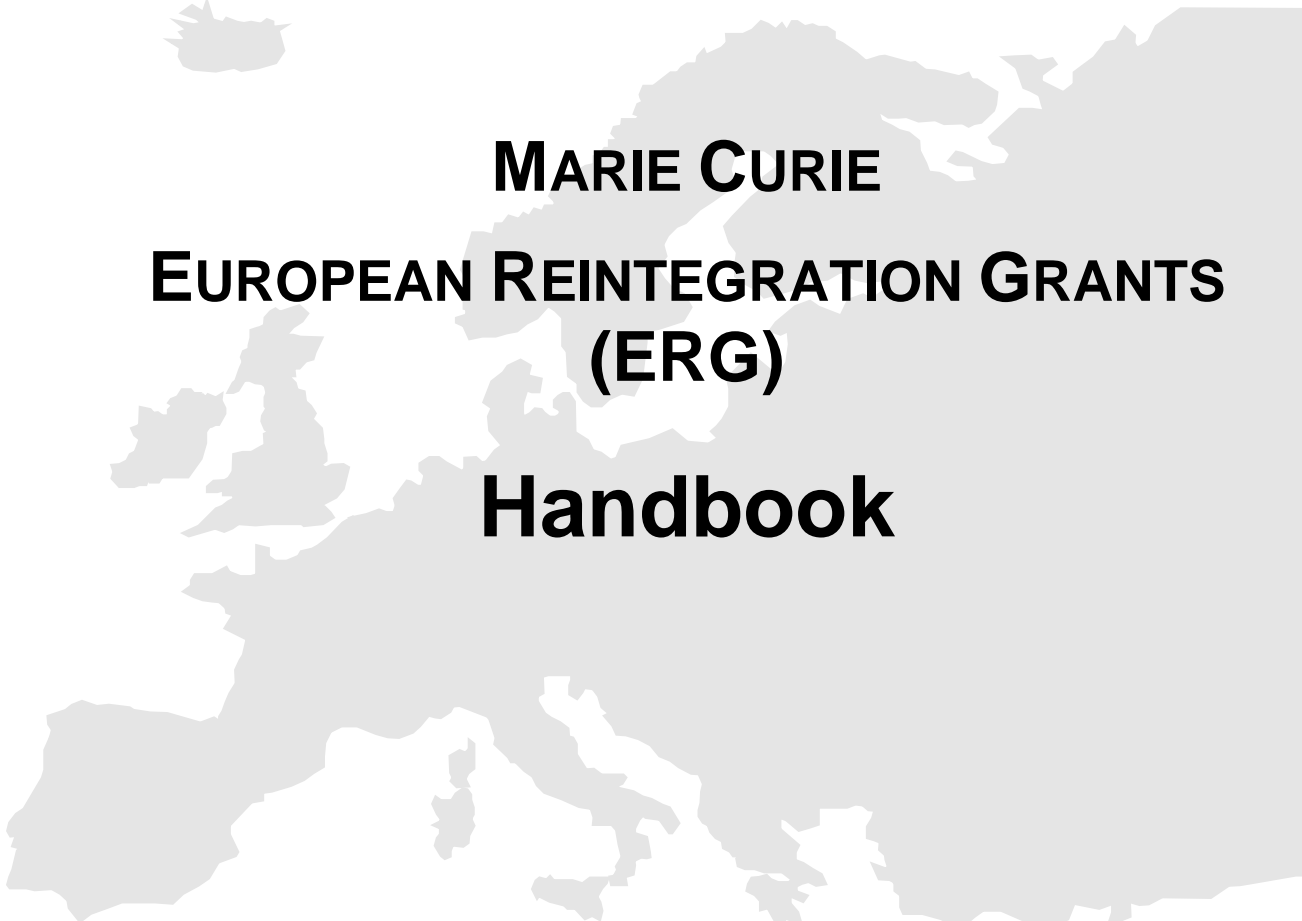




European Commission  
Research Directorate General  
Human Resources and Mobility

A light gray silhouette map of Europe serves as a background for the title text.

**MARIE CURIE**  
**EUROPEAN REINTEGRATION GRANTS**  
**(ERG)**  
**Handbook**



MARIE CURIE **ACTIONS**

November 2003

**This handbook explains the principles of  
Marie Curie European Reintegration Grants (ERG)  
to be funded under the EU's Sixth Framework Programme.**

Similar documents are available for the other  
Marie Curie Actions namely:

Marie Curie Research Training Networks (RTN)  
Marie Curie Host Fellowships for Early Stage Training (EST)  
Marie Curie Host Fellowships for the Transfer of Knowledge (ToK)  
Marie Curie Conferences and Training Courses (SCF/LCF)  
Marie Curie Intra-European Fellowships (EIF)  
Marie Curie Outgoing International Fellowships (OIF)  
Marie Curie Incoming International Fellowships (IIF)  
Marie Curie Excellence Grants (EXT)  
Marie Curie Excellence Awards (EXA)  
Marie Curie Chairs (EXC)  
Marie Curie International Reintegration Grants (IRG)

**MARIE CURIE ACTIONS**

They are available on our web-site:

**<http://europa.eu.int/mariecurie-actions>**

Comments are welcome and may be sent by e-mail to:

**[rtd-mariecurie-actions@cec.eu.int](mailto:rtd-mariecurie-actions@cec.eu.int)**

**Legal notice**

*This guide aims to make the rules concerning Marie Curie actions transparent and easy to understand, thus it serves for information purposes only and has no legal value. It is based upon a number of legal texts, in particular the Work Programme and Rules for Participation listed in Annex V of this document. Only those texts having a legal status can be referred to for the purpose of any legal or administrative proceedings.*

## THE ESSENTIALS

### What are Marie Curie European Reintegration Grants (ERG)?

This action aims at providing support to the reintegration of researchers into professional scientific careers after benefiting from a Marie Curie Action.

### Who can apply?

A researcher from EU or Associated States countries who have just completed a Marie Curie fellowship of at least two years to assist the professional reintegration of the research worker in a host institution located in a Member State or Associated State.

### Which research topics are supported?

Proposals from all areas of scientific and technological research of interest to the European Community are welcome and there are no priority areas.

### How does it work?

The researcher applies to the Commission jointly with the host institution at least 6 months before the end of the training/mobility period. If the proposal is selected, the Commission signs a contract with the host which will commit itself to assure an effective and lasting reintegration of the researcher for a period of at least 2 years.

### What does the funding cover?

It consists of a grant of a maximum amount of 40.000€ to be used within one year following the term of the Marie Curie action. The grant is to be used as a contribution to the scientific costs relating to the researcher's project at the reintegration host and CANNOT be used for the salary of the researcher.

### When to apply?

Applications should be sent during the last year of the initial training/mobility action and at least 6 months before the end of it. A "call for proposals" was published on December 17<sup>th</sup> 2002 and it consists of an open call with several closure dates **15<sup>th</sup> October 2003, 15<sup>th</sup> January 2004, 15<sup>th</sup> April 2004, 15<sup>th</sup> July 2004** and **14<sup>th</sup> October 2004** (at 17.00hrs Brussels time). Proposals can be submitted at any time and will be evaluated in batches following each of these closing dates. It is expected that an additional call will be published with deadlines in 2005 and 2006.

### How to apply?

Firstly, you should continue reading this document! If you are still interested then download an "InfoPack" that provides the material you need to prepare a proposal. We recommend that you also consult the relevant legal documents (listed in the annex V of this document) to better understand the evaluation process, rules of participation, contractual and financial issues, etc.

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## 1. Introduction

To help develop the European Research Area (ERA), the Commission has launched the Sixth Framework Programme for Research and Technological Development (FP6). This programme will run from 2002 to 2006 and is the financial tool with which the Commission can put research policy into practice and also provide the necessary financial support for scientific and technological development projects.

Within this Framework Programme, the Human Resources and Mobility (HRM) activity, also known as **Marie Curie Actions**, has a budget of 1.58 billion Euro and consists of a coherent approach, largely based on the financing of actions for researchers. These will be aimed at the development and transfer of research competencies, the consolidation and widening of researchers' career prospects, and the promotion of excellence in European research.

The purpose of this document is to explain one of the 12 different Marie Curie -: Marie Curie European Reintegration Grants (ERG). The information is based mainly upon the relevant legal texts, in particular, the Work Programme for the "Structuring the European Research Area Programme". Text that has been directly extracted from this document is shown in boxes to aid the reader.

### 1.1 What are Marie Curie European Reintegration Grants?

The specific objectives of the Marie Curie European Reintegration Grants action are:

*"Marie Curie Return and Reintegration Grants will be directed at researchers from EU and associated countries who have just completed a Marie Curie fellowship of at least two years. The mechanism will assist the professional reintegration of the research worker, the priority being given to reintegration in his or her country or region of origin. The action also intends to encourage the researchers to place their transnational mobility period within the framework of a coherent professional project and to promote the perspectives of the development of their research career."*

*(Work Programme section 2.3.41)*

Researchers applying for this action need to identify and develop a research project that will allow them to capitalise on their "current" transnational *Marie Curie* action mobility period in which they will have had to participate for a duration of 24 months. The project to be identified and developed should be coherent with regards to their research experience and in particular with the subject of their current research training/transfer of knowledge project. The project should also allow a smooth integration in the host institution with the objective of reaffirming their career.

The overall purpose of ERG is to increase the attractiveness of the mobile researchers by awarding a reintegration grant to be used to support research work. The hosting institution must commit themselves to offer a work contract of at least 2 years to the researcher.

## **1.2 How long does the grant last?**

The grant needs to be used within one year following the term of the Marie Curie Action (Work Programme section 2.3.4.1).

## **1.3 How does it work?**

To show how European Reintegration Grants work, the figure on the following page shows its “life cycle”. Referring to this figure, the whole process can be divided into five stages thus:

### Stage 1: Proposal Preparation

The individual researcher must identify the host institution where the re-integration will take place. The host must commit itself to ensure an effective and lasting reintegration for at least 2 years in order to carry out the reintegration project. This commitment will have to be secured by means of a contract between the researcher and the host. The research project should capitalise as far as possible on their “current” transnational *Marie Curie* action mobility period in which they will have had to participate for a duration of 24 months.

### Stage 2: Proposal Evaluation

After the deadline, a series of checks will be performed on the proposal to ensure that it complies with some basic criteria such as the completeness, eligibility of the applicant etc. The Commission will also arrange for the proposal to be evaluated by independent experts in the field of the proposed project, who will assess it against a number of evaluation criteria. The applicant will be provided with a report describing the consensus opinion reached by the independent experts.

### Stage 3: Negotiation and Selection

Taking into account the opinions of the experts and the available funding, the Commission will rank the proposals. Those proposals that have been retained will be invited to enter into contract negotiations. The purpose of this process is to prepare the technical annex of the contract and to finalise the EC contribution. Any comments from the experts that arose during the evaluation process may be taken into account. At this stage the host may be asked to provide evidence of the commitment towards the selected researcher.

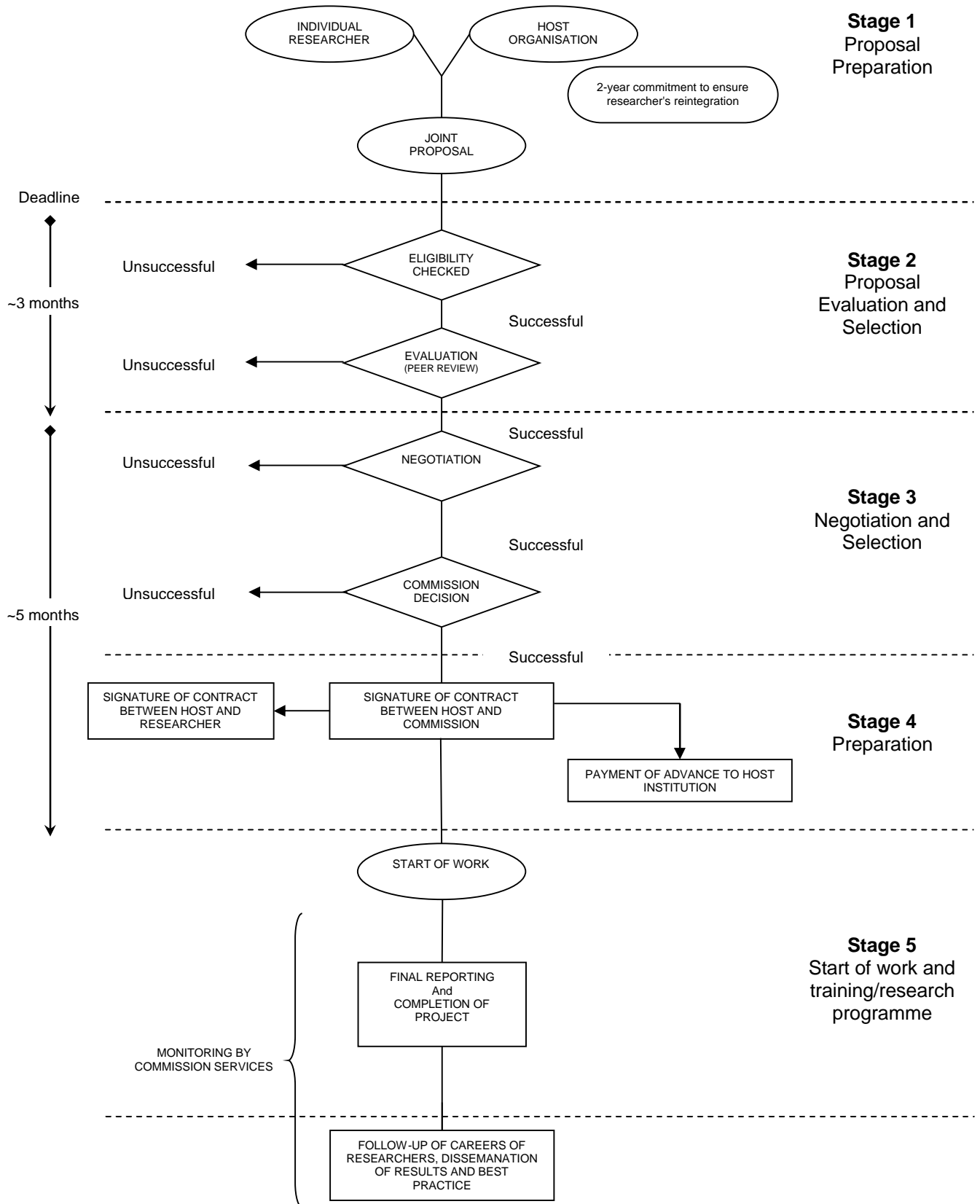
### Stage 4: Preparation

Assuming a successful outcome to the negotiations, a draft contract will be prepared by the Commission and sent to the host institution for signature. Once signed by both parties, the host institution must sign an agreement/contract with the fellow. An advanced payment of 80% of the grant will be provided following the signature of the contract between the host institution and the Commission.

### Stage 5: Start of Work

Only at this stage can the project really start. The final payment of 20% of the grant is released upon acceptance of the final report by the Commission services.

# "LIFE CYCLE" OF A EUROPEAN REINTEGRATION GRANT



## 1.4 Differences between FP5 and FP6

A strict comparison between the Actions in FP5 and FP6 is not really possible due to the fundamental differences in terms of objectives and participation rules. Nevertheless, the following table highlights the main differences between Individual Fellowships (Category Return) under FP5 and the European Reintegration Grants available in FP6:

	<b>FP5</b>	<b>FP6</b>
<b>Name of the programme/activity</b>	Improving Human Potential	Human Resources and Mobility
<b>Name of the action</b>	Marie Curie Individual Fellowships (Cat. R)	Marie Curie European Reintegration Grant
<b>Participation of EU Member States and Associated States</b>	Only for institutions in Less-Favoured regions of the Community	For all EU Member States and Associates States
<b>Eligibility of researchers regarding nationality</b>	Applicants had to be nationals of the country to which they wished to return and had to have a link with one of its Less-Favoured regions.	Applicants may apply to any EU Member State or Associate State. Priority will be given to reintegration in the country of origin.
<b>Eligibility regarding participation in previous fellowships</b>	Applicants had to have 24 months of a Marie Curie Individual fellowship (cat. 30) under FP5 or a Marie Curie Research Training Grant (cat. 30) under FP4.	Applicants need to have participated for at least 24 months either in a FP6 Marie Curie action (RTN, TOK, EST, EIF) or under any training and mobility action of previous Framework Programmes (e.g. Training Networks in FP5 or FP4)
<b>Allowances paid to researchers</b>	(i) Living allowance (ii) mobility allowance, (iii) Travel costs between home and host country	Not applicable (No allowance paid to the researcher)
<b>Allowable expenses</b>	Covering research costs of the fellow, management costs and overheads, conference participation, etc. No distinction among type of expense.	All expenses necessary to carry out the project (cost of personnel other than eligible researcher; equipment costs; consumables, travel costs, etc.)
<b>Allowable expenses related with the management of the fellowship</b>	Not specifically featured	(ii) Up to 3% of the Community Contribution



## 2 What type of research does it cover?

### 2.1 The Topic of the Project

All Marie Curie action have a “bottom-up” approach i.e. all fields of research of interest to the European Community are eligible for funding. Furthermore, no quota will be applied to the disciplines in advance of the selection process – the number of proposes received in each field being used. This so-called “bottom up” approach may be expressed as the following:

- *“Freedom is given to the proposers as to the choice of field of research for their projects. The Marie Curie actions will therefore be open to all fields of research, which contribute to the objectives of the Community as defined in Article 163 of the EC Treaty, for projects chosen freely by the applicants themselves.*
- *Great initiative is left to the proposers within the objectives of the programme and within general guidelines (including maximum expenditure) concerning the details permitting a better realisation of the objectives.*

*(Work Programme section 2.5.1)*

In determining the project research topic, it is important to emphasise that it should be of strong interest for Europe and help to provide the best possible opportunities for the experienced researchers to advance their careers.

Note that those research fields with direct military applications are not eligible for funding. Similarly, those fields within the scope of the EURATOM programme (nuclear fission and fusion) may be covered by other actions. However, this does not exclude, for example, fundamental research in the field of nuclear physics.

Research projects with ethical implications will be subject to ethical review and may not be eligible for funding. Examples include research involving use of personal data whether identified by name or not; some specific aspects of human embryo research; animal welfare etc. Certain subjects are not eligible to be funded in FP6 e.g. research activity aiming at human cloning for reproductive purposes; research activity intended to modify the genetic heritage of human beings which could make such changes heritable (although research relating to cancer treatment of the gonads can be financed). All proposers are advised to consult:

[http://europa.eu.int/comm/research/science-society/ethics/ethics\\_en.html](http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html)

### 2.2 The Concept of Panels

For practical organisational reasons, proposals will be classified under eight major areas of science (known as “panels”): Chemistry; Economics, Social Sciences and Humanities; Engineering sciences; Environmental and Geo-Sciences; Life Sciences; Mathematics and Information Sciences; and Physics.

The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field “Scientific Panel” on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that are involved. The choice of panel and additional keyword will guide the Commission in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. The proportionate number of eligible proposals in each panel will be used for this purpose.

## 3 Which research organisations can take part?

### 3.1 How are participants defined?

*Participants* are defined as the research organisations that are hosting the fellows. If selected for funding, the *participants* will be signing a contract with the Commission:

*“As a general rule, the participants of the Marie Curie actions are organisations active in research or research training (universities, national or international research centres or commercial enterprises, etc) implementing Marie Curie actions and signing contracts with the Commission.”*

*Work Programme (section 2.5.2)*

According to this denomination the *participant* in a Marie Curie Reintegration Grant is the host institution but not the researcher, who is a "third party" beneficiary:

*“Eligible researchers under these schemes are “third party” beneficiaries of the Marie Curie actions. They do not sign a contract with the Commission, but benefit from the Marie Curie actions and are therefore in this way beneficiaries of Community funds”.*

*Work Programme section 2.5.3)*

### 3.2 What type of research organisations can take part?

Many different types of research organisation can take part in ERG:

- National organisations (e.g. universities, research centres etc);
- Commercial enterprises, especially those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.)
- International European interest organisations (e.g. CERN, EMBL, etc);
- The Joint Research Centre of the European Commission;

The participation and funding of the above types of organisation based in Member and Associated States is foreseen for ERG according to the Rules for Participation in FP6 (this document contains definitions of the above categories of organisation).

### 3.3 Where can the host institutions be located?

The host institutions can be located in a Member State, a EU Candidate Country or another Associated State all of which are listed in the table below:

Member States	Associated States	
	Candidate Countries	Other Associated States
Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom	Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia and Turkey.	Iceland, Israel, Liechtenstein, Norway and Switzerland*.

\* Switzerland will be associated to FP6 from 2004 onwards.

The Associated States have signed a memorandum of understanding with the Community under the terms of which they make a financial contribution towards FP6. Once signed, organisations in these countries would be eligible to receive a financial contribution from the Community at the time of contract preparation. The current status of the association agreements can be found under the following:

<http://europa.eu.int/comm/research/iscp/countries.html>

## 4 Which individual researchers can take part?

To be able to participate in a Marie Curie Action, a number of eligibility criteria must be fulfilled. This chapter presents the eligibility criteria that need to be met for European Reintegration Grants.

After the deadline, submitted proposals will be checked for eligibility. Those proposals that do not meet the criteria will not undergo scientific evaluation and will be rejected. To be eligible, the criteria need to be fulfilled at the time of the submission. Eligibility checks can also take place after the scientific evaluation, which may lead to rejection at a later stage.

These eligibility criteria will be checked based on the information given by the applicant in the proposal. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal), this will instantly lead to the rejection of the proposal.

### 4.1 Previous participation in a Marie Curie action

*"This action aims at offering the opportunity to researchers of Member States or Associated States, to capitalise on their transnational mobility period after having participated in a Marie Curie action with a duration of at least 24 months either under the 6<sup>th</sup> Framework Programme or under any other training and mobility action of the previous Framework Programmes"*

*Work Programme (section 2.3.4.1)*

The 6<sup>th</sup> Framework Programme Marie Curie Actions eligible in this context are: Research Training Networks (RTN); Host Fellowships for Early Stage Research Training (EST); Host Fellowships for the Transfer of Knowledge (ToK) and Intra-European Fellowships (EIF).

Researchers who have participated in a training and mobility action of previous Framework Programmes are also eligible. This means that for example, researchers who participated in a Research Training Network in FP5 or a TMR-Network in FP4 for a 24 months duration would also be eligible to apply.

Note that to be eligible, researchers will have to prove that their 24 month participation was uninterrupted and in the same action. The only exception where interruptions may be considered is if the researcher can prove that the overall period covered can be considered as a single full coherent training period.

In those cases where the researcher has stayed at various partners of the same host fellowship or research training network, the research training period will be considered as a unique training period.

Examples:

Applicants complying with the participation rule:

A) A researcher who is holding a Marie Curie Individual Fellowship (Cat.30) for 2 years.

B) An early stage researcher who is participating for 36 consecutive months in a Host Fellowship for Early Stage Training,

C) An experienced researcher whose contract within a Research Training Network in FP6 involves a series of stays totalling 24 months, in three different partners of the Network.

D) A researcher who had one contract within a Research Training Network during FP4 and continued with practically the same project with a consecutive contract in a Research Training Network during FP5.

Applicants not complying with the participation rule:

A) A researcher who participated in an FP5 Research Training Network for 6 months and in an FP6 Host Fellowship for Early Stage Training for 22 months.

B) A researcher who has participated in an FP5 Research Training Network in a host in UK for a period of 12 months followed by a second 12-month period in another Research Training Network in France working on a different project.

## **4.2 Commitment of the host institution**

An important aspect of the Commission's policy towards researchers is to improve their career prospects and make a career in research more attractive. More specifically, in order to ensure the professional reintegration of the researcher, the European Reintegration Grants may only be awarded under the condition that the host assures the effective and lasting reintegration of the researcher. To guarantee this, the host has to provide evidence that there is a contractual commitment with the researcher for a minimum period of 2 years. Failure to comply with this will result in the application being rejected.

## **4.3 Mobility and Nationality Conditions**

Because of the nature of this action the following rules and conditions regarding transnational mobility and nationality **DO NOT APPLY**:

*"Researchers must be nationals of a State other than that of the host organisation. At the start of their fellowship/activity, researchers may not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the start date. Short stays such as holidays are not taken into account."*

*(Work Programme section 2.5.3)*

Hence, applicants may be nationals of any EU Member or Associated State, including that of the host organisation. The reintegration can take place in any Member State or Associated States, in particular in their own.

The host organisation may be located in the same country where the initial fellowship has taken place although priority is given to reintegration in the researcher's country or region of origin. However, the researcher cannot stay in the same organisation of the initial Marie Curie Action:

*"The mechanism will assist the professional reintegration of the researcher in an organisation different from the one in which he/she has been carrying out his/her initial fellowship, priority being given to reintegration in his/her country or region of origin."*

*(Work Programme section 2.3.4.1)*

#### Examples:

A German researcher who is working at the Institut Pasteur in France with a Marie Curie fellowship in a Research Training Network and is offered a 5-year work contract at the University of Lyon would be eligible to apply for an ERG.

A Slovenian researcher who has worked in UK for 2 years with a Host Fellowship for Transfer of Knowledge and is offered a 3-year position in the University of Ljubljana would be eligible to apply for an ERG to return to the country of origin.

#### **4.3.1 Nationals of Third Countries**

A researcher of a Third Country would be eligible if he/she participated in a Marie Curie Action under the following condition:

*"For the purpose of the Marie Curie actions, non-nationals from Member States or Associated States having legally resided and having had their main activity (work, studies etc) for **at least four of the last five years** at the start of their fellowship in Member States/Associated States are treated as nationals of the Member/ State in which they have resided the longest..."*

*(Work Programme section 2.5.3)*

Such a researcher is treated as a national of the country in which he/she has resided or been active for the longest period for the purpose of the mobility rules described above (i.e. "assimilated" to that country).

#### Example:

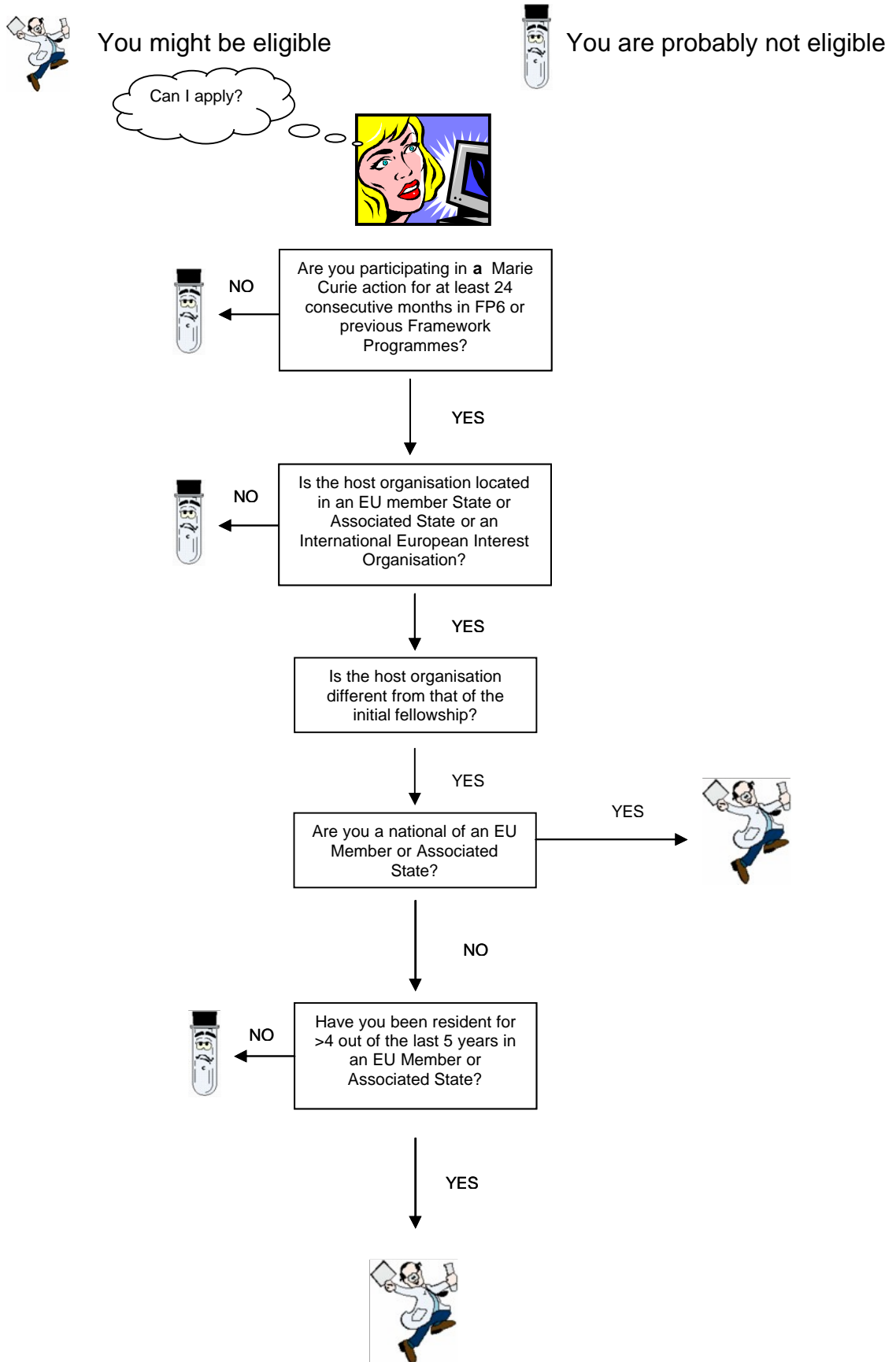
A Japanese applicant having a 2-year Intra-European Fellowship (EIF) in Austria who had been "assimilated" to Luxembourg nationality for eligibility purposes and would be eligible for an ERG to go to anywhere in an EU or Associated State including Luxembourg and Hungary.

#### **4.4 Finding your way through the eligibility criteria**

To make it easier for you as an individual researcher or host organisation to determine the eligibility of an *experienced researcher* to be appointed within an ERG flowchart on the following page has been prepared. Please note that this chart is indicative only and you are always advised to check the text of the Work Programme.

## INDICATIVE CONDITIONS FOR ELIGIBILITY FOR AN ERG

In the following diagram, the conditions under which a researcher may be eligible for a Marie Curie European Reintegration Grant are described.



## 5 What are the financial aspects of the ERG?

### 5.1 Basic do's and don'ts

As a general rule, costs may be charged to the contract provided that they fulfil the following conditions:

- they are **actual, economic and necessary** for the implementation of the project;
- and they are determined in accordance with **the usual accounting principles** of each participant;
- and they are incurred **within the duration** of the project, except when otherwise provided for in the contract;
- and they are **recorded in the accounts** of the participant or, when provided for in the contract in the case of resources made available by third parties on the basis of a prior agreement, in the corresponding accounts of those third parties;
- and they **exclude any indirect taxes, duties, interest**, costs incurred in respect of **another Community project**, and do **not give rise to profit**.

### 5.2 Community contribution

The European Reintegration Grants consist of an amount of up to a maximum 40 000 € that will be allocated to the researcher on the basis of the project. The maximum amount of the grant will be fixed in the contract after the negotiation.

The conditions for funding the activities undertaken by the researcher in order to attain the project deliverables are defined in the Work Programme, section 2.8.2 (see the table shown on the following page):



Eligible expenses <sup>1</sup>								
Eligible expenses for the activities carried out by the researchers				Eligible expenses for the activities carried out by the host organisations				
- A - Monthly living allowance	Transnational mobility B -C Travel Mobility Allowances		- D - Career exploratory allowance	- E - Contribution to the participation expenses of eligible researchers	- F - Contribution to the research/ training /transfer of knowledge programme expenses	- G - Management activities (including audit certification)	- H - Contribution to overheads	- I - Other types of eligible expenses / specific conditions
-	-	-	-	-	-	Maximum of 3 % of the Community contribution	-	<p><u>Amount of 40 000 euros given subject to :</u></p> <p><u>* a proposal demonstrating that the estimated budget of the project is higher than this contribution</u></p> <p><u>* the evidence that the results are achieved (i.e effective reintegration) and that the actual expenses are higher than this amount</u></p> <p><u>Ineligible expenses: remuneration of the eligible researcher</u></p> <p><u>Eligible expenses : all expenses necessary to carry out the project (on base of the reintegration project submitted by the proposer and as approved by the Commission) : cost of personal other than the eligible researcher ; equipment costs, consumables, travel costs, etc.....</u></p>

<sup>1</sup> The following activities are considered necessary by their nature to achieve to objectives of each of the Marie Curie actions and can be the subject of Community funding within the conditions foreseen. These conditions are indicated in general terms in footnotes at the bottom of the pages. Special cases or exceptions applicable for each action are indicated directly in this table.



### **5.3 What types of expenses are covered?**

ERGs are grants to be used as a contribution to the scientific costs relating to the researcher's project at the reintegration host.

The sum can only be used for eligible expenses directly connected with the cost of the research project, this includes:

a) All expenses necessary to carry out the project submitted by the proposer in liaison with his/her intended host and as approved by the Commission.

Some examples of eligible expenses are:

- Cost of personnel other than the eligible researcher: e.g.: the grant may cover the cost of hiring a technician or a student on a full or part-time basis depending on the specific needs of the project.
- Travel costs in connection with the execution of the project: e.g.: the research may involve field-trips for sample collection, visits of the researcher to specific institutions to gather data or visits of guest researchers to the host institution.
- Consumables: e.g.: computer software, reagents, field equipment, stationery, renting, leasing repair and maintenance of equipment etc.
- Attendance to conferences, workshops etc.: e.g.: travel costs and participation fees.
- Durable equipment: The need for new equipment needs to be clearly specified at the proposal stage.

The depreciation of the equipment over the period of the grant needs to be taken into account. Depreciation values may vary according to the type of equipment and from country to country depending on the accounting rules applicable. It is advisable to consult the host institution on this point.

For example, the purchase value of a piece of equipment might be 10000€ but according to the accounting system of the host, the depreciation value that is allowed for the first year is 40%. In this case, the amount that would be eligible within the ERG would be 4000€.

b) Expenses linked to management activities of the project: Up to a maximum of 3% of the Community contribution. This will also cover the cost of the compulsory audit certification that needs to be submitted to the Commission at the end of the project.

### **5.5 What types of expenses are NOT covered?**

a) **The researcher's salary:** One of the conditions for the ERGs is that the host institution needs to ensure the integration of the researcher at the institution by the adequate legal means, normally an employment contract. Hence, under no circumstances can the salary be considered as an eligible cost in this action.

b) **Contribution to overheads:** Contribution to general overheads are not eligible.

### **5.4 How do I estimate the EC contribution?**

The applicant is expected to include a breakdown of the expenses related to the project. The information included in this analysis will be examined at the evaluation stage and will

constitute the basis for the negotiation if the proposal is selected. An important point to be taken into account when preparing this key part of the proposal is that the amount (up to 40000€) will be given only if:

- The proposal demonstrates that the estimated budget of the whole project is higher than the amount requested. This means that if the amount requested is 40.000€, the applicant must give prove in the proposal that the overall budget of the project is higher than 40.000€.
- There is evidence that the results have been achieved (i.e. effective reintegration) and that the actual expenses are higher than the amount requested.

The grant needs to be used within the first year of the project but the actual project will normally last for longer. Hence, the budget breakdown should include the full duration of the project (year 1, year 2 etc), and point out the amount requested for the eligible costs of year1. The overall total budget of the project may contain eligible and non-eligible costs (for example overheads, salary of the researcher, etc), but the actual amount requested can refer ONLY to the eligible costs for the first year.

The following example may help illustrate this issue:

Example:

*A Greek researcher is in the sixteenth month of a two-year Marie Curie Individual Fellowship in the Netherlands and is applying for a European Reintegration Grant in liaison with her perspective reintegration host in her country of origin.*

*The Greek reintegration host is guaranteeing a three year employment contract with separate local and national funding.*

*Together with her perspective reintegration host she has planned a three year project which will require:*

- *the purchase of a series of new additional equipment necessary for the execution of the project;*
- *the salary for a part-time highly qualified technician to run and maintain the new equipment;*
- *the purchase of biochemical reagents and specific computer software*
- *participation in two international conferences.*

*The proposed distribution of the budget over the 3 years is:*

Year 1:

Equipment .....	(purchase value	15.000€)
	Value after depreciation	9.500€
salary for technician (part-time).....		20.000€
reagents .....		7.000€
computer software .....		2.000€
participation in one international conference .....		1.500€
Overheads (NON-ELIGIBLE EXPENSE) .....		3.000€
<b>Subtotal</b> .....		<b>43.000€</b>

Year 2:

Equipment .....	5.000€
salary for technician (part-time).....	10.000€
reagents .....	6.000€
participation in one international conference .....	1.800€
Overheads .....	3.000€
<b>Subtotal .....</b>	<b>28.500€</b>

Year 3:

salary for technician (part-time).....	10.000€
reagents .....	5.000€
Overheads .....	3.000€
<b>Subtotal .....</b>	<b>18.000€</b>

**Total cost of the project..... 89.500€**

Non-eligible expenses for year 1..... 3.000€

Eligible expenses for year 1 .....40 000€

Of which 3%, maximum i.e. 1 200€ amount may be used for management activities, thus the remainder, i.e. 38 800€ may be used directly for the research expenses connected with the project.

In summary:

<b>Contribution</b>	<b>Budget (€)</b>
<b>Total cost of the project (3 years)</b>	<b>89.500</b>
<b>Eligible expenses (Year 1)</b>	<b>38.800</b>
<b>Management expenses (Year 1)</b>	<b>1.200</b>
<b>Total Requested amount</b>	<b>40.000</b>
<b>TOTAL Community Contribution</b>	<b>40.000</b>

At the commencement of the reintegration project, 80% of the reintegration grant, i.e. 32.000€ will be paid directly to the reintegration host organisation.

The remaining 20%, i.e. 8 000€, will be paid after one year based on a successful report and audit certificate submitted by the host and the fellow confirming:

- that the money has been spent within that year
- that the fellow is to continue to be there at the host for at least one further year.

## 6 How to submit a Proposal and Beyond

### 6.1 Call for proposals

The call for proposal ref. **FP6-2002-Mobility-11** for the **Marie Curie European Reintegration Grants** was published on 17<sup>th</sup> December 2002 (OJ ref. C 315/58). It includes the timetable of the closure dates for evaluation of proposals. There are several closure dates **15<sup>th</sup> October 2003, 15<sup>th</sup> January 2004, 15<sup>th</sup> April 2004, 15<sup>th</sup> July 2004** and **14<sup>th</sup> October 2004** (at 17.00hrs Brussels time) by which proposals must arrive at the Commission offices. Proposals can be submitted any time before the last deadline of the call. It is important to note that calls may be amended and that further calls can be published. You should always consult the latest deadline on the Marie Curie web page.

Proposals for actions within the Human Resources and Mobility are submitted in a single step. A complete proposal application should be submitted to the address set out in the Call for Proposals. Proposals must be received on or before the closing date given in the call.

### 6.2 Preparing a proposal

In the case of Marie Curie European Reintegration Grants, the proposals are presented by the researcher 'in liaison' with the host organisation.

In order to prepare a proposal, it is necessary to start by downloading an "InfoPack" from the following address:

[http://fp6.cordis.lu/fp6/call\\_details.cfm?CALL\\_ID=35](http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=35)

Each InfoPack contains the following three documents that are essential:

- **The Call text** as published in the Official Journal of the European Communities. This includes the list of Actions that are open for proposals, and what are the submission addresses and deadlines for proposal submission.
- **The Guide for Proposers** contains a series of administrative forms (known as "Part A") and a free-text description of the project (known as "Part B"). Detailed instructions are also provided on the proposal submission process.
- **The Current Work Programme of the HRM Activity**. The Work Programme provides a detailed description of the Marie Curie actions, including eligibility and evaluation criteria that applies to proposals.

The following documents are also important to consult as they elaborate on the evaluation process:

- **The Guidelines on proposal evaluation and project selection procedures (the "Evaluation Manual")**. This document describes the general principles and procedures that will be used for the evaluation of any FP6 proposals by independent experts.

- **The HRM Activity Guidance Notes for Evaluators.** This describes how the evaluation principles and procedures will apply in the HRM Activity. You may use these Guidelines to check against the specified criteria.

You may also wish to consult the following to gain a complete picture:

- **The brochure “A Rough Guide to the Marie Curie Actions”.** This brochure provides an overview of all the Marie Curie actions.
- **The brochure “The 6<sup>th</sup> Framework Programme in Brief”.** This brochure gives a user-friendly overview of the Sixth Framework Programme (FP6).
- **The model contract and its annexes.** This specifies the contractual terms and conditions to which the participants will be expected to agree if your proposal is selected for funding.

### **6.2.1 The Proposal Forms**

A complete proposal consists of the following 2 parts:

#### Part A:

a series of administrative forms, which in the case of the Marie Curie European Reintegration Grants are reduced to forms **A1**, **A2**, and **A3**. The information in these forms is of great importance since it will be used for the preparation of the contract negotiation phase, for the calculation the Community contribution and for eligibility issues such as nationality and mobility.

#### Part B:

it is the free-text description of the research project. A series of headings and explanatory notes based on the evaluations criteria are proposed for the preparation of part B. The applicants are encouraged to address these issues in a clear, concise fashion. The information given there will be the basis on which the evaluators will referee the proposal, so make sure that it is precise and complete. References to web pages will not be taken into account as part of the proposal during evaluation.

Certain sections of Part B have a recommended length in numbers of pages. These recommendations are not mandatory, but be aware that the experts evaluators can look with disfavour on proposals which are excessively lengthy, repetitive or padded out with unnecessary or irrelevant material.

It is important to give details of the project and especially to include a clear work plan. A break-down of the budget that will be needed for the whole duration of the project (see example in section 5.4).

Incomplete proposals will be ineligible and therefore will not be evaluated. To be complete a proposal must include each of the relevant forms for part A as well as the part B. Do not forget to address the ethical issues section (B9). If you feel that the research proposed raises ethical issues, e.g. use of laboratory animals, use of human samples or mining/storage of personal data then you are obliged to detail how these ethical issues have been taken into account in your plans. Ensure that all proposed research is compliant with local and national guidelines and detail how ethical issues have been

treated in the conception of the proposal. Even if you think that your research raises no ethical issues at all, please fill in form B9 and demonstrate to the expert evaluators that you have duly considered the ethical angle.

### **6.2.2 Referee's assessment**

A confidential referee's assessment of the applicant is optional. In such cases, the applicant should send the model assessment form (in Part B) to a referee of his/her choice (preferably the supervisor of the previous fellowship) giving the proposal acronym, name of applicant and proposal number (if known). The referee must be familiar with the applicant's work but must not have any direct link with the proposal and should not be working at the host institute where the project would take place. A clear option for a referee would be the scientist in charge from the host institution of the original fellowship. The referee should not be a relative of the candidate. The referee must send the form by post to the address specified in the call, marked "Marie Curie Mobility Actions-Referee's Assessment" on the envelope. One or more referee assessments may be submitted.

To be taken into account for the evaluation, the referee's assessment must reach the Commission before or on the deadline.

### **6.2.3 Accuracy of Information**

No original signatures are requested at the proposal stage. It is up to the proposers to ensure that all the information given is precise and correct. This information will be used in the eligibility checks and will be the basis for the evaluation and for the contract, if the proposal is selected. The researcher and the host will be solely responsible for the accuracy of the information given in the proposal. Note that any false declaration can result in an ineligible proposal at any stage of the process as well as in the termination of the eventual contract and in the recovery of the funds.

## **6.3 Methods for submission**

There are three possible ways to submit the proposal:

- Submission via the Commission's EPSS (Electronic Proposal Submission System)
- Submission on CD-ROM or diskette
- Submission on paper.

Please note that electronic submission is strongly advised. It has the advantage of allowing the proposer to submit a proposal right up to the deadline, facilitating preparation particularly where more than one partner is involved.

Details concerning each of these options are given in the "Guide for Proposers". Note that other methods of submission (e.g. via email or fax) will not be accepted.



### **6.3.1 Multiple Submissions**

In the case of successive submissions of a proposal in the same format (paper or electronic), the Commission will examine the last version received before the closure date and time specified in the call concerned.

Where an applicant submits the same proposal on paper and in an electronic format (CD-ROM, diskette, on-line), the Commission will evaluate only the text submitted in the electronic format.

## **6.4 Evaluation of proposals**

### **6.4.1 General Principles**

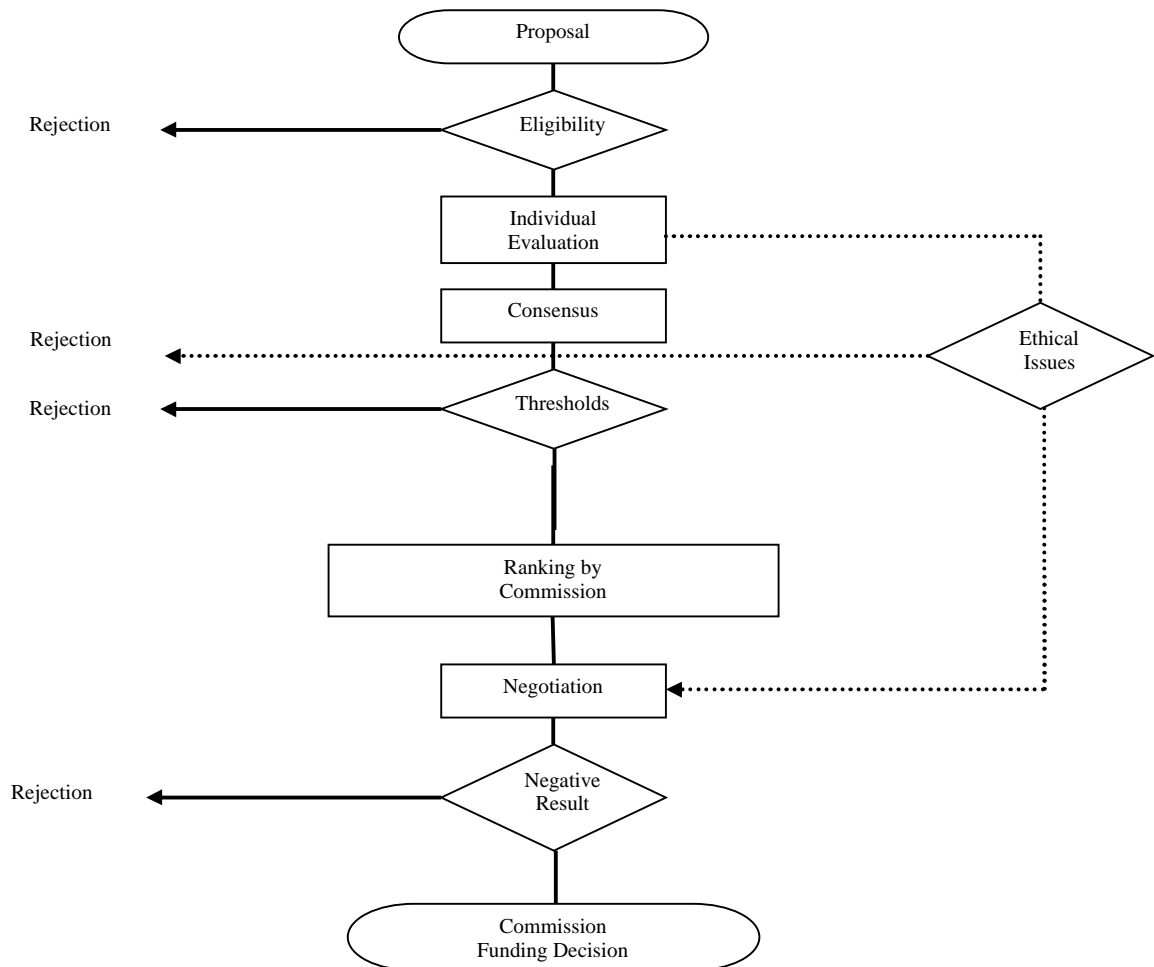
The fundamental principles governing the evaluation of proposals are:

- **transparency:** a clear framework will be provided for researchers preparing proposals, for experts evaluating proposals, and for the Commission services themselves;
- **fair treatment:** all proposals will be treated alike, irrespective of where they originate, and of the identity of the applicants;
- **impartiality:** all eligible proposals will be treated impartially on their merits, subject to an independent peer review;
- **efficiency and speed:** the procedures must be designed to be as rapid as possible, commensurate with maintaining the quality of the evaluation and respecting the legal framework within which the specific programme is managed;
- **ethical considerations:** any proposal which contravenes fundamental ethical principles (particularly those set out in the Charter of Fundamental Rights of the Union), or which does not fulfil the conditions set out in the work programme or in the call for proposals, may be excluded from the evaluation and selection process at any time.

### **6.4.2 Evaluation Process**

Evaluation will be conducted by the Commission services with the assistance of independent experts according to the principles of “peer review”, following the procedures of the Evaluation Manual, and applying the criteria given to them in the Human Resources and Mobility Work Programme.

In the following diagram, we show the overall evaluation process schematically:



### 6.4.3 Evaluation criteria

In order to determine the extent to which a proposal addresses the objectives of an action, independent experts are provided with a set of criteria to which marks are attributed. The criteria are listed in Annex Mob-B of the Work Programme and reproduced below. It is important to ensure that the “Part B” of the Proposal Submission Forms addresses all blocks of criteria.

In the following table, the main evaluation criteria are shown. Each proposal will be evaluated by several independent experts who will mark each criterion on a scale of 0 to 5 points. Once a consensus has been reached among the evaluators, the following procedure will be applied:

- For certain criteria, the consensus mark will be subject to a minimum threshold to ensure the excellence of the proposal in terms of the quality of the researchers and of the training activities;
- Each mark will then be weighted to reflect the relative importance of each criterion taking into account the objectives of the action;
- The overall score is subsequently determined by the sum of the weighted marks to which a threshold of 70% will then be applied.

Any proposal for which the consensus score of the expert evaluators falls below any of the above thresholds will be excluded from funding.

<b>HRM evaluation criterion</b>	<b>Specific Questions to be posed to evaluators</b>	<b>Threshold mark (0-5)</b>	<b>Weighting (%)</b>
<b>Scientific Quality of Project</b>	<ul style="list-style-type: none"> <li>• Scientific/ technological quality of the project.</li> <li>• Is the scientific content of the project important and relevant?</li> <li>• Assessment of the research method.</li> <li>• Assessment of the originality and innovative nature of the project or training area</li> </ul>	-	15
<b>Quality of the Research Training Activities</b>	<ul style="list-style-type: none"> <li>• Clarity and quality of the research training objectives for the researchers.</li> <li>• Complementary training and skills offered.</li> </ul>		5
<b>Quality/Capacity of the Host</b>	<ul style="list-style-type: none"> <li>• Scientific expertise in the field.</li> <li>• Quality of infrastructure / facilities.</li> </ul>	-	15
<b>Quality of the Researchers</b>	<ul style="list-style-type: none"> <li>• Research experience.</li> <li>• Research results.</li> <li>• Independent thinking and leadership qualities.</li> <li>• Suitability of skills for the project proposed</li> <li>• Initial results from Marie Curie fellowship</li> </ul>		20
<b>Management and Feasibility</b>	<ul style="list-style-type: none"> <li>• Practical arrangements for the implementation and management of the fellowship.</li> <li>• Feasibility and credibility of the project.</li> <li>• Methodological approach to the project and work plan.</li> </ul>	-	10
<b>Relevance to the objectives of the Activity</b>	<ul style="list-style-type: none"> <li>• Benefit to the career of the researchers from the training/period of re-integration</li> <li>• Match between project and researcher's profile.</li> <li>• Potential for professional integration and long-term job stability for the researchers</li> <li>• Supplementary added value by host through own contribution offered in terms of additional support for integration of the researcher</li> <li>• Capacity to attract future funding</li> </ul>	-	15
<b>Added Value to the Community</b>	<ul style="list-style-type: none"> <li>• Extent to which the proposed fellowship contributes towards the objectives of the European Research Area.</li> <li>• Contribution to research excellence and European competitiveness.</li> </ul>	-	20*

*\* Researchers will be awarded the maximum mark for this criterion if returning to the country of their nationality*

#### **6.4.4 Ranking of proposals**

Based on the overall scores of the proposals that are above the thresholds, the experts will draw-up a list of proposals placed in order of merit for consideration by the Commission. An Evaluation Summary Report will be prepared for each proposal, a copy of which will be sent to the proposer. At this stage the Commission can modify the priority list given by the expert evaluators on the basis of the priorities of the programme. In such cases, the Commission will clearly indicate the motivations for the action taken.

On the basis of the above and taking into account the available budget, the Commission will draw-up a priority list of those proposals for immediate negotiation. In addition, a reserve list will be compiled consisting of those proposals that might also enter negotiations if budget becomes available (e.g. following withdrawal of proposals etc.).

The remaining proposals that attain all the thresholds but for which no funding is available will be rejected for budgetary reasons.

## **7. What's next?**

After the evaluation, the following sequence applies to successful proposals:

1. Negotiation between the Commission and the host institution.
2. Commission Decision with funding approval .
3. Signature of a contract between Commission and the host institution .

### ***7.1 The Negotiation/Selection Phase***

If the proposal has been successfully evaluated by the Commission on the basis of peer-review and has been retained by the Commission, proposers will be invited to enter into contract negotiations. During this phase the financial aspects of the proposal and the detailed implementation of the work programme will be agreed. The outcome of the negotiations will be the determination of the funding to be allocated to the project and the drafting of a technical annex that will form part of the contract. This technical annex will determine the objectives and main deliverables in terms of research and training.

Proposals that involve ethical issues will have gone through an ethical review prior to the contract negotiation. This might lead to the rejection of a proposal or may raise issues, which will be included in the negotiations.

Assuming that the negotiations are successfully concluded, a formal Commission Decision approving the funding will be made and the proposer informed accordingly. In the event of withdrawal of applicants or other unsuccessful negotiations among the proposers initially selected, proposers from the reserve list will be contacted to begin negotiations.

### ***7.2 The Contract phase:***

#### ***7.2.1.1 Maternity/parental leave***

The Commission must be informed at the earliest opportunity of interruptions of fellows' stays and in all cases prior to their commencement.

##### *Maternity leave*

In cases of maternity, contracts will be suspended on request.

##### *Parental leave*

Contract suspension following requests for parental leave is normally possible if this is a legal right in the host country. If parental leave is not a legal right in the host country (but, for example, an option for the host on a voluntary basis), contracts can be suspended if the project co-ordinator confirms that the suspension does not have a negative impact on the execution of the project. Suspensions should not however exceed 6 months, except if this is a legal right in the host country.

### **7.2.1.3 Part-time work**

In principle, fellows must work full-time on their training project. Exceptionally, part-time work and the corresponding extension of the project duration can be accepted for family reasons if this does not interfere with the execution of the project.

## **7. 3 Where to obtain further help**

In the event that you have a question that has not been addressed in this document, you are invited to contact the Marie Curie Actions helpdesk using the following email address:

**rtd-mariecurie-actions@cec.eu.int**

We will endeavour to answer your questions as rapidly as possible.

## Transition rule

Note that there is a transition rule for researchers who have received training or are still being trained under a previous Framework Programme:

*During a transition phase (until 31.12.2003), the beneficiaries of a training and mobility action belonging to the previous Framework Programmes will be allowed to submit a proposal according to the following :*

- for beneficiaries of a fellowship completed by 1.01.2003 within 12 months starting from the completion of their training/mobility period;
- for beneficiaries of an on-going fellowship, still running on 1.01.2003, 6 months before the completion of their training/mobility period and in any case until 31/12/2003.

*Work Programme (section 2.3.4.1.)*

This rule is an exception to the rule for FP6 by which researchers must submit at the latest 6 months before the end the mobility/training period. Hence, to help clarify this issue further:

Fellowships from previous Framework Programmes	
Ending before 01. 01. 2003	Transition rule: Eligible to apply within 12 months after the end of the mobility/training period
Ending between 01.01.2003 and 31.12. 2003	Transition rule: Eligible to apply until 31.12.2003
Ending between 01. 01. 2004 and 30.06.2004	Transition rule: Eligible to apply until 31.12.2003
Ending after 30.06.2004 (includes all fellowships started in 2003)	FP6 rule: Must submit at the latest 6 months before the end of the mobility/training period

Exceptionally, researchers will be allowed to use their one-year grant throughout the two-year reintegration period, instead of being restricted to the mandatory first year. Likewise, applications will be accepted from those researchers whose employment contract with the host institution was already in place at the time of the deadline. After the transition period these exceptions will not be applicable.

## Annex I: The pan-European Researcher's Mobility Portal

One of the major obstacles to transnational mobility is the lack of adequate information on available grants and opportunities for researchers in Europe as well as on questions related to visa, access to employment, social security rights, fiscal matters and cultural aspects when researchers move to another country.

As a response to these needs, the European Commission has launched the pan-European Researcher's Mobility Portal. The URL for the portal is:

<http://europa.eu.int/eracareers/>

The most relevant international, national and sectoral research organisations are being mobilised towards the interconnection at European level of their databases and information sources.

### What services will the Researcher's Mobility Portal offer?

- **General information about research fellowships and grants** at EU, international, national or regional level;
- **Available opportunities and job offers** published by the different actors of the European research community (universities, industry, research organisations, foundations, etc);
- Practical information about administrative and legal issues when moving from one country to another, as well as up-to-date information about cultural and family related aspects (conditions of entry, social security, housing, schooling, day-care, language courses, etc.;
- **Tailored and customised help desk-function** through the **pan-European Network of Mobility Centres** which will provide personalised assistance in all matters related to researchers' lives when they move from one country to another;
- **General information** about research policy issues relevant to the career development of researchers in Europe;
- **Forum** and other services of particular interest for mobile researchers

### Customised assistance: the European Network of Mobility Centres

In addition to the information delivered by the Portal, researchers will have free access to a Europe wide customised assistance service offered by the European Network of Mobility Centres **to be launched early 2004**.

The Network, which will involve all EU, Candidate Countries and Associated Countries, will provide assistance in a wide range of areas such as visas, employment conditions, social security, taxation, pension rights, day-care, housing, schooling, language courses, access to the culture of the host country etc.

The location of the centres will cover a wide range of organisations, such as university information centres, research bodies, public authorities, foundations or businesses.

The creation of this integrated *European Network of Mobility Centres* will play a substantial role in the successful implementation of the Portal. Existing or newly created mobility centres in all the Member States and candidate countries will carry out the tailored and customised assistance to incoming and outgoing researchers. In most cases, they will therefore become part of the human network behind the portal, by identifying and selecting relevant resources related to information about rules and regulations (local, national, EU level) and providing further information about opportunities for funding and vacancies.



## Annex II: Bibliography

### Information on Intra-European Fellowships

Under FP5 (Category 30)	<a href="http://www.cordis.lu/improving/fellowships/home.htm">http://www.cordis.lu/improving/fellowships/home.htm</a>
Under FP6	<a href="http://europa.eu.int/comm/research/fp6/mariecurie-actions/action/mechanism_en.html">http://europa.eu.int/comm/research/fp6/mariecurie-actions/action/mechanism_en.html</a>

### Legal decisions

Decision on the Framework Programme	<a href="http://www.cordis.lu/fp6/decision/">http://www.cordis.lu/fp6/decision/</a>
Rules of Participation in FP6	<a href="http://www.cordis.lu/fp6/participationrules/">http://www.cordis.lu/fp6/participationrules/</a>
Specific decision "Structuring the European Research Area"	<a href="http://www.cordis.lu/fp6/specificprogrammes/">http://www.cordis.lu/fp6/specificprogrammes/</a>

### Information on Marie Curie Actions

InfoPacks (including the Guide for Proposers and the HRM Work Programme)	<a href="http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=35">http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=35</a>
Brochure "A rough guide to the Marie Curie Actions"	<a href="http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html">http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html</a>
The HRM Activity Guidance Notes for Evaluators	<a href="http://europa.eu.int/comm/research/fp6/mariecurie-actions/pdf/guidance_evaluators.pdf">http://europa.eu.int/comm/research/fp6/mariecurie-actions/pdf/guidance_evaluators.pdf</a> <a href="http://www.cordis.lu/calls/mariecurie-actions/">http://www.cordis.lu/calls/mariecurie-actions/</a>

### Supporting information

Brochure "The Sixth Framework Programme in Brief"	<a href="http://www.cordis.lu/fp6/inbrief/">http://www.cordis.lu/fp6/inbrief/</a>
CORDIS FP6 service	<a href="http://www.cordis.lu/fp6/">http://www.cordis.lu/fp6/</a>
National Contact Points	<a href="http://www.cordis.lu/fp6/ncps/">http://www.cordis.lu/fp6/ncps/</a>
Information Days and other events	<a href="http://www.cordis.lu/fp6/events/">http://www.cordis.lu/fp6/events/</a>
IPR helpdesk	<a href="http://www.ipr-helpdesk.org">http://www.ipr-helpdesk.org</a>
Ethical Issues and Rules	<a href="http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html">http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html</a>
CORDIS partner search facility	<a href="http://partners-service.cordis.lu/">http://partners-service.cordis.lu/</a>
International cooperation	<a href="http://europa.eu.int/comm/research/fp6/index_en.html">http://europa.eu.int/comm/research/fp6/index_en.html</a> ( <i>general site</i> ) and <a href="http://www.cordis.lu/fp6/inco/">www.cordis.lu/fp6/inco/</a>
Science and Society action plan	<a href="http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html">http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html</a> and <a href="http://www.cordis.lu/rtd2002/science-society/library.htm">http://www.cordis.lu/rtd2002/science-society/library.htm</a>
Guidelines on techniques for science communicating with the public	<a href="http://www.cordis.lu/fp6/society.htm">http://www.cordis.lu/fp6/society.htm</a>

### Contractual information

Consortium agreement checklist	<a href="http://www.cordis.lu/fp6/consortiumchecklist/">http://www.cordis.lu/fp6/consortiumchecklist/</a>
Contract preparation forms	<a href="http://www.cordis.lu/fp6/contractpreparation/">http://www.cordis.lu/fp6/contractpreparation/</a>
Model contracts	<a href="http://www.cordis.lu/fp6/contracts/">http://www.cordis.lu/fp6/contracts/</a>