

## Marie Skłodowska-Curie Individual Fellowship General 2019 Call Information – How to Apply

<b>Domain</b>	Applications can be made in any field of research.											
<b>Call Objectives</b>	The MSCA Individual Fellowship (IF) grants operate on a 'bottom-up' basis without predetermined priorities. Basis of which MSCA research grants are awarded are predominantly scientific excellence, alongside the impact and implementation of the project.											
<b>MSCA-IF Deadline</b>	<b><u>11<sup>th</sup> September 2019 16:00 (17:00 Brussels local time)</u></b> Please note that the ROO internal deadline policy for Small Applications applies for this Call, please read the following section “Internal Process UCAM” for more information.											
<b>Types of Fellowships</b>	<p><b><u>European Fellowships</u></b> (EFs) are hosted by Institutions in any of the Member States* (MSs) of the European Union, or in any Associated Country* (the list of ACs is available <a href="#">here</a>). It can be of 4 types: Standard, CAR, RI, SE. The definitions of CAR, RI and SE below.</p> <p><b><u>CAR</u></b>: Career Restart Panel is a multidisciplinary panel of the EF which provides financial support to individual researchers who wish to resume research in Europe after a career break of &gt;12 months in the previous 18 months from the Call deadline (e.g. after parental leave, working outside research etc.).</p> <p><b><u>RI</u></b>: The Reintegration Panel is a multidisciplinary panel of the European Fellowships dedicated to researchers who wish to return and reintegrate in a longer term research position in Europe.</p> <p><b><u>SE</u></b>: The Society &amp; Enterprise Panel is a multidisciplinary panel of the European Fellowships dedicated to career opportunities for researchers seeking to work on research and innovation projects in an organisation from the non-academic sector.</p> <p><b><u>Global Fellowships</u></b> (GFs) are composed of an outgoing phase during which the researcher undertakes mobility to a partner organisation in a Third Country* (TCs are countries not MS of the EU and not ACs), followed by a mandatory 12-month return period to the beneficiary located in a MS or AC.</p> <p>*For a definition of Member State, Associated Country and Third Country, please refer to those in the <a href="#">MSCA Guide for Applicants 2019</a>.</p>											
<b>Duration</b>	<table border="1"> <tr> <td rowspan="4" style="vertical-align: top;">European</td> <td>Standard</td> <td rowspan="3">12 – 24 months</td> </tr> <tr> <td>Society &amp; Enterprise</td> </tr> <tr> <td>Reintegration</td> </tr> <tr> <td>Career Restart</td> <td>12 – 36 months</td> </tr> <tr> <td>Global</td> <td>Global Fellowships</td> <td>24 – 36 months  (outgoing phase between 12 – 24 months followed by a <b>mandatory</b> 12-month return phase)</td> </tr> </table>	European	Standard	12 – 24 months	Society & Enterprise	Reintegration	Career Restart	12 – 36 months	Global	Global Fellowships	24 – 36 months  (outgoing phase between 12 – 24 months followed by a <b>mandatory</b> 12-month return phase)	
European	Standard		12 – 24 months									
	Society & Enterprise											
	Reintegration											
	Career Restart	12 – 36 months										
Global	Global Fellowships	24 – 36 months  (outgoing phase between 12 – 24 months followed by a <b>mandatory</b> 12-month return phase)										
<b>Budget Available per Fellowship</b>	The budget is automatically calculated on the EC Portal using the person/month unit costs, and calculated from the information added (e.g. number of months; right to family allowance; country of the beneficiary).											

	Researcher unit cost in EUR person/month			Institutional unit cost in EUR person/month	
	Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs
<b>Individual Fellowships</b>	4,880	600	500	800	650

A country correction coefficient applies to the living allowance. The country correction coefficients that will be applied are indicated in Table 2 - Part 3 of the [MSCA Work Programme 2018-2020](#). The only exception are IF Global Fellowships with two different country correction coefficients: one for the outgoing phase and one for the return phase.

For 2019, the country correction coefficient for the UK is 139.83%, to be applied to the Living Allowance only.

Highlight: Please make sure that the fellows are aware that the living allowance is before employer's and employee's deductions.

#### EC Contribution

100% - Flat rates are applied and are calculated on the basis of eligible researcher-months

#### Time Commitment

Fellows must commit 100% of their time unless specific arrangements have been agreed with the EC.



#### Useful Links

[MSCA IF 2019 Call Page](#) and [Guide for Applicants net4mobility Handbook 2019](#) (not officially EC but recommended)  
[MSCA Self-Evaluation Form - Evaluation Criteria](#)  
[ROO website and useful information](#)  
[User guide](#) of the Submission Service is available online  
['IT HOW TO'](#) wiki site provides an online IT manual with screenshots  
[The European Charter for Researchers](#)  
[Understanding Gender Dimension for MSCA Projects](#)

#### How to Apply

On the EC Participants Portal – [call link](#)

**PIC number: 999977172**

**Manage your Related Parties** (*step 4 of the application set up*): Ensure you add the University as a Co-ordinator Contact by clicking  **Contact**  button and enter the following details:

Project Role: **Main Host Institution Contact**

Access rights: **Coordinator contact (full access)**

First name: **Renata** Last name: **Schaeffer**

E-mail: [h2020@admin.cam.ac.uk](mailto:h2020@admin.cam.ac.uk)

Contact Address for the Host Institution:

Position: **Assistant Director European & International**

Department: **Research Operations Office**

Street: **Greenwich House, Madingley Road** Town: **Cambridge** Postcode: **CB3 0TX** Country: **United Kingdom** Phone: **+44 1223 333543**

<p><b>Documents for the Application</b></p>	<p><b>The Administrative Forms (Part A):</b> to be completed directly in the EC Portal, including</p> <ol style="list-style-type: none"> <li>1. General information;</li> <li>2. Participants &amp; contacts;</li> <li>3. Budget;</li> <li>4. Ethics;</li> <li>5. Call specific questions.</li> </ol> <p><b>The Research Proposal (Part B):</b> The fellow must use the mandatory templates:</p> <ul style="list-style-type: none"> <li>- <b>Part B-1:</b> The maximum total length for this document is 10 pages. It should be composed as follows: Section 1 Excellence; Section 2 Impact; Section 3 Implementation.</li> <li>- <b>Part B2:</b> it contains the following sections: Section 4 CV of the experienced researcher (maximum length: 5 pages); Section 5 Capacities of the participating organisations (1 page for the overview and 1 page for each participating organisation); Section 6: Ethical aspects; For Global Fellowship only Section 7 Letter of commitment of the Third Country Host Institution.</li> </ul> <p>The following formatting constraints must be respected: a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points; single line spacing; A4 page size; margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers); a clearly readable font (e.g. Arial or Times New Roman).</p>
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### Internal Process UCAM

<p><b>X5</b></p>	<p>Funder: <b>ECH2020 MARIE SKLOWDOWSKA-CURIE</b> Scheme Name: <b>MSCA-IF-2019</b></p> <table border="0"> <tr> <td>Funder ECH2020 MARIE SKLOWDOWSKA-C H2020MSC</td> <td>Funder scheme MSCA-IF-2019</td> </tr> <tr> <td>Scheme name MSCA-IF-2019</td> <td>Template H2020 MSC</td> </tr> <tr> <td>Valid from 12/03/2014</td> <td>Valid until 31/12/2099</td> </tr> <tr> <td></td> <td>* Status Active</td> </tr> </table> <p><b>Note:</b> <i>All staff costs</i> should be costed as <b>Directly Incurred, under 'Non Staff'</b> Please remember to add the project acronym in to the 'Short Title' field in X5 as this needs to match the proposal.</p>	Funder ECH2020 MARIE SKLOWDOWSKA-C H2020MSC	Funder scheme MSCA-IF-2019	Scheme name MSCA-IF-2019	Template H2020 MSC	Valid from 12/03/2014	Valid until 31/12/2099		* Status Active
Funder ECH2020 MARIE SKLOWDOWSKA-C H2020MSC	Funder scheme MSCA-IF-2019								
Scheme name MSCA-IF-2019	Template H2020 MSC								
Valid from 12/03/2014	Valid until 31/12/2099								
	* Status Active								
<p><b>X5 Report</b></p>	<p>Figures for the <b>Direct Costs</b> can be obtained using the FAC/ Funder Contribution column on the <b>EC Submission Report</b>.</p>								
<p><b>Inflation</b></p>	<p>None</p>								
<p><b>Internal Deadline</b></p>	<p><u>All</u> MSCA-IFs (European and Global Fellowships included) are to be treated as Small Apps, therefore can be submitted to the ROO one working day before the deadline.</p>								
<p><b>Exchange Rate</b></p>	<p>Please ensure that the correct Euro rate has been used as per the University Finance Division's Foreign Exchange Research Policy.</p>								

## Eligibility Requirements

The participation is open to **Experienced Researchers** (ERs) who must be, at the date of the call deadline, in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

**Full-Time Equivalent Research Experience** is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited), even if a doctorate was never started or envisaged. Please note that periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience.

**Mobility Rules:** Mobility is a key eligibility requirement in MSCA. The mobility rules do not necessarily relate to the location(s) stated in the current or previous employment contract(s) of the researcher. It is the actual location(s) of residence that is taken into account, not the country/ies of legal residence. The two determining elements are the actual place of residence and the place of main activity.

The Table below summarises the eligibility criteria for each type of Individual Fellowship. Please refer to the [MSCA Guide for Applicants 2019](#) for more specific information as each type of fellowship has specific requirements.

INDIVIDUAL FELLOWSHIPS		EUROPEAN			GLOBAL	
		Standard EF	CAR	RI	SE	GF
EXPERIENCED RESEARCHERS	Nationality	ANY	ANY	MS, AC or long-term residents*	ANY	MS, AC or long-term residents*
	Mobility*	From ANY country to MS or AC	From ANY country to MS or AC	From TC to MS or AC	From ANY country to MS or AC	From ANY country to TC then to MS/ AC
		< 12 months in the last 3 years	< 36 months in the last 5 years	< 36 months in the last 5 years	< 36 months in the last 5 years	< 12 months in the last 3 years
Career break in research	-	≥ 12 months within 18 months prior to call deadline	-	-	-	
PARTICIPANTS	Beneficiary	MS or AC	MS or AC	MS or AC	MS or AC Non-academic only	MS or AC
	Partner Organisation	MS or AC (optional secondments)	MS or AC (optional secondments)	MS or AC (optional secondments)	MS or AC (optional secondments)	TC (outgoing phase) MS or AC (optional secondments)
Duration (months)		12 - 24	12 - 36	12 - 24	12 - 24	12 to 24 + 12
SCIENTIFIC PANELS/ AREAS		8 areas	8 panels	8 panels	8 panels	8 areas
NUMBER OF RANKING LISTS		8	1	1	1	8

\* **Long-Term Residence** means a period of legal and continuous residence within one or more EU Member States or Horizon 2020 Associated Countries of at least 5 consecutive years. Periods of absence from the territory of the Member State or Horizon 2020 Associated Country shall be taken into account for the calculation of this period where they are shorter than six consecutive months and do not exceed in total ten months within this period of five years.

### Eligibility Requirements

## Eligibility of Costs

<b>Eligible Costs</b>	<p><b><u>Researcher Allowances:</u></b></p> <p><b><u>Living allowance</u></b> is the EU contribution to the gross salary costs of the researcher and amounts to EUR 4,880 per month. This amount is adjusted through the application of a country correction coefficient for the cost of living according to the country in which the beneficiary is located. The country correction coefficients that will be applied are indicated in Table 2 - Part 3 of the <a href="#">MSCA Work Programme 2018-2020</a>. The only exception are Global Fellowships with two different country correction coefficients: one for the outgoing phase and one for the return phase.</p> <p><b><u>Mobility Allowance</u></b> In addition to the living allowance, a mobility allowance will be paid to recruited researchers amounting to EUR 600 per month. Please note that the country correction coefficient will not be applied to this allowance.</p> <p><b><u>Family Allowance</u></b> will be paid in case the researcher has family obligations. This allowance amounts to EUR 500 per month. In this context, family is defined as persons linked to the researcher:</p> <ul style="list-style-type: none"> <li>(i) by marriage</li> <li>(ii) by a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised</li> <li>(iii) as dependent children who are actually being maintained by the researcher</li> </ul> <p>Please note that the family status of a researcher will be determined at the date of deadline of the call and will not be revised during the lifetime of the action. The University of Cambridge might require evidence of the right to the Family Allowance in case the MSCA-IF is awarded.</p> <p><b><u>Institutional Unit Costs:</u></b></p> <p><b><u>Research, Training and Network Costs</u></b> This amounts to EUR 600 per month and is managed by the host institution. It contributes to expenses such as: participation of researchers in conferences and/or training activities; expenses related to research costs (e.g. access to labs); costs for visa-related fees; publication costs (e.g. open access); additional costs arising from secondment.</p> <p><b><u>Management and Indirect costs</u></b> (Overheads) This amounts to EUR 650 per month, which is to be used for the management and indirect costs of the action.</p>
<b>Ineligible Costs</b>	In case of suspension of the action, no costs are eligible.

## Additional Information

<b>Open Access</b>	<p>Open Access aims at providing on-line access to scientific information that is free of charge to the reader, focusing on access to 'scientific information' or 'research results', which refers to two main categories:</p> <ul style="list-style-type: none"> <li>- Peer-reviewed scientific research articles (primarily published in academic journals)</li> <li>- Research data (data underlying publications, curated data and/or raw data).</li> </ul> <p>Participation in the Pilot implies that a Data Management Plan (DMP) will have to be submitted as a deliverable within the first six months of the action and updated whenever</p>
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needed during its implementation. Please note that participation in the Pilot does not mean that all data need to be made accessible. Although applicants are strongly encouraged to participate in the Pilot, whether a proposed project participates in the ORD pilot or chooses to opt out will not affect the evaluation of that proposal.

### Optional Secondments

During the implementation of the action the experienced researcher may be seconded outside their host organisation to an organisation in a MS or AC. Secondments of the researcher to partner organisations are encouraged, but they should be relevant, feasible, and beneficial for the researcher and in line with the project objectives. Applicants should therefore consider carefully whether the research would be advanced by a secondment, and whether it should take place in the academic or non-academic sector.

Any secondment must be mentioned in the Administrative Forms, Section 5 "Call specific questions" and be clearly specified in Section 5 of Part B of the proposal and justified where relevant in the other sections of Part B. No letter of commitment is required.

The maximum duration of secondments is defined according to the total duration of the fellowship:

Duration of the fellowship	Maximum duration of secondment
≤ 18 months	3 months
> 18 months	6 months

If the partner organisation where the secondment takes place is not identified at the proposal stage, it is essential that Part B of the proposal contains information on the sector to which this entity would belong, in addition to the timing and duration of the secondment and its overall purpose.

For **Global Fellowships**: An optional secondment can also take place at the start of the action at the beneficiary or any partner organisation in a MS or AC for a maximum of 3 months before going to the Third Country. In such a case, this initial secondment will be considered as part of the outgoing phase.

### Special Needs Allowance

Beneficiaries are now able to apply to the Research Executive Agency for a dedicated special needs grant in MSCA-IF.

This grant will cover the additional costs that researchers with disabilities face due to the increased costs of their mobility. It can be used, for example, to ensure necessary assistance by third persons or for adapting their work environment. It cannot cover costs which are already covered by another source, such as social security or health insurance.

A request for such an allowance can be made by the MSCA-IF beneficiary. The request must be individual-based, include an estimated budget and explain the specific participation need(s) of the researcher concerned. With the help of independent experts, the Agency will evaluate the request and decide on the basis of the need(s) of the researcher and the budget availability.

The special needs allowance will take the form of a lump sum awarded in the form of a low value grant to an identified beneficiary and will cover up to 100% of the eligible costs. It will be limited to a maximum of EUR 60,000 per researcher.

Only researchers with disabilities who are eligible researchers under a Horizon 2020 MSCA Grant are eligible for the special needs grant.

**Ethics**

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding for MSCA in Horizon 2020 should demonstrate proactively in their proposal that they are aware of, and will comply with, ethical principles and applicable International, European and national law. Key sources of EU and international law are the [Charter of Fundamental Rights of the European Union](#) and the [European Convention on Human Rights](#) and its Supplementary Protocols. Another important source is the [UN Convention on the Rights of Persons with Disabilities](#) (UN CRPD).

Main ethical principles: Respecting human dignity and integrity; Ensuring honesty and transparency towards research subjects and notably getting free and informed consent (as well as assent whenever relevant); Protecting vulnerable persons; Ensuring privacy and confidentiality; Promoting justice and inclusiveness; Minimising harm and maximising benefit; Sharing the benefits with disadvantaged populations, especially if the research is being carried out in developing countries; Maximising animal welfare, in particular by ensuring replacement, reduction and refinement ('3Rs') in animal research; Respecting and protecting the environment and future generations.

Please note that it is the applicants' responsibility to identify any potential ethical issues, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed. The appropriateness of the measures proposed will be assessed by ethics experts during the ethics review, which is a part of the overall evaluation procedure.

**ROO Contacts**

The Research Operations Office will be able to provide assistance with X5s and any other aspects relating to the administrative form:

- For the **School of Arts and Humanities, Biological Sciences, Humanities and Social Sciences, Technology**, please find the Research Support Advisor assigned to your Department here (raven access only): <https://researchportal.admin.cam.ac.uk/Raven/contacts/Default.aspx>
- For the **School of Clinical Medicine**, please contact the Research Development Team at: [csgnants@admin.cam.ac.uk](mailto:csgnants@admin.cam.ac.uk)
- For the **School of the Physical Sciences**, please contact the Research Development Team at: [roo-sps-applications@admin.cam.ac.uk](mailto:roo-sps-applications@admin.cam.ac.uk)

For assistance with **MSCA-specific requirements**, please contact Pete Martin, Senior EC Advisor, who is in charge of MSCA Matters: [peter.martin@admin.cam.ac.uk](mailto:peter.martin@admin.cam.ac.uk) and please make sure to copy [h2020@admin.cam.ac.uk](mailto:h2020@admin.cam.ac.uk) in all your emails to Peter Martin.

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**Please note that this document provides very limited information and is for internal use only. All applicants should ensure that they have read and understood the [MSCA Guide for Applicants 2019](#) and that their proposal meets all the criteria specified therein.**