 JULY SEND YOUR QUESTIONS [HERE](#)
- FOR THE Q&A OF 10 AUGUST SEND YOUR QUESTIONS [HERE](#)
- FOR THE Q&A OF 28 AUGUST SEND YOUR QUESTIONS [HERE](#)

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