European Commission
Research Directorate General
Human Resources and Mobility

MARIE CURIE
RESEARCH TRAINING NETWORKS
(RTN)

HANDBOOK

This handbook applies to the call published on 17 June 2005
Call Identifier: FP6-2005-Mobility-1
Closure date for the first stage submission: 28 September 2005

MARIE CURIE ACTIONS

4th Edition
June 2005

This handbook explains the principles of
Marie Curie Research Training Networks (RTNs)
to be funded under the EU's Sixth Framework Programme (FP6)

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

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 European Reintegration Grants (ERG)
Marie Curie International Reintegration Grants (IRG)

They are also available on the Commission's web-site:

http://europa.eu.int/mariecurie-actions

Comments are welcome and may be sent to:

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 VII 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 is a Research Training Network (RTN)?

A Research Training Network consists of a consortium of teams located in different countries that propose a common research project to serve as a vehicle for providing training and, where necessary, transfer-of-knowledge.

Who can apply?

A consortium of any legal entities (e.g. universities, private or public research institutions, governmental and non governmental organizations and any other commercial and non-commercial sectors in particular industrial partners, including SMEs, etc.) may submit proposals insofar as each of them has an active role to play in the project.

What are the targeted researchers?

RTNs will be primarily directed at the training of researchers with less than 4 years of research experience. More experienced researchers (4-10 years of experience or Ph.D.) will also be involved for the purpose of transfer of knowledge as justified for example in highly multidisciplinary and intersectorial projects. Research fellows are appointed directly by the network for up to 3 years.

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 pre-defined thematic priority areas. Projects that fully exploit the network structure ("networking effect") and particularly those that contribute to overcoming institutional and disciplinary boundaries will be more highly valued.

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What is a size of a RTN?

A network consortium must have legal entities from *at least* three Member or Associated states of which two must be EU Member or Candidate Countries. The size must be chosen to best achieve the training and transfer of knowledge objectives, while ensuring effective overall management and interaction amongst the teams. Typically, the composition of the network partnership is ranging from 6-14 teams.

How can the funding be used?

At least 65% of the funding must be used for the benefit of the researchers that are appointed by the network (including their living allowances, travel expenses etc). The remainder goes towards research, training, transfer of knowledge activities and networking of the research teams (via meetings, secondments etc) and other expenses that benefit all members of the network along with a contribution towards overheads and management related expenses.

When to apply?

On 17 June 2005 the Commission published a two-stage call for RTN proposals. The deadline for submission of "outline" proposals in stage 1 is 28 September 2005. Proposers selected to proceed to the second stage will be notified in December 2005 and asked to submit "full" proposals by 14 February 2006.

How to apply?

Firstly, after reading this document, download an “InfoPack” that provides the material you need to prepare a proposal. Secondly, you should consult the legal documents, in particular, the “Work Programme” upon which this handbook is based (the web-site references can be found in Annex VII of this document).

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1. Note

Note that this document has been updated since the first version was published in February 2003 following revision of the Work Programme in September 2004. The main differences concern the introduction of a 2-stage submission system for proposals, associated changes in the evaluation procedure and finally the publication of the June 2005 call. Other supporting documents, such as the guide for proposers have been amended accordingly.

2. 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 will put research policy into practice and also provide the necessary financial support for scientific and technological development projects.

Within FP6, the Human Resources and Mobility (HRM) activity has a budget of 1.58 billion Euro and consists of a coherent set of actions, based on promoting the mobility of 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 Europe's research.

It is the purpose of this document to explain one of the 12 different actions within the HRM activity: Marie Curie Research Training Networks (RTNs). The information is based mainly upon the relevant legal texts, in particular, the Work Programme. Text that has been directly extracted from this document is shown in boxes to aid the reader.

2.1 What are Research Training Networks?

The specific objectives of Research Training Networks are:

> *"These [Networks] provide the means for research teams of recognised international stature to link up, in the context of a well-defined collaborative research project, in order to formulate and implement a structured training programme for researchers in a particular field of research. Networks will provide a cohesive, but flexible framework for the training and professional development of researchers, especially in the early stages of their research career. Networks also aim to achieve a critical mass of qualified researchers, especially in areas that are highly-specialised and/or fragmented; and to contribute to overcoming institutional and disciplinary boundaries, notably through the promotion of multidisciplinary research. They will also provide a straightforward and effective means to involve the less-favoured regions of the EU and Associated Candidate Countries in internationally recognised European research co-operation."*
> *(Work Programme section 2.3.1.1)*

Each network will be responsible for the selection and appointment of its *early-stage* and more *experienced* researchers (as defined in section 5 of this handbook). The action is aimed directly at early stage researchers for the purpose of initial training and, if needed, experienced researchers for the transfer-of-knowledge needs of the project.

Each network's training programme will take advantage of the international nature of the network, the **inter- or multidisciplinary** nature of its joint project and the complementarity of its teams. Furthermore, networks can promote the co-operation between teams working in different sectors, e.g. between academia and industry thereby facilitating **intersectorial mobility and training**. Whenever appropriate, active involvement of enterprises in the consortium is welcomed.

In this way, the network should expose the researchers to different "schools of thought" in terms of disciplines, approaches, culture and techniques. These measures should be focused upon providing the appointed researchers with a broad training/transfer-of-knowledge programme that will prepare them for a wide range of career options in all sectors. The network will also distribute responsibilities between its teams and co-ordinate its activities to ensure that co-operation and communication are as open and efficient as possible.

Interaction between the teams is facilitated primarily through "networking" activities. This can take the form of joint meetings, workshops and secondments of researchers between the teams. Each network will disseminate the results of its joint research in the published literature (both specialist and non-specialist). Networks are also expected to take advantage of Internet sites to communicate with the wider public and, where possible, achieve synergy with higher education.

2.2 How does it work?

To show how Research Training Networks form and operate, the figure on page 9 shows its "life cycle". The whole process can be divided into seven steps thus:

Step 1: Preparation of "Outline" proposal and stage-1-submission

In the first instance, it is expected that a consortium of (a minimum of three) research groups jointly prepares a brief outline proposal (max. 10 pages) focusing upon the joint research, training, and transfer of knowledge project. At this stage only the team acting as co-ordinator of the Consortium will submit the forms containing organisational details. The proposal must be submitted electronically and received by the Commission before the deadline given in the call for proposals.

Step 2: Evaluation of Outline proposals

Once the outline proposals have been received, a series of checks will be performed to ensure that eligibility criteria such as completeness, minimum number of teams etc. are fulfilled. The Commission will then arrange for the proposals to be evaluated by external, independent experts who will assess them against two predefined evaluation criteria to assess the quality of the scientific as well as the training and transfer of knowledge programmes (see section 7.4.3 for details). Each proposal will receive an Evaluation Summary Report describing the consensus opinion reached by the independent experts.

Taking into account the opinions of the experts and the available funding, the Commission will rank the outline proposals. Co-ordinators of a number of outline proposals equal to 2,5 of the available budget for the call will be invited to submit full proposals at stage 2. If, for example, the available budget would allow for funding of about 50 projects (based on an average budget), it means that 125 proposals would be retained for stage 2.

Step 3: Preparation of Full proposal and stage-2-submission
For stage two the consortium will submit a comprehensive version of their proposal which will include in addition to scientific and training aspects, considerations on management, partnership composition and European added value. At this stage all participants of the network will have to provide their organisational details. Proposals have to be submitted electronically before the deadline indicated for stage-2-proposals.

Step 4: Evaluation of Full proposal
Full proposals will be evaluated by external, independent experts against a set of 5 evaluation criteria (see Section 7.4.3 for details). It should be noted that not only the number of evaluation criteria used to assess full proposals but also their weighting differs from those applied for the evaluation of outline proposals. At the end of the evaluation procedure proposers will receive an Evaluation Summary Report.

Step 5: Selection and Negotiation

Taking into account the opinions of the experts, the strategic objectives of the actions and the available funding, the Commission will rank the proposals. Those proposals that are retained will be invited to enter into contract negotiations with the Commission. The purpose of this process is to collect all the necessary financial and technical information, in order to prepare a contract. In addition, the scientific and training programme will be defined in terms of contractual deliverables and the maximum financial contribution from the Community finalised. Comments from the experts and Commission services that arose during the evaluation will be taken into account at this stage.

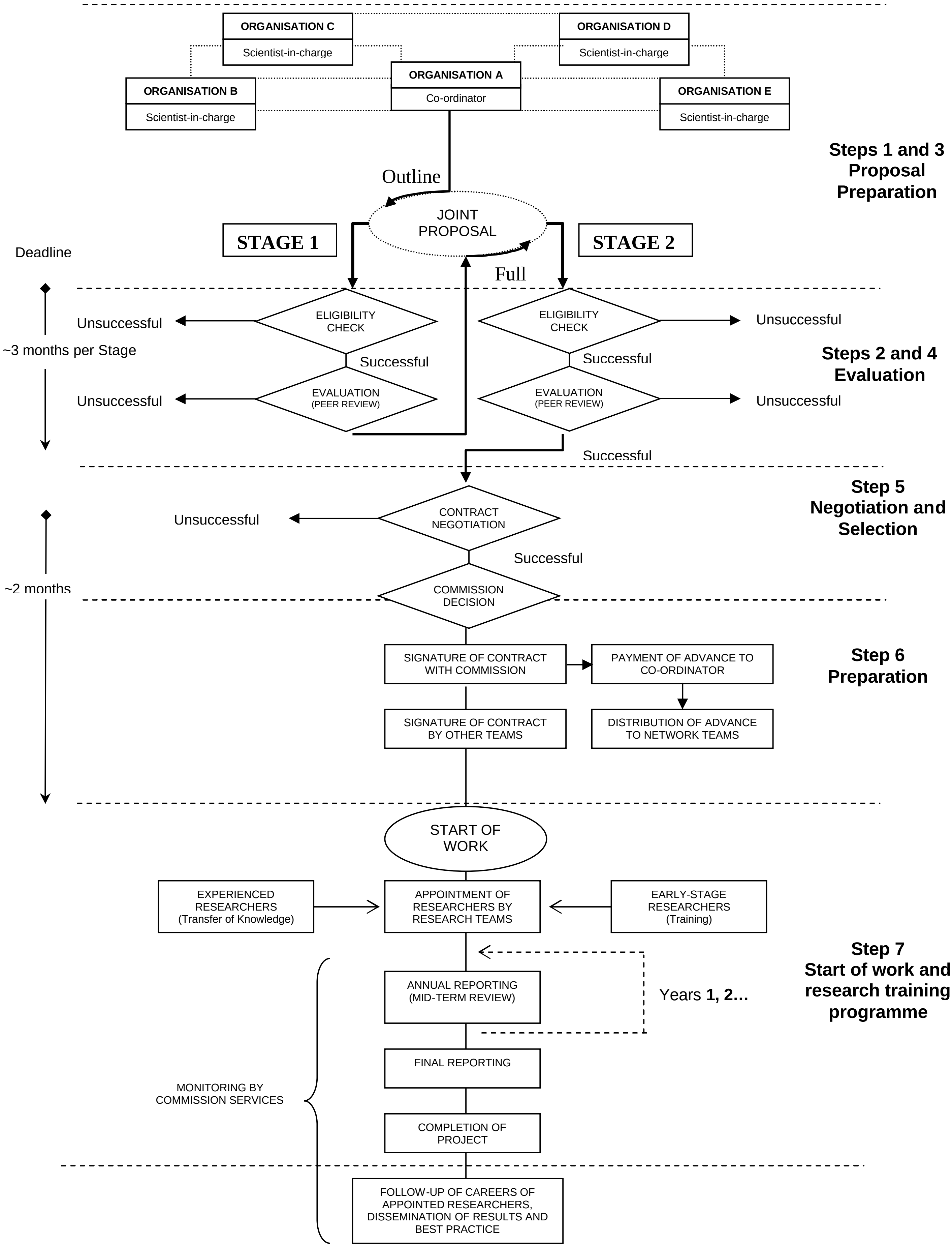
Step 6: Contract Preparation

After a successful outcome to the negotiations, a draft contract will be prepared by the Commission and sent to the co-ordinating organisation for signature. A consortium agreement may also be drawn-up at this stage to deal with any internal issues of the network (e.g. intellectual property rights). As a general rule, a “pre-financing” payment of up to 80% of the expenditures incurred in the first 18 months of the project is provided once the co-ordinating organisation and the Commission have signed the contract. This payment may be distributed to the other teams in the network when they have aceeded the contract by means of signing Form B of the contract.

Step 7: Start of Work

Following the start date of the project which is set out in the contract the project normally begins with the appointment of the *early-stage* and *experienced* researchers that will take part in the research, training and transfer-of-knowledge programme. During the course of the project, the Commission will monitor the network via annual reports and review meetings. Once the project has received an initial (advanced) payment, subsequent payments are made on an annual basis following the submission of cost statements and annual reports which reflect the progress made by the network with respect to the project deliverables. The final payment is released upon acceptance of the final report by the Commission services.

"LIFE CYCLE" OF A RESEARCH TRAINING NETWORK



2.3 Main Differences between RTNs in 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 RTNs under FP5 and FP6.

	FP5	**FP6**
Name of the programme/activity	Improving Human Potential	Human Resources and Mobility
Name of the action	Research Training Networks	Marie Curie Research Training Networks
Age limit for researchers that can be appointed	Up to 35 years	Removed (eligibility based on experience)
Profiles of the researchers that are appointed within a RTN	Pre-doctoral young researcher	Early-stage researcher (<4 years of research experience) for training
	Post-doctoral young researcher	Experienced researcher (4 to 10 years of research experience or Ph.D.) for transfer of knowledge
Appointment of researchers from Third Countries	Only if already resident in EU Member States for >5 years	Up to 30% of the network total of person-months and those resident for >4 years in EU out of the last 5 years prior to appointment
Guidelines for budget of RTN	Average of 200k€ per participant with normal guideline of 1.5 M€ for RTN as a whole.	No specific guidelines – depends on project and field of research
Minimum proportion of budget for researchers appointed by the RTN	60%	65% (including associated training and networking costs)
Allowable expenses related with the management of the RTN	None	Up to 7% (real cost)
Indirect costs (overheads)	20% of direct costs (excluding subcontracting)	10% of direct costs (excluding subcontracting)
Appointment of researchers to work in their country of own nationality	Not possible	Yes, if active outside the EU or Associated States for >4 out of the last 5 years or in the case of International Organisations
Max. time spent in the host country before possible appointment	12 out of the last 24 months	12 out of the last 36 months
Maximum duration of recruitment	Project duration	36 months
Conditions for researchers that are appointed by the RTN	Living allowance according to local rules and provision for installation and travel home expenses. No other conditions imposed upon appointment.	Living allowance according to Marie Curie rates with allowances for travel, mobility and career exploration. Provision of social security and maternity/paternity leave are compulsory.

3 What is a Research Training Network expected to do?

3.1 Introduction

One of the main tasks of Research Training Networks is the appointment of and provision of training to early-stage researchers and their integration into the joint international research project.

> *"The joint collaborative research project undertaken by the network is to provide a platform for training, for the transfer of knowledge and for the career development of the researchers recruited in the frame of the network. The researchers are therefore to be fully integrated into the research by involving them, for example, in exchanges between teams, network meetings, collaborative research or the dissemination of results. In this context, participants will also need to develop a structured programme for training (e.g. courses, seminars, intersectorial training periods, training in research management and exploitation of research results) and mentoring (e.g. supervision career guidance) to the benefit of all researchers recruited by the network.*
>
> *(Work Programme section 2.3.1.1)*

The appointment of more experienced researchers (up to 10 years of research experience) will also be considered for the purpose of transfer of knowledge as justified for example in highly interdisciplinary and/or intersectorial projects.

In addition, Community financial support will be provided towards the research, training and transfer-of-knowledge activities that **all members** of the networks' teams can benefit from, including the permanent staff members.

3.2 The Research Topic of the Network Project

Marie Curie Research Training Networks follow a so-called "bottom-up" approach i.e. all fields of science and technology of interest to the European Community (i.e. within the scope of the EC Treaty) are eligible for funding:

> *- "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 bear in mind that it should be of interest for supporting the availability of skilled researchers within Europe and their capacity to produce, transfer and use knowledge. Furthermore, given the nature of the dedicated call it is expected that proposed projects contribute to overcoming institutional and disciplinary boundaries.

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 (e.g. human cloning, some specific aspects of human embryo research, animal welfare etc.) will be subject to ethical review and may not be eligible for funding. For more information on ethical issues please consult:

http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html

The Commission may choose to target calls and ask for proposals that meet specifically one or more objectives of the activity.

3.3 The Concept of Panels

Proposals to be submitted under the 2005 call will be classified under eight major areas of science (known as "panels"): Chemistry; Economic Sciences; Engineering and Information Sciences; Environmental and Geo-Sciences; Life Sciences; Mathematics; Physics; and Social Sciences and Humanities.

The network chooses the main scientific area of relevance to its proposal (using the field "Scientific Panel" on the A1 proposal submission form). Additional keywords are used to define the other disciplines that are involved. The choice of core **and** additional disciplines will guide the Commission in the selection of experts for the proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals.

3.4 Typical activities of Research Training Networks

3.4.1 Training Activities

Networks will primarily develop dedicated training programmes that focus upon exploiting both the local possibilities available from the participants and the collective multidisciplinary expertise of the network as a whole. Training should be directed towards the needs of early-stage researchers that are within the first 4 years of their career, including those undertaking Ph.D. studies (see section 4). Such training activities would include:

- First and foremost, training-through-research under the supervision of experienced researchers;
- Provision of structured training courses (e.g. tutoring, lecture courses, teaching) that are available either locally or from another participant of the network;
- Development of network-wide training activities (e.g. workshops, summer schools) that exploit the interdisciplinary aspects of the project and exposure of the participants to different "schools of thought". External experts may also contribute to such activities;
- Organisation of courses to provide complementary training both within and outside the network. Topics of interest would include, for example, project management, presentation skills, language courses, ethics etc.;
- Co-ordination of local training programmes between the participants to maximise added value (e.g. joint syllabus development, "opening up" of local training to other network teams, joint Ph.D. programmes, etc.).

3.4.2 Transfer of Knowledge Activities

While maintaining the training of Early Stage Researchers as the primary objective, some networks might justify the involvement of more experienced researchers for the purpose of transfer of knowledge and effective interaction between participants in the joint research-training project, as typically in highly interdisciplinary and/or intersectorial projects. Please note that experienced researchers are defined as those who have more than 4 (but no more than 10) years of research experience or a Ph.D. The activities of experienced researchers might include the following:

- Participation in specialised network-wide events that enable the transfer-of-knowledge between members of the research teams, especially those from different disciplines or areas of research;
- Exchanging knowledge with the members of other teams in the network through undertaking visits and secondments;
- Mentoring of *early-stage researchers* within the network in order to pass on expertise and specialised knowledge;
- Development of complementary skills related to research management via their possible involvement in the organisation of network activities and other aspects such as proposal writing, enterprise start-up, task co-ordination, etc;

To aid in the provision of training and transfer of knowledge programme that best suits the needs of both the *early-stage and experienced researchers*, a Personal Career Development Plan will be established:

> *"Each researcher will establish, together with his/her personal supervisor, a Personal Career Development Plan comprising his/her training needs and scientific objectives and later on report upon the success with which these objectives were met. In this way the researchers will be encouraged to play an active role in shaping their own training programme and professional development."*
>
> *(Work Programme section 2.3.1.1)*

3.4.3 Networking Activities

To establish and/or strengthen the collaboration between the teams in the network, as well as between the network and its wider scientific community, Community funding will also be provided for "networking" activities. This allows the researchers to co-operate on an international level. Examples of networking activities include:

- Organisation of scientific or managerial network meetings. Networks could arrange for an external advisory committee to play a role in their self-assessment;
- Visits and secondments between participants for the purpose of exchanging knowledge;
- Invitation of external experts for specialist inputs into the joint research-training programme;
- Attendance at international conferences and workshops for the representation and dissemination of the networks' research;
- Electronic networking via the active use of Internet WebPages, Email and video conferencing;
- Collaboration with other RTNs in similar or complementary fields is also encouraged for exchange of "best practice", and transfer of knowledge;
- Organisation of a final network conference which would be widely publicised and showcase the achievements of the network. This conference might involve the participation of scientists from other networks or from the wider scientific community.

It should be noted that networks can involve individual experts or small teams in the joint research training project without them necessarily becoming full participants. In such a case, the costs incurred by their involvement would be covered by the networking funds (see section 3.4.3).

3.4.4 Visits and Secondments

Normal practice during visits and secondments is for the researcher to be appointed by the sending institute, which also pays his/her travel and subsistence expenses (e.g. accommodation). The receiving institution would be expected to pay the expenses associated with welcoming the researcher at its site. Secondments can only be undertaken within the network.

Note that secondment periods should not be used as a means of working in a country where the researcher cannot be appointed given the mobility criteria that apply:

> - *"In the case of a researcher being seconded to another participant for a period of more than 30 % of the total period of recruitment, he/she will have to be recruited by this other participant."*
>
> *(Work Programme section 2.3.1.1)*

4 Which research organisations can take part?

4.1 How are participants defined?

Participants are defined as organisations in which the members of the research teams are based (represented by the co-ordinator and scientists-in-charge). If selected for funding, all participants will sign a contract with the Commission:

> *"As a general rule, the participant of the Marie Curie actions is an organisation 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)*

In Research Training Networks, any organisation, including those which do not have their own research departments can participate insofar as they make a meaningful contribution (via, for example, access to special apparatus, etc.) to the joint research and training project.

> *A participant in this action is an organisation that is a member of a network selected by the Commission and that recruits eligible researchers or directly contributes to the research and training project of the network.*
>
> *Work Programme (section 2.3.1.1)*

4.2 What type of research organisations can take part?

According to the Work Programme, many different types of organisations can take part in RTNs:

- 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;
- International Organisations (e.g. WHO, UNESCO, etc).

Definitions for some of the above categories of organisations are provided in the Rules for Participation (reference provided in annex VII).

4.3 Where can network teams be located?

In principle the teams of a network can be located anywhere in the world. However, the conditions under which a team can be funded varies. This is summarised in the following table:

		PARTICIPATION	FUNDING
ASSOCIATED COUNTRIES	Candidate countries	As Member States	As Member States
	Other (e.g. Switzerland, Israel)	Above minimum number of Member States or Associated Candidate Countries	
THIRD COUNTRIES	(e.g. Japan, South Africa, Chile etc)	Rightfully	If essential for the Project
INTERNATIONAL ORGANISATIONS	European interest (e.g. CERN, ESA, ESO, EMBL etc.)	As Member States	
	Others (e.g. WHO, FAO, …)	Rightfully	If essential for the Project
OTHERS	Joint Research Centre of the European Commission	As Member States	As Member States

4.3.1 Teams located in EU Member or Associated States and International European Interest Organisations

Network teams located in EU Member or Associated States which have signed up for participation in FP6, as well as in International European Interest Organisations are eligible for funding and take part on the same footing. The EU Member and Associated States are shown below:

Member States	Countries associated to FP6	
	Candidate Countries	Other countries
Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom	Bulgaria, Romania and Turkey.	Iceland, Israel, Liechtenstein, Norway and Switzerland.

The Associated States have signed memoranda of understanding with the Community under the terms of which they make a financial contribution towards FP6. Once signed, organisations in these countries are 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

4.3.2 Teams located in Third Countries and International Organisations

In the case of research teams located in countries outside the Member and Associated States, or in International Organisations, there are special conditions:

> *"Participation of legal entities from third countries and of international organisations is foreseen under the conditions provided by the rules of participation and by those in the present work programme…..The financing of these entities, particularly those established in developing countries, emerging economies or economies in transition, is possible if it is essential to attain the objectives of the action."*
>
> *(Work Programme section 2.5.2)*

While the participation of such organisations in RTNs is welcomed and possible, it is clear that the proposal needs to present strong arguments in order for them to be funded. It must be demonstrated that their financing is **essential** to achieve the objectives of the project. This is summarised in the table on the previous page that outlines the conditions concerning the participation and funding of organisations depending on their legal status.

Example: *A network comprises 8 teams from EU Member and Associated States and two without funding from Third Countries (e.g. located in USA and Japan). This allows the researchers within the network to e.g. travel to those teams in Third Countries in order to collaborate and benefit from their expertise. While no direct funding is provided, the teams located in the Third Countries will benefit from the scientific interaction and transfer-of-knowledge and could be invited to take part in network events*

Example: *A network comprises 10 teams from EU Member and Associated States and one from a Third Countries (e.g. in Chile) that receives funding. The funding of the team from Chile might allow the other teams in the network to gain access to a unique apparatus that is essential for execution of the project. In return, the Chilean team benefits from the ability to interact with other teams in the network.*

4.4 How large is a network?

The following rules apply to the minimum number of legal entities required for a Research Training Network:

> *"A network in this action shall be composed of at least three participants (e.g. universities, research centres, companies, SMEs) established in at least three Member or Associated States from which two must be Member or Associated Candidate Countries. However, it is anticipated that a network will normally consist of a larger number of participants"*
>
> *(Work Programme section 2.3.1.1)*

As an indication, networks would typically range from 6 to 14 teams but there is clearly no predefined size.

> *"The size of the project and of the network will depend on the nature and scope of the research and training activities to be undertaken by the network, as well as on considerations regarding management and effective interaction amongst participants"*
>
> *Work Programme (section 2.3.1.1)*

This means that the size of the network must be coherent with its objectives in terms of research and training, encompassing all relevant disciplines, expertise etc. while kept to a reasonable size in order to ensure effective management and interaction among the teams and effective tutoring of the recruited researchers.

Example: *A network cannot consist only of teams from Associated States that are not Candidate Countries (e.g. comprising teams from Iceland, Israel and Norway only). There needs to be at least two additional teams from Member States or Associated Candidate Countries.*

Example: *A network may comprise solely teams from Associated Candidate Countries (e.g. Bulgaria, Romania and Turkey). This would not have been possible under FP5, where a minimum number of EU Member States were required.*

Example: *A network may be comprised of 20 different teams from 16 different EU Member and Associated States. Such a large network may be important to provide training in certain fields of research that are fragmented and have many smaller groups active in different locations. However, such a network would have to demonstrate a very high degree of organisation.*

4.5 How long does the network last?

Normally the duration of a RTN project is 4 years (see Work Programme section 2.3.1.1)**.** Networks of shorter duration are permissible, although it would need to be clearly demonstrated in the proposal that the project and training programme could realistically be completed within this period.

4.6 How much funding can a RTN expect to receive?

The overall budget of a RTN will largely depend upon the overall number of *early-stage* and *experienced researchers* that are to take part in the network project, expressed in terms of *person-months* and the number of participants.

There are **no strict limits** to the funding that may be provided to a RTN:

> *"Based on the experiences of the first call for Research Training Networks in the 6th Framework Programme, most networks have .a number of participants ranging from 6 – 14, and an overall approximate budget ranging of €1.500.000 to €3.000.000*
>
> *(Work Programme section 2.3.1.1)*

Note that at least 65% of the Community financial contribution must be allocated for expenses associated with the appointment of *early-stage* and *experienced researchers*.

Since the allowances paid are defined by the Commission, the budget is roughly proportional to the number of person months. Further information on the financial aspects of RTNs is provided in section 6.

5 Which individual researchers can be funded by a RTN?

5.1 Introduction

An essential element of Research Training Networks is the appointment of *early-stage (ESR)* and *experienced researchers* (ER) who will take part in the research-training and transfer-of-knowledge programme. Indeed, this is one of the most important deliverables of the contract.
These researchers are defined as follows:

> *"As a general rule, a researcher is defined as a person active in research, including at a training level, of at least post-graduate or equivalent level."*
>
> *(Work Programme section 2.5.3)*

5.2 Early-stage Researchers

Early-stage researchers (ESR) are appointed within RTNs as beneficiaries of the training programme. They are typically those researchers who could undertake doctoral studies (but not necessarily) and are defined as follows:

> *"Early-stage researchers are defined as researchers in the first 4 years (full-time equivalent) of their research activity, including the period of research training.*
> *The reference period to qualify for an early stage training activity:*
> *- is counted from the diploma giving access to doctoral studies (the degree must entitle the holder to embark on doctoral studies, without having to acquire any further qualifications) in the country in which the diploma was obtained,*
> *- covers the first 4 years of experience in research or the period until a doctoral degree is obtained, whichever is shorter.*
> *Persons who have obtained a doctorate are ineligible for the early stage actions, independently of the time taken to acquire it."*
>
> *(Work Programme section 2.5.3)*

Example: *A researcher has graduated with a first degree in biology in 2003 and would like to start his/her Ph.D. studies in 2004. He/she could benefit as an ESR within a RTN while being registered for his/her Ph.D. studies*.

Example: *A researcher has already been working as a researcher in industry for two years since graduating with his/her first degree in chemistry. He/she would be able to benefit from participation in a RTN as an ESR even without pursuing a Ph.D. degree.*

Example: *A researcher is in the process of writing up his/her Ph.D. after 4½ years of research and would like to apply for an appointment within a RTN. While he/she has not yet gained his/her doctorate, he/she would* ***not*** *be considered an ESR due to his/her level of experience.*

5.3 Experienced Researchers

In the case of *experienced researchers* (ER), their role in the network focuses upon the transfer of knowledge, where required and justified by the nature of the research project. Their eligibility is linked to the research experience which is defined as follows:

> *"Experienced researchers are defined as i) researchers having at least 4 years of research experience (full-time equivalent) since gaining a university diploma giving them access to doctoral studies (the degree must entitle the holder to embark on doctoral studies, without having to acquire any further qualifications), in the country in which the degree/diploma was obtained or ii) researchers already in possession of a doctoral degree, independently of the time taken to acquire it."*
>
> *(Work Programme section 2.5.3)*

And, in addition:

> *"Researchers with more than 10 years of research experience (full-time equivalent), counting from the time the degree/diploma was obtained and giving access to embark on a doctorate in the country where it was awarded will not be eligible for selection."*
>
> *(Work Programme section 2.3.1.1)*

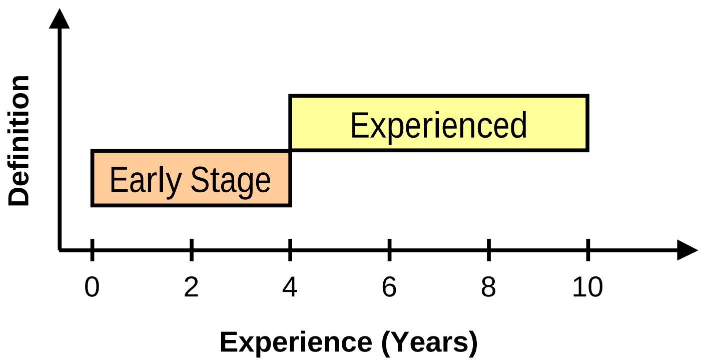
Example: *Five years after obtaining his/her undergraduate degree, a researcher obtained his/her Ph.D. He/she took a career break of five-years for family reasons but would like to continue their research career. He/she is eligible to take part in a RTN as an experienced researcher.*

Example*: A researcher obtained his/her Ph.D. after 4 years and subsequently worked in research for an additional 7 years under three different postdoctoral positions. He/she would* ***not*** *be eligible to be appointed in a RTN.*

5.4 Definition of Research Experience

Once a researcher has obtained a diploma that gives access to doctoral studies in the country in which the diploma was obtained (without having to acquire any further qualifications) the "clock" for counting research experience starts ticking. In the event that a researcher has taken a break from his/ her research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts once the researcher resumes his/ her research career.

In determining the level of experience for a researcher, it is **taken at the time of appointment** by the RTN (refer to section 2.5.3 of the Work Programme). It should also be noted that any limits in terms of experience do not apply *during* the period of appointment itself. In a similar vein, the status of a researcher does not change during an appointment (e.g. if the researcher gains his/her Ph.D. during their appointment as an early-stage researcher). Furthermore, the experience of a researcher is considered to be of the same value **independent of the discipline** in which it was obtained.



5.5 Transnational Mobility

To ensure the European character of Research Training Networks, the *early-stage or experienced researchers* are normally required to undertake transnational mobility (i.e. move country) when taking up their appointment:

> *"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 reference deadline for eligibility. Short stays such as holidays are not taken into account."*
>
> *(Work Programme section 2.5.3)*

Example: *A French researcher has moved to Germany for the first time and has been carrying out research there for the last six months. He/she can be appointed within a RTN team in Germany.*

Special conditions exist for researchers holding dual nationalities:

> *"In the case of a national holding more than one nationality, he/she will be able to carry out a period of mobility in the country of his /her nationality in which he/she has not resided during the previous 5 years. Short stays such as holidays are not taken into account."*
>
> *(Work Programme section 2.5.3)*

Example: *A researcher holding both, Spanish and British nationality has just finished his/her Ph.D. studies in Spain. He/she often visits family in the UK for holidays but has never worked or studied there. He/she would therefore be eligible to be appointed to a RTN team located in the UK.*

5.5.1 Special Conditions for Nationals of the Member States or Associated States

In the case of researchers that are nationals of Member States or Associated States, an exception to the above rule can be granted if they have been active in research in a Third Country for at least four of the last five years:

> *"Researchers from Member States or Associated States can, according to the nature of the action, carry out their transnational mobility in all other Member States and all other Associated States. These researchers will be considered as being eligible to benefit from a training or mobility action, including in their country of origin, if they can provide evidence that they have legally resided and have had their principal activity (work, studies, etc) in a third country for at least four of the last five years immediately prior to the reference deadline for eligibility. "*
>
> *(Work Programme section 2.5.3)*

Example: *An Italian researcher is currently carrying out research as a post-doc in the USA having also completed his/her Ph.D. there (a total of 4½ years outside the EU Member and Associated States prior to appointment in the RTN). He/she would like to return to Europe and continue his/her research career. He/she is eligible and can even be appointed to an Italian team participating in a RTN project.*

5.5.2 Special Conditions for Nationals of Third Countries

In the case of researchers who are nationals of Third Countries (i.e. those countries outside the EU Member and Associated States), they can be appointed as *early-stage* or *experienced researchers* within RTNs under certain conditions.

(a) Third country Researchers based *outside* the EU and Associated States

At the time of appointment two special conditions should be checked as regards the eligibility of the researcher: one concerns the location of the destination country; the other relates to the total number of person months that the network will devote to Third Country researchers:

> *"Participation and funding of researchers from third countries is foreseen in all of the host-driven mobility schemes [such as Research Training Networks].. In the case of host-driven actions [such as Research Training Networks], a maximum of 30 % of the number of funded researcher-months can be used for third country researchers. This percentage could be exceeded in exceptional cases under the condition that the excess is duly justified as being essential to attain the objectives of the action. For multi-partner contracts [such as Research Training Networks], participating organisations must have a common selection policy in order to avoid exceeding this limit."*
>
> *(Work Programme section 2.5.3)*

Note that the 30% limit defined above applies to the person-months delivered by the network *as a whole* and for the *whole project duration*. It follows from this that the appointment of Third Country researchers will have to be carefully managed amongst the network teams in order to comply with this limit.

> Example: *A Japanese researcher currently working in Japan would like to be appointed to a RTN team in the Netherlands. This is possible assuming that the network is within the foreseen 30% envelope of person-months for the network as a whole.*

> Example: *A Ukrainian researcher has been carrying out research in Germany for the last two years having previously studied in the Ukraine. He/she would be eligible to be appointed to a RTN team as long as it is located outside Germany and within the foreseen 30% envelope of person-months.*

(b) Third country Researchers already based *within* the EU and Associated States

In the case of Third Country researchers who have been already active for at least four years within the Member or Associated States, the following conditions apply:

> *"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 reference deadline for eligibility 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)*

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

> Example: *A researcher from South Africa has been working in Europe for a total of seven years having spent 5 years in Germany undertaking his/her Ph.D. and subsequently two years in Italy. He/she would be eligible for appointment within an RTN but only at teams located outside Germany (their assimilated nationality) and Italy (due to the mobility requirement).*

5.5.3 European Interest Organisations or International Organisations

In the case of European Interest Organisations or International Organisations (e.g. CERN, EMBL, ESO etc), the mobility rules described above do not apply since such an organisation cannot be associated with any one country:

"These mobility rules do not apply to the hosting of eligible researchers by international European interest organisations or international organisations. Eligible researchers may carry out their project in any eligible international organisation, whatever its location."
(Work Programme section 2.5.3)

Example: *A German researcher who has always lived and studied in Germany is eligible to be appointed at the team of a RTN based at the European Molecular Biology Laboratory (EMBL) in Heidelberg, Germany. He/she will not, however, be eligible for a mobility allowance.*

5.5.4 Summary

The following table summarises the different possibilities for transnational mobility within RTNs in terms of the nationality of the researcher and the location of the research team.

<table>
<tr><th colspan="2" rowspan="2"></th><th colspan="2">Nationality of Researcher to be Appointed</th></tr>
<tr><th>EU Member/Associated States</th><th>Third Countries</th></tr>
<tr><td rowspan="3">Location/ Type of RTN Team</td><td>EU Member /Associated States or International (European) Organisations</td><td>Possible</td><td>Within 30% limit of person-months*</td></tr>
<tr><td>International (European Interest) Organisations</td><td>Possible</td><td>Within 30% limit of person-months*</td></tr>
<tr><td>Third Countries</td><td>Only if essential for project</td><td>Not Possible</td></tr>
</table>

*30% limit does not apply if the researcher has been >4 years in EU Member or Associated States

5.6 Finding your way through the eligibility criteria

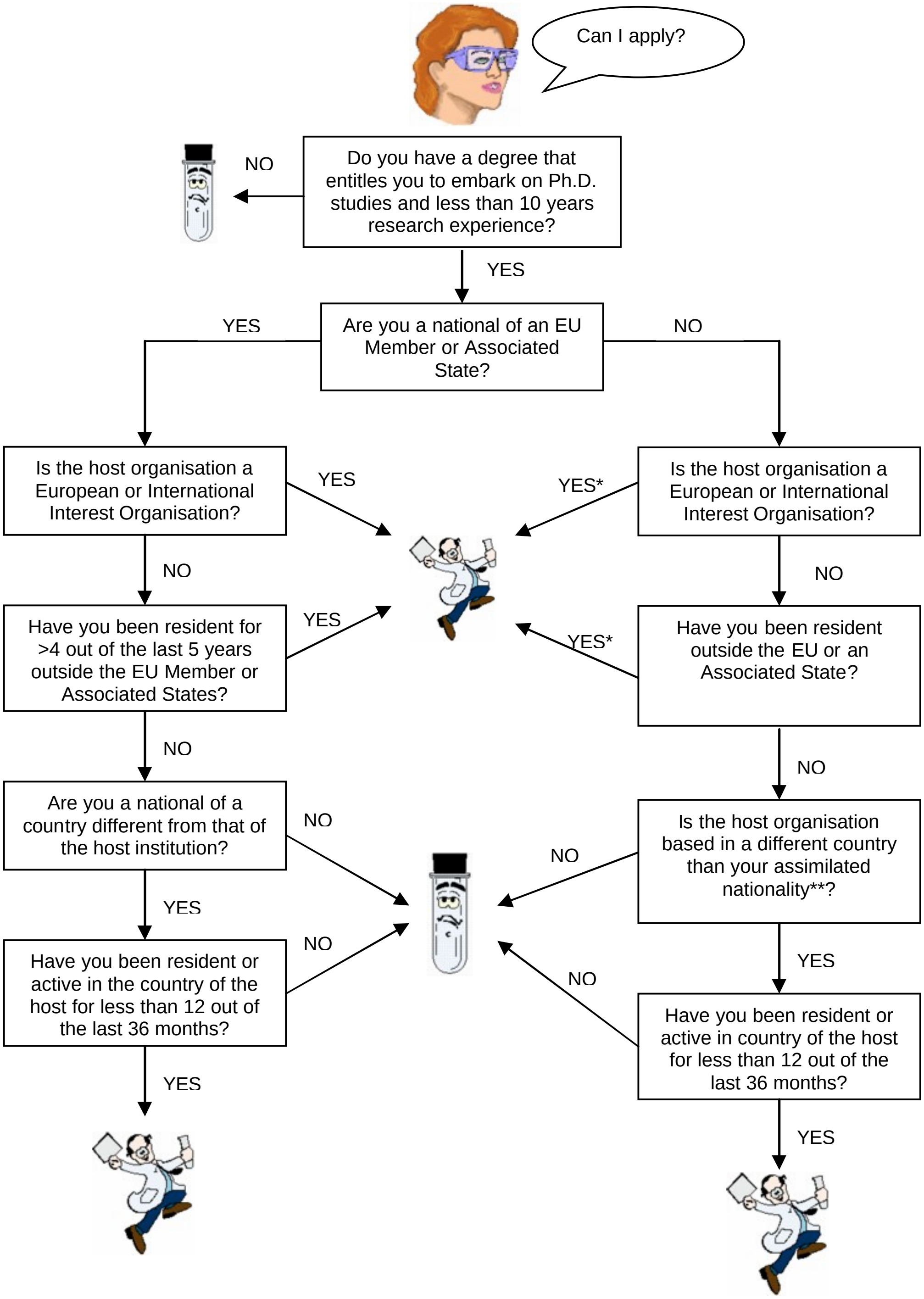
To make it easier to determine if an individual researcher might be eligible to be appointed within a RTN, the flowchart on the following page has been prepared. Please note that this chart is indicative only and it is always advisable to check the text of the Work Programme.

INDICATIVE CONDITIONS FOR APPOINTMENT ON RTN FUNDING

In the following schematic, the conditions under which a researcher can be appointed within a Research Training Network are described.

 You might be eligible

 You are probably not eligible



*Within the 30% limit for the number of person-months for Third Country researchers.

**If you have resided at least 4 out if the last 5 years in a Member/Associated state you are treated as national of a Member/Associated State. The assimilated nationality refers to the nationality of the EU Member or Associated State in which you have resided the longest during the last 5 years.

5.7 Conditions of the Appointment

An important aspect of the Commission's policy towards researchers is to improve their working and living conditions, whist retaining their mobility, thereby opening up new perspectives for research careers within Europe. The Marie Curie Actions should act as a catalyst in this respect. The organisations will therefore be required to meet certain conditions when appointing researchers. As described in section 6, they will receive living allowances relative to the cost-of-living in the country of appointment, along with mobility and travel allowances that depend on their family circumstances. In addition, provision of maternity/parental leave will be compulsory.

The European Commission has adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. These two documents are key elements in the EU's policy to make research an attractive career, which is a vital feature of its strategy to stimulate economic and employment growth. Participants in the Marie Curie Actions are encouraged to follow the principles of the Charter and Code of Conduct in the implementation of these actions (reference provided in Annex VII)

When making appointments within a RTN, organisations can opt for a fixed-amount stipend or an employment contract. In both cases, compulsory social security cover under the legislation in the country of appointment is mandatory. As a rule, fixed-amount stipends should only be used for the appointment of *early-stage researchers* (typically Ph.D. students). It should be stressed that **the appointment of *experienced researchers* should always be under employment contracts, unless duly justified**.

Regarding the duration of the appointment:

> *"The training opportunities for researchers within the coherent training and mobility scheme provided by the project may range from 3 months to 3 years."*
>
> *(Work Programme section 2.3.1.1)*

It should enable each researcher to gain most benefit from their involvement in the network (e.g. to attend several network-wide workshops or meetings).

It should be noted that the *early-stage and experienced researchers* will have contracts with the research organisations and not directly with the Commission:

> *"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)*

6 How is the network financed?

6.1 Introduction

The Community financial contribution for a Research Training Network will be principally awarded upon the basis of the additional expenses associated with the appointment of the *early-stage* and *experienced researchers* that will benefit from the training and transfer of knowledge programme. Community financial support is also provided for contributing to the networking and other expenses that benefit the research organisation that are hosting these researchers. In addition, a contribution towards the overhead and management-related expenses will be provided.

In contrast to Research Training Networks under previous Framework Programmes where local rates were used, the allowances paid to *early-stage* and *experienced researchers* in FP6 are appointed under Marie Curie rates and allowances defined in the Work Programme and common to most of the Marie Curie Actions. Taking into account that at least 65% of the network budget must be devoted to these expenses, it follows that the overall Community contribution will be largely defined by the number of person months.

6.2 Basic do’s and don’ts

At the beginning of the RTN contract, an initial payment will be made by the Commission services to enable the teams to begin work. The teams will be required to regularly report on the expenses that have been incurred. Some basic conditions apply regarding the charging of those expenses to the RTN contract:

- they must be **actual, economic and necessary** for the implementation of the project;
- they must be determined in accordance with **the usual accounting principles** of each research organisation;
- they must be incurred **within the duration** of the project, except when otherwise provided for in the contract (e.g. costs related to the preparation of the final report can be incurred up to 45 days after the end of the project);
- they must be **recorded in the accounts** of the organisation 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;
- they must **exclude** any **indirect taxes**, **duties**, **interest**; costs incurred in respect **of another Community project**, and must **not give rise to profit**.

Note that with the exception of the conditions under which the *early-stage* and *experienced researchers* will be appointed and the exclusion of indirect taxes, there will be no pre-defined eligible cost categories. Importance will be placed, however, upon meeting the deliverables as set out in the technical annex of the contract.

6.3 Community contribution & rates

The conditions for funding the activities undertaken by the network 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[1]									
Eligible expenses for the activities carried out by the researchers[2]					Eligible expenses for the activities carried out by the host organisations				
- A - **Monthly living allowance[3]**	**Transnational mobility** **B** **Travel[4] Allowances**	**Transnational mobility** **C** **Mobility[5] Allowances**	**- D -** **Career exploratory allowance[6]**	**- 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**
Application of the Marie Curie reference rates (cf. point 2.8 of the Work Programme)	X	X	X	Host institute manages the financial contribution to expenses incurred by eligible researchers participating in networking, training and knowledge transfer activities (meetings, conferences, training actions, secondments). (Provisional budget calculated on the basis of 400 Euro per eligible researcher-month; Payment on the basis of actual expenditure) At least **65**% of the Community contribution must be spent on cost categories A, B, C, D and E.	1 – Contribution to costs linked to the participation of researchers not recruited by the Network in networking activities, in training and transfer of knowledge (network meetings, conferences, training actions, secondments,…): - actual cost 2 – Contribution to the organisation and the implementation of the project (research costs linked to the training of researchers recruited by the network, publication of vacant posts, establishment and maintenance of a web site, exchange of information and of materials,…..): - actual cost	Up to 7% of the Community contribution	10% of direct costs excluding sub-contracts	**<u>Equipment expenses</u>** if : - necessary for the project - duly justified on basis of real costs - and with prior agreement of the Commission (partial depreciation, or total if indispensable, if justified by the use of the goods and if final destination of goods is determined)

[1]The following activities are considered necessary by their nature to achieve the 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.

[2]The expenses A, B, C and D are for the benefit of the eligible researchers. The expenses E are expenses for the training activities carried out by the researchers.

[3]Allowance for fellows/month based on reference rates as mentioned in table 1 point 2.8.1 of the Work Programme.

[4]Travel allowance / fellow based on the direct distance (as the crow flies) between the place of origin and the host institution of the researcher, calculated on the basis of one payment for every period of 12 months or less, when the first period or the last one is less than 12 months. Only one travel allowance shall be paid per period of 12 months, independently of possible interruptions or stays with different partners.

[5]Mobility allowance / month: fixed amount (relocation, family charges, language courses, etc): 800 € to cover supplementary expenses linked to the family situation of the researcher (marriage or equivalent status recognised by national legislation of the country of the host, and/or charge of children) ; 500 € for a researcher without family charges. The measuring point for the family situation is “at the time of recruitment” in case of host driven actions. To these amounts a correction factor for the cost of living of the country of execution of the project is applied. This allocation will only be due for researchers doing a transnational mobility.

[6]€ 2000/fellow: only for fellows selected for stays of at least one year.

6.4 What types of expenses are covered?

According to the Work Programme, the eligible expenses that can be charged to the RTN contract may be broadly divided into:

- Expenses for the activities directly carried out by those eligible researchers that are appointed by the network;
- Expenses for the activities carried out by the host organisations and for the benefit of all researchers that belong to the teams participating in the network.

At least 65% of the overall RTN budget must be spent on the first type of activity listed above. These types of activities are explained in more detail below.

6.4.1 Expenses related to the appointed Early-stage and Experienced Researchers

- **A: Monthly Living Allowance** – this refers to the basic monthly amount to be paid each month to the researcher according to the table in annex I. This is then adjusted according to the country in which they will be appointed as shown in annex III. The living allowance is a gross Community contribution to the salary costs of the fellow. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. For each eligible researcher, the host organisation can opt between recruiting him/her under an employment contract (including all compulsory deductions under national legislation in the context of the project), or a fixed-amount stipend. Researchers can only be appointed under a fixed-amount stipend if this is compatible with national legislation and if social security is provided. Host organisations may pay a top up to the eligible researcher in order to complement this contribution.
- **B: Travel Allowance** – this refers to a fixed amount contribution paid upon taking up employment and yearly thereafter. As shown in Annex I, it is based upon the distance between the location of the host institution and the researcher's place of origin.
- **C: Mobility Allowance** – this refers to a monthly payment that helps to compensate the researcher for the additional expenses that are normally incurred when working abroad (e.g. relocation; family charges, language courses, renting accommodation, etc.) There are two reference amounts depending on the family situation of the researcher at the time of recruitment:
    - 800€/month: Researcher with family charges (marriage or equivalent status recognised by national legislation of the country of the host, and/or charge of children.).
    - 500€/month: Researcher without family charges.

  The allowance is adjusted according to the country in which the researcher is appointed The allowance is only paid in those cases where there is transnational mobility, consequently, a fellow who is carrying out the project in an international organisation located in his/her country of nationality, would not receive a mobility allowance.
- **D: Career Exploration Allowance** – this refers to an allowance of 2000€ that is paid once during a fellowship of at least one-year duration. This allowance is intended

to enable each researcher to follow their career development plan by, for example, attending additional courses or job fairs etc.

- **E: Contribution to the participation expenses of eligible researchers** – this is calculated on the basis of 400€ per person-month. This is earmarked for the researcher appointed by the network and administrated by the host institution according to the *real cost* of their training, networking and transfer-of-knowledge activities This is exclusive of the research expenses (e.g. consumables, computing etc) that are accommodated by the activity F2, as described below.

All of the above categories **must account for at least 65% of the overall Community contribution for the RTN**. Failure to achieve this would result in a pro-rata reduction of the Community contribution for the other eligible expenses of the network.

Note that social security contributions and taxation vary from country to country. In order to obtain an estimation of the actual net allowances for the researchers, it is recommended to consult the host institution and/or the relevant National Contact Point (see Annex VII).

6.4.2 Expenses related to the activities of the host organisations

- **F: Contribution to the research/networking/training/transfer of knowledge programme expenses** – this refers to the actual expenses incurred by the host institutions and is subdivided into the following types of activities:
    - **F(1)** to support the participation of the non-appointed researchers from the network teams in the networking and transfer of knowledge activities;
    - **F(2)** to support the organisation and implementation of the project (e.g. consumables, maintenance of a website, exchange of materials etc).
- **G: Management activities (including audit certification)** – this refers to a maximum of 7% that will be paid towards expenses related to the management of the project and the expenses related to the auditing of the financial reports of the RTN. It will be based upon actual expenses (e.g. towards the salary of a person dedicated to assist with the management of the project, or a contract with an external independent auditor for audit certification). In the case of public or international organisations, this certification may be provided by a competent public official;
- **H: Contribution to overheads** – this refers to a flat rate payment of 10% (excluding costs for subcontracts) of the direct costs;
- **I: Other types of eligible expenses/specific conditions** – this refers to the provision and use of equipment if essential for the execution of the project. The prior approval of the Commission services must be sought in advance at the time of contract negotiation. Depreciation must be taken into account.

6.5 How is the EC contribution determined?

On the basis of the information requested in Part A of the Proposal Submission Forms and, in particular, the distribution of the person-months of *early-stage and experienced researchers*, the Commission will estimate the maximum Community contribution. If the proposal is selected by the Commission for funding, the Community contribution will be determined more accurately during the negotiations taking into account the anticipated conditions of appointment (e.g. stipend or employment contract) and any recommendations from the expert evaluators and/or Commission services.

It is an intrinsic feature of host-driven actions that the expenses related with the appointment of *early-stage* and *experienced researchers* cannot be accurately calculated in advance. This is because the allowances to be paid depend upon the personal circumstances of the researcher (e.g. place of origin, family status etc). The level of funding has to be determined with the Commission services on the basis on an average level.

(a) Expenses for the benefit of the Early-stage and Experienced Researchers

In order to estimate the budget, it is important to start with an estimate of the expenses associated with the appointment of *early-stage* and *experienced* researchers. The number of person-months to be provided will determine the maximum total Community contribution and the contribution that would be available for other activities such as the research, training and networking.

Referring to the table shown in Annex I, the monthly living allowance is calculated according to the level of experience of the researcher and whether the gross amount will be subject to compulsory social security deductions (normally an "employment contract") or not (normally a "stipend"). In the latter case, the host research organisation must nevertheless ensure that the researcher has the compulsory national social security cover.

Taking the example of a 36 month appointment for an early-stage researcher that is under an employment contract (30,550€ per year) for three years gives a starting point of:

3 years * 30,550€ = 91,650€

To this basic allowance, we need to include the monthly mobility allowance that takes into account the family status of the researcher as shown in Annex I.

Assuming that the early stage researcher will undertake transnational mobility and is entitled to family allowances in the country of the host organisation:

(3 years * 30,550€) + (36 months * 800€) = 120,450€

Now we need to take into account the correction coefficient according to the country in which they are being appointed. These coefficients are listed in the table shown in annex I and applied to both the monthly living allowance and mobility allowance.

Assuming that the researcher will be appointed in France (104.7%):

((3 years * 30,550€) + (36 months * 800€)) * 104.7%= 126,111€

Finally, to conclude the calculation of the allowances that will be paid directly to the researcher, the annual travel allowance according to the table in annex I and one-off career exploratory allowance of 2000€ need to taken into account.

Including the yearly travel and career exploratory allowances (not subject to the country dependent coefficient) give:

((3 years * 30,550€) + (36 months * 800€)) * 104.7%) +
(3 years * 750€) + 2000€ = 130,361€

Now the basic monthly contribution towards the training, networking and transfer of knowledge expenses incurred by the researchers appointed by the network must be taken into account (400€ per person-month). This monthly amount only defines a financial envelope to be administered by the host institution (i.e. not directly paid to the researcher). It is paid according to the actual cost incurred. Taking into account this contribution:

((3 years * 30,550€) + (36 months * 800€)) * 104.7%) +
(3 years * 750€) + 2000€ + (36 months * 400€) = 144,761€

(b) Expenses for the benefit of the Host Institutions

To demonstrate how the expenses associated for the benefit of the host are taken into account, we continue with the above example and assume that there are 12 teams in the RTN. For the sake of simplicity, they are (unrealistically) assumed to have identical expenses with respect to the appointment of the researchers. In reality there would, of course, be variations according to the country etc. The overall expenses related to the appointment of the researchers are thus:

Appointment Expenses = 12 * 144,761€ = 1,737,132€

As already stated, since at least 65% of the budget has to be attributed to these expenses, the maximum Community contribution can be estimated thus:

Total Budget = 1,737,132€ / 0.65 = 2,672,510€

From which the remaining types of activities (i.e. those within the 35%) can be estimated. Taking the maximum management and audit certificate related expenses and assuming that the real cost is up to the maximum of 7% of the total Community contribution:

Management Expenses = 2,672,510€ * 7% = 187,067€

The remaining overhead expenses can now be estimated. With a flat rate payment of 10% for overheads, deducting management expenses and assuming no subcontracting (which would not be subject to overheads):

Overhead Expenses = (2,672,510€ - 187,076€) * (1 – (1 / (1+ (10%))) = 225,948€

Finally, an estimate of the Community contribution that will be available for the remaining components of research, training, networking, transfer-of-knowledge and, with prior approval from the Commission, equipment:

2,672,510€ - 1,737,132€ – 225,948€ – 187,076€ = 522,354€

Note that, with the exception of the overheads, all the expenses related to the activities of the host institutions are paid on the basis of the actual expenses incurred. The above calculations therefore only serve to allow proposers to estimate the scale of activities that could be undertaken assuming, of course, that the network can appoint researchers and provide the necessary amount of training and/or transfer of knowledge in terms of person-months.

In summary, for this fictitious RTN comprising 12 network teams each appointing *early-stage* researchers for 36 person-months (total of 432 person-months):

Activity	Maximum Potential EC Contribution		
	Expenses (Euros)	**Overheads (Euros)**	**Total (Euros)**
Appointment expenses	1,737,132	173,713	**1,910,854**
Research/training/transfer of knowledge/equipment	522,354	52,235	**574,589**
Management/audit expenses			**187,076**
Overall Total			**2,672,510**

Note that the overheads associated with the management/auditing expenses must be included within the 7% limit of the total EC contribution. It follows therefore that the overhead expenses should exclude the management-related expenses.

The network would finally need to consider how the last activity shown in the table is broken down into the two sub-categories of activities (i.e. research/training/transfer of knowledge/equipment) as discussed under the headings F (1) and F (2) above.

A table of basic monthly salaries for researchers including the country coefficients is provided in Annex IV for the EU Member and Associated States. One must still take into account the mobility and travel allowances when calculating the total expenses.

7 How to submit a Proposal and Beyond

7.1 Call for proposals

The call for proposals ref. FP6-2005-Mobility-1 for **Marie Curie Research Training Networks** was published on 17 June 2005 (Official Journal Reference C 147), the two deadlines being **28 September 2005** for 1st stage submission and **14 February 2006** for the 2nd submission stage. No further calls will be published for RTNs under FP6.

Please note that proposals **must be received by the Commission by the specified closing date and time of the call**. No extenuating circumstances, even if outside the control of the proposer can be taken into account should a proposal arrive after the deadline for receipt.

7.2 Preparing a proposal

In order to prepare a proposal, please download the "InfoPack":

http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=210

Each InfoPack contains the following 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 September 2004 version of the Work Programme.** The Work Programme provides a detailed description of the Marie Curie actions, including eligibility and evaluation criteria that apply to proposals.
- **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 brochure "FP6 in brief"** providing a user-friendly overview of all the instruments of the Sixth Framework Propgramme**.**

The following documents are also important to consult as they elaborate on the evaluation process (the relevant web-addresses are indicated in Annex VII):

- **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 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.

7.2.1 The Proposal

A complete proposal consists of the following 2 parts:
Part A: A set of administrative forms, which in the case of Marie Curie Research Training Networks are reduced to forms **A1, A2,** and **A4**. The information in these forms is of great importance since it will be used for the preparation of the contract negotiation phase, for calculating the Community contribution and for eligibility issues such as the consortium composition. Please note that at both stages of submission Forms A2 have to be filled in for **all** participants.

Part B: The free-text description of the research project. A series of headings and explanatory notes based on the evaluation criteria are expected for the preparation of Part B. The network is 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.

The maximum recommended length for outline proposals (stage 1) is **10 pages** and for full proposals (stage 2) **45 pages**. Further formatting specifications are given in the Guide for Proposers and the EPSS online preparation and submission guide".

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 and a Part B.

7.2.2 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 consortium will be solely responsible for the accuracy of the information given in the proposal.

7.3 Methods for submission

Proposals need to be submitted electronically via the web-based Electronic Proposal Submission System (EPSS). In exceptional cases, however, a co-ordinator may request permission from the Commission to submit on paper. This should be done well before the deadline and in writing to:

European Commission
The HRM Activity Information Desk
(Call Identifier: FP6-2004-Mobility-1)
Research Directorate-General

or by email: *rtd-mariecurie-actions@cec.eu.int*

B-1049 Brussels

Please note that in all cases proposals need to arrive at the Commission before the deadline indicated in the call.

Other methods of submission (e.g. via email or fax) will not be accepted.

7.3.1 Multiple Submissions

Errors discovered in proposals submitted via the EPSS can be rectified by simply submitting a corrected version. So long as the call is not yet closed, the new submission will overwrite the previous one.

Once the deadline has passed, however, no further additions, corrections or re-submissions are accepted. The last version of the proposal received before the deadline is the one which will be evaluated, and any later material will be disregarded.

In the case of multiple submissions for the same or different Marie Curie Actions, applicants are reminded of the need to demonstrate clearly in the proposal their capacity to participate simultaneously in those proposals (in terms of research staff, infrastructure and management).

> *"In case of submission of a proposal concerning a project in the same field for which the applicant-participant has received Community financing under the Marie Curie-actions under the Sixth Framework programme or under similar actions under previous Framework Programmes, the applicant[1] has to demonstrate clearly the substantial added value of the new project in relation to the project previously financed.".*
>
> *(Work Programme section 2.5.4)*

7.4 Evaluation of proposals

7.4.1 General Principles

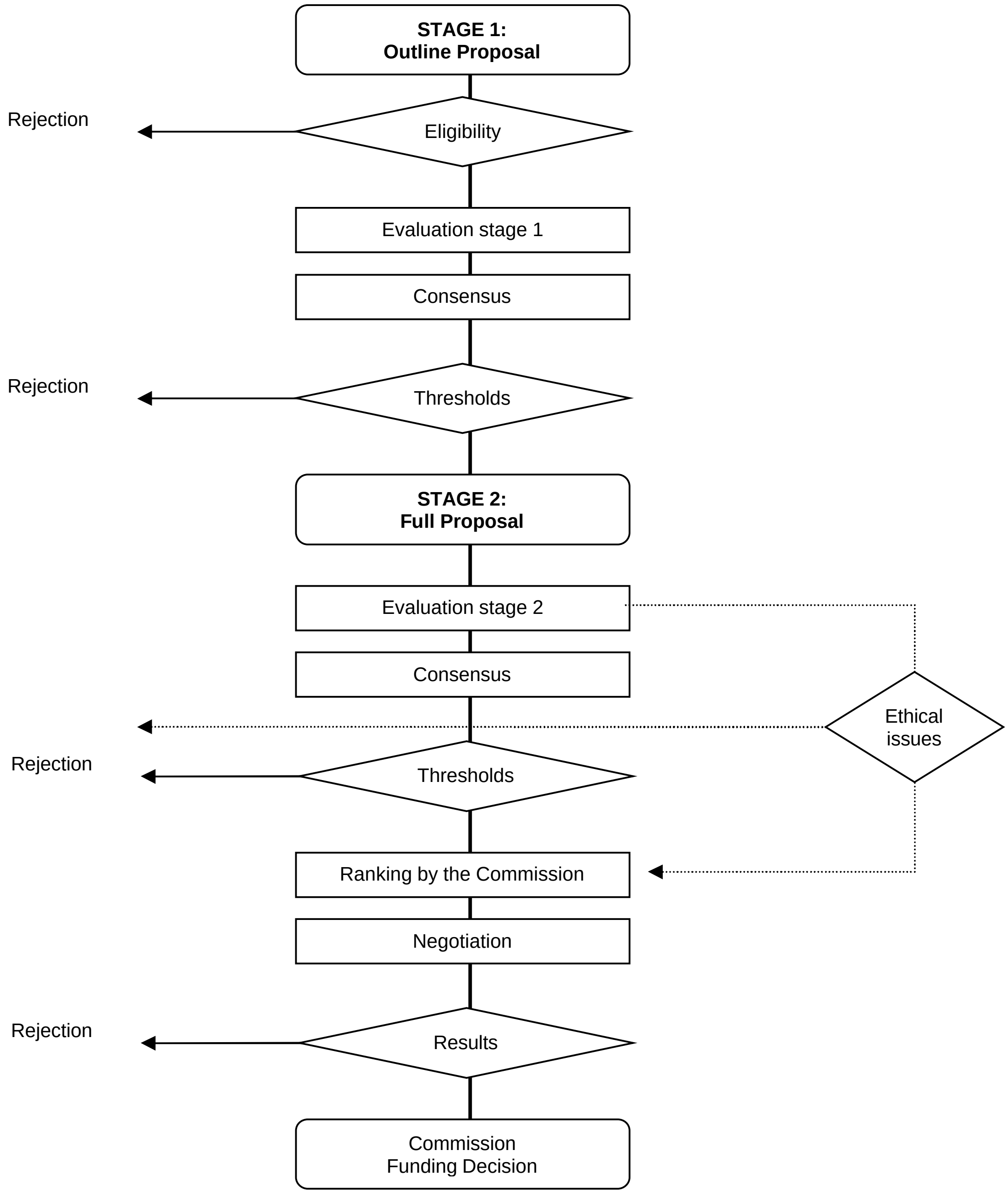
The fundamental principles governing the evaluation of proposals are:

- **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.

[1] At the appropriate organisational level of where the proposed research and training is to be executed

7.4.2 Evaluation Process

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



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. Proposals that involve ethical issues may go 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.

7.4.3 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. While outline proposals will be evaluated against the two criteria “Scientific Quality” (1) and “Quality of the Training Activities/Transfer of Knowledge” (2) full proposals submitted at the second stage will be evaluated against the full set of five evaluation criteria (1 – 5). A detailed overview of the evaluation criteria and their weighting according to the various submission stages is presented below. It should be noted that the marks given to outline proposals will not be taken into account when assessing full proposals submitted in stage 2.

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 scientific quality of the proposed project, the quality of the training and management and feasibility;
- 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 automatically excluded from funding.

Stage 1: Submission of outline proposals

HRM evaluation criterion	Specific questions to be posed to evaluators	Threshold mark (0-5)	Weighting (%)
(1) Scientific Quality of the collaborative project	Are the S&T objectives well specified including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia co-operation and/or overcoming fragmentation? Is the joint collaborative research project of high scientific quality, realistic and well described? Is the research methodology appropriate? Is the project original and innovative? Does it demonstrate sound knowledge of the state-of-the-art?	3	50
(2) Quality of the Training / Transfer of Knowledge Activities	Is the training / ToK programme precisely described, well articulated and consistent with the collaborative research project? Does the training/ToK programme address important and timely training/ToK needs (including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia co-operation and/or overcoming fragmentation? Is it adapted to the targeted researchers (ESR/ER)? Does it combine local specialist training with network-wide training / ToK activities? Does it bring benefit to the researchers in terms of the acquisition of relevant complementary skills (e.g. management, communication, IPR, ethics, etc.)?	4	50

Stage 2: Submission of full proposal

HRM evaluation criterion	Specific questions to be posed to evaluators	Threshold mark (0-5)	Weighting (%)
(1) Scientific Quality of the collaborative project	Are the S&T objectives well specified, including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia co-operation and/or overcoming fragmentation? Is the joint collaborative research project of high scientific quality, realistic and well described? Is the research methodology appropriate?	3	15

	Is the project original and innovative? Does it demonstrate sound knowledge of the state-of-the-art?		
(2) Quality of the Training / Transfer of Knowledge Activities	Is the training programme precisely described, well articulated and consistent with the collaborative research project? Does the training and ToK programme address important and timely training/ToK needs (including with respect to one or more of the three following specific objectives of the action: integrating different disciplines, industry-academia co-operation and/or overcoming fragmentation)? Is it adapted to the targeted researchers (ESR/ER)? Does it combine local specialist training with network-wide training / ToK activities? Does it bring benefit to the researchers in terms of the acquisition of relevant complementary skills (e.g. management, communication, IPR, ethics, etc.)?	4	20
(3) Quality / Capacity of the Host or Network Partnership	Has the network, collectively, the necessary expertise/facilities/infrastructures to achieve the project scientific objectives, and is the task distribution and schedule well thought out? Have the partners the capacity to provide high quality training and appropriate tutoring to the requested ESRs? Are the complementarities and synergies among partners in terms of research and training well exploited? Have the partners the experience of ToK and of international research collaboration in the area of the project? Is the size of the network commensurate with the research/training/ToK objectives? How essential is third country participation, if any, to achieve the objectives of the project.	N/A	15
(4) Management and Feasibility	Are there detailed and appropriate plans for the overall management of the collaborative project (demarcation of responsibilities, rules for decision making)? Is there a clear recruitment strategy, based on competitive international recruitment and incorporating an equal opportunity policy? Is there provision for effective networking and dissemination of best practice among partners? Is there a strategy for the dissemination of results during and after completion of the project?	3	15

(5) Added value and relevance to the objectives	Relevance of the proposal to one or more specific objectives of the action as specified in section 2.3.1.1 of the Work Programme. Anticipated impact of the proposed research, training and/or ToK programme on the career development of the recruited researchers. Anticipated impact of the proposed research, training and/or ToK programme on the partner organisations' capabilities in these domains, and in fostering longer term collaborations among them. Extent to which other objectives of European policies and actions are met (e.g. structuring the European Research Area; attractiveness of science; European competitivity; promoting women in science; cohesion and regional policy). Extent to which the proposal integrates research partners from Less Favoured Regions, New Member States and Associated Candidate Countries.	N/A	35

7.4.4 Ranking of proposals

After having finalised the second stage evaluation and based on the overall scores of the proposals that are above 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 eligible 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 into 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 are available will be rejected for budgetary reasons.

The preliminary results will be published for information purposes on the "Call Progress section" of the CORDIS pages for RTN:

http://www.cordis.lu/mariecurie-actions/rtn/status.htm

7.5 Contract negotiations

If the proposal has been successful in this evaluation procedure and has been retained by the Commission, proposers will be invited to enter into contract negotiations. During this phase, all the necessary financial and technical information will be collected in order to prepare the contract and to define the implementation of the scientific and training programme in terms of contractual deliverables. The maximum financial contribution from the Community will also be determined. Comments from the experts that arose during the evaluation may also be taken into account at this stage.

Proposals that involve ethical issues will go through an ethical review prior to the contract negotiation. This may raise issues, which will be included in the negotiations. To address issues internal to the network, such as intellectual property rights, the participants may wish to complete a consortium agreement. However, this agreement is optional. For further information on the process of contract negotiations, we recommend that you refer to the RTN Negotiation Guidance Notes that can be downloaded from:

http://www.cordis.lu/mariecurie-actions/rtn/manage.htm

Assuming that the negotiations are successfully concluded, a formal Commission Decision approving the funding will be made and the proposer will be informed accordingly. A contract is subsequently prepared and sent to the co-ordinator for signature. The contract enters into force following subsequent signature by the Commission (please note that the effective start date of the project can differ from the date of Commission's representative signature). An initial payment can then be made to the co-ordinator, which can be distributed to the other network teams once they have, in turn, signed the contract.

7.6 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 Cure Actions helpdesk using the following email address:

rtd-mariecurie-actions@cec.eu.int

with the subject "RTNs" and we will endeavour to answer your questions as rapidly as possible.

Annex I: Definitions of the Allowances

(a) Basic Living Allowance (cost of living index 100)[1]

For each eligible researcher, the host organisation can opt between recruiting him/her under an employment contract or a fixed-amount stipend.

Categories	Researchers appointed under an employment contract/fellowship with full social security coverage (€/year)[2]	Researchers receiving a fixed-amount fellowship with minimum social security coverage (€/year)[3]
Early stage researchers (<4 years experience)	30 550	15 275
Experienced researchers (4-10 years experience)	47 000	23 500

(b) Travel Allowance

Distance* (km)	Fixed-amount contribution (€)
< 500	250
500 – 1.000	500
1.000 – 1.500	750
1.500 – 2.500	1 000
2.500 – 5.000	1 500
5.000 – 10.000	2 000
>10.000	2 500

* Direct distance (as the crow flies) based on latitude and longitude between the two locations.

(c) Mobility Allowance

- 800€ per person-month for a researcher with family obligations(i.e. researcher is married or has an equivalent status as recognised by the national legislation of the country in which the host is located and/or has charge of children);

[1] Rates for individual countries are obtained by applying to these rates the correction factors for cost of living, as referred in Annex III of this document.
[2] These monthly allowances include all compulsory deductions under national applicable legislation.
[3] Fixed-amount fellowships with minimum social security coverage are not employment contracts. Researchers can only be recruited under a fixed-amount fellowship with minimum social security if this is compatible with national legislation of the host organisation. The host organisation must ensure that minimum social security coverage has been provided to the researcher, not necessarily paid from the Community contribution for the fixed-amount fellowship.

- 500€ per person-month for a researcher that has undertaken transnational mobility but is not married or equivalent;
- No mobility allowance is paid to researchers that have not undertaken physical transnational mobility (e.g. for those researchers working in an International Organisation in their country of origin).

Please note that the correction factor is also applied to the mobility allowance.

Annex II: Generalised Calculation of the Budget

Defining the allowances and coefficients as follows:

- Basic living allowance ($LivAllow_i$) according to annex I, table (a);
- Monthly mobility allowance ($MobAllow_i$) annex I, table (c);
- Country correction coefficient ($CorCoeff_i$) according to annex III;
- Annual travel allowance ($TravAllow_i$) according to annex I, table (b);
- One-off career exploratory allowance ($CarExpAllow_i$) of 2000€.

To generalise, taking the expenses related to the appointment of the researchers ($Contrib\_app_i$) by each participant *i* for n_i person-months:

$$Contrib\_app_i = ((LivAllow_i * (n_i / 12)) + (MobAllow_i * n_i)) * (CorCoeff_i / 100) + ((TravAllowi * [ni /12] + CarExpAllow_i) + (ResExpensi * n_i))$$

Here the annual travel allowance is paid for each year rounding up. Based upon this the maximum EC Contribution (Contrib_total) for the network can be estimated on the basis that these expenses must account for at least 65% of the network's overall budget i.e. summed over all teams:

$$Contrib\_total = (\sum_i Contrib\_app_i) / 0.65$$

One can therefore calculate the maximum contribution towards expenses related to the activities carried out by the host organisations. This can be broadly broken down into overheads (Contrib_ohead), management related expenses (Contrib_mgmt) and expenses associated with the other activities such as research, training and networking including equipment (Contrib_other). Assuming indirect costs (overheads) of Ohead% and management related expenses of Mgmt%:

$$Contrib\_mgmt = Contrib\_total * (Mgmt (\%) / 100)$$

$$Contrib\_ohead = (Contrib\_total - Contrib\_mgmt) * (1 – (1 / (1 + (Ohead(\%) /100))))$$

$$Contrib\_other = Contrib\_total – \sum_i Contrib\_app_i - Contrib\_ohead – Contrib\_mgmt$$

Note that any expenses related to subcontracting, if applicable, should not be included in the calculation of the overheads.

Annex III: Correction Coefficients [1] [2]

Austria	104	Belgium	100	Cyprus	95,1	Czech Republic	92	Denmark	129,1
Estonia	74,3	Finland	115,9	France	104,7	Germany	103,8	Greece	87,6
Hungary	69	Ireland	108,2	Italy	99,3	Latvia	80,7	Lithuania	76,6
Luxemburg	100	Malta	103	Netherlands	103,9	Poland	88,7	Portugal	88,7
Slovakia	68,8	Slovenia	76,4	Spain	93,7	Sweden	110,7	United Kingdom	112,5
Bulgaria	72,1	Iceland	118,9	Israel	121,6	Norway	134,2	Romania	55,1
Switzerland	124,8	Turkey	81,3						
Albania	97,3	Angola	115,9	Argentina	129,4	Australia	93,9	Bangladesh	77,9
Barbados	142,5	Belize	103,2	Benin	88,4	Bolivia	74,3	Bosnia and Herzegovina	87,5
Botswana	55,4	Brazil	82,4	Burkina Faso	78,5	Cameroon	96,1	Canada	84,5
Cape Verde	75,6	Central African Republic	109,8	Chad	112,5	Chile	86,2	China	107,3
Colombia	82,9	Congo	103,9	Costa Rica	104,7	Côte d'Ivoire	106,1	Croatia	97,3
Democratic Rep. of the Congo	144,9	Djibouti	141,8	Dominican Republic	92,4	Egypt	73,4	Equatorial Guinea	95,8
Eritrea	46,3	Ethiopia	80,2	Fiji	71,1	FYROM	77,5	Gabon	116,1
Georgia	111,2	Ghana	89,5	Guatemala	93,8	Guinea	87,1	Guinea-Bissau	132,2
Guyana	70,7	Haiti	98,4	Hong Kong	121,9	India	61,2	Indonesia	88,5
Jamaica	126,4	Japan	161,3	Jordan	99,2	Kazakhstan	117,9	Kenya	98,5
Lebanon	110,9	Lesotho	44,1	Madagascar	96,1	Malawi	105	Mali	86,6
Mauritania	72,8	Mauritius	84,5	Mexico	102,4	Morocco	89,6	Mozambique	81,7
Namibia	48,4	Netherlands Antilles	121	New Caledonia	122,2	Nicaragua	99,4	Niger	87,7
Nigeria	102,7	Pakistan	59,3	Papua New Guinea	68,3	Peru	112,4	Philippines	68,7
Russia	133,6	São Tomé and Príncipe	74,4	Senegal	81,5	Solomon Islands	97,2	South Africa	41,9
South Korea	108,3	Sri Lanka	77,8	Sudan	48	Surinam	81,5	Swaziland	42,3
Syria	108,4	Tanzania	80,9	Thailand	70,9	The Comoros	103,3	The Gambia	60,5
Togo	96,3	Tonga	72,7	Trinidad and Tobago	90,7	Tunisia	83,6	Uganda	99,2
Ukraine	123,9	United States	132,5	Uruguay	109,3	Vanuata	121,9	Venezuela	115,6
Vietnam	68,9	West Bank and Gaza Strip	112,9	Serbia and Montenegro	63,6	Zambia	66	Zimbabwe	88,5

[1] These rates are based on the correction coefficients used for EC civil servants working in these countries.
[2] For those countries where the correction coefficient is not available (not indicated in the table), the Commission will decide on a case by case basis.

Annex IV: Consolidated Tables of the Basic Monthly Living Allowance

Please note that the following table provides the basic monthly allowance for researchers but does not include additional allowances for mobility and travel allowances. These allowances represent the Community Contribution to salary costs and are as such gross amounts. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts.

	Employment contract (€/month)		Stipend (€/month)	
Country	**Early-stage researchers (<4 years experience)**	**Experienced Researchers (4-10 years experience)**	**Early stage researchers (< 4 years experience)**	**Experienced Researchers (4-10 years experience)**
Austria	2647,67	4073,33	1323,83	2036,67
Belgium	2545,83	3916,67	1272,92	1958,33
Bulgaria	1835,55	2823,92	917,77	1411,96
Cyprus	2421,09	3724,75	1210,54	1862,38
Czech Republic	2342,17	3603,33	1171,08	1801,67
Denmark	3286,67	5056,42	1643,34	2528,21
Estonia	1891,55	2910,08	945,78	1455,04
Finland	2950,62	4539,42	1475,31	2269,71
France	2665,49	4100,75	1332,74	2050,38
Germany	2642,58	4065,50	1321,29	2032,75
Greece	2230,15	3431,00	1115,08	1715,50
Hungary	1756,63	2702,50	878,31	1351,25
Ireland	2754,59	4237,83	1377,30	2118,92
Israel	3095,73	4762,67	1547,87	2381,33
Italy	2528,01	3889,25	1264,01	1944,63
Latvia	2054,49	3160,75	1027,24	1580,38
Lithuania	1950,11	3000,17	975,05	1500,08
Luxembourg	2545,83	3916,67	1272,92	1958,33
Netherlands	2645,12	4069,42	1322,56	2034,71
Norway	3416,51	5256,17	1708,25	2628,08
Poland	2258,15	3474,08	1129,08	1737,04
Portugal	2258,15	3474,08	1129,08	1737,04
Romania	1402,75	2158,08	701,38	1079,04
Slovakia	1751,53	2694,67	875,77	1347,33
Slovenia	1945,02	2992,33	972,51	1496,17
Spain	2385,45	3669,92	1192,72	1834,96
Sweden	2818,24	4335,75	1409,12	2167,88
United Kingdom	2864,06	4406,25	1432,03	2203,13

Note that social security contributions and taxation vary from country to country. In order to obtain an estimation of the actual net allowances for the researchers, it is recommended to consult the host institution and/or the relevant National Contact Point (see Annex VI).

Annex V: ERACAREERS - 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 sectorial research organisations are being mobilised towards the interconnection at European level of their databases and information sources.

What services does the Researcher's Mobility Portal offer?

- **General information about research fellowships and grants** at EU, international, national or regional level;
- **Available research job opportunities** published by the different actors of the Research community (universities, industries, research organisations, foundations);
- **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** M**obility 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 policies relevant to the career development of researchers in Europe;
- **Research organisations can advertise their recruitments** for free by simple means of registration**;**

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 **was launched in June 2004**. The Network, which involves all EU, Candidate Countries and Associated Countries, provides 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 covers 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* (ERAMORE) plays a substantial role in providing assistance to researchers when undertaking mobility. . 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.

Annex VI: The European Charter for Researchers and Code of Conduct for Recruitment

The European Commission has adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. These two documents are key elements in the EU's policy to make research an attractive career, which is a vital feature of its strategy to stimulate economic and employment growth. The Charter and Code of Conduct aim at giving individual researchers the same rights and obligations wherever they may work throughout the EU. This should help counter the fact that research careers in Europe are fragmented at local, regional, national or sectoral level, and allow Europe to make the most of its scientific potential.

The European Charter for Researchers addresses the roles, responsibilities and entitlements of researchers and their employers or funding organisations. It aims at ensuring that the relationship between these parties contributes to successful performance in the generation, transfer and sharing of knowledge, and to the career development of researchers.

The Code of Conduct for the Recruitment of Researchers aims to improve recruitment, to make selection procedures fairer and more transparent and proposes different means of judging merit: Merit should not just be measured on the number of publications but on a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management and public awareness activities.

The documents may be downloaded from http://europa.eu.int/eracareers/europeancharter

Due to the nature of the Marie Curie Actions participants are informed that adhering to the principles of the Charter and the Code is considered to be best practice for the implementation of these actions

Annex VII: Bibliography

Information on Research Training Networks (RTN)

Under the fifth Framework Programme (FP5)	http://www.cordis.lu/improving/networks/home.htm
Under the sixth Framework Programme (FP6)	http://europa.eu.int/mariecurie-actions/action/training_en.html

Legal decisions

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

Information on Marie Curie Actions

InfoPacks (including the Guide for Proposers and the HRM Work Programme)	Http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=154
Brochure "A rough guide to the Marie Curie Actions"	http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html
HRM Guidelines for Evaluators	http://europa.eu.int/comm/research/fp6/mariecurie-actions/pdf/guidance_evaluators.pdfhttp://www.cordis.lu/calls/mariecurie-actions/

Supporting information

Brochure "The Sixth Framework Programme in Brief"	http://www.cordis.lu/fp6/inbrief/
The Researcher's Mobility Portal	http://europa.eu.int/eracareers/
CORDIS FP6 service	http://www.cordis.lu/fp6/
National Contact Points	http://www.cordis.lu/fp6/ncps/
Information Days and other events	http://www.cordis.lu/fp6/events/
IPR helpdesk	http://www.ipr-helpdesk.org
CORDIS partner search facility	http://partners-service.cordis.lu/
Ethical Issues and Rules	http://europa.eu.int/comm/research/science-society/ethics/ethics_en.html
International cooperation	http://europa.eu.int/comm/research/fp6/index_en.html *(general site)* and www.cordis.lu/fp6/inco/
Science and Society action plan	http://europa.eu.int/comm/research/science-society/action-plan/action-plan_en.html and http://www.cordis.lu/rtd2002/science-society/library.htm
Guidelines on techniques for science communication with the public	http://www.cordis.lu/fp6/society.htm
List of Countries associated to FP6	http://europa.eu.int/comm/research/iscp/countries.html

Contractual information

Consortium agreement checklist	http://www.cordis.lu/fp6/consortiumchecklist/
Contract preparation forms	http://www.cordis.lu/fp6/find-doc.htm#cpf
Model contracts	http://www.cordis.lu/fp6/find-doc.htm#modelcontracts
Negotiation Guidance Notes	http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=23#additionaldocs