




European Commission  
Research Directorate General  
Human Resources and Mobility

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

**MARIE CURIE FELLOWSHIPS  
FOR  
TRANSFER OF KNOWLEDGE  
(TOK)**

**Handbook**



MARIE CURIE **ACTIONS**

November 2003

**This handbook explains the principles of Marie Curie Fellowships for Transfer of Knowledge (TOK) to be funded under the EU's Sixth Framework Programme**

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

Marie Curie Research Training Network (RTN)  
Marie Curie Host Fellowships for Early Stage Training (EST)  
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)  
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Marie Curie European Reintegration Grants (ERG)  
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**MARIE CURIE ACTIONS**

They are available on our web-site:

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### **Legal notice**

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

## THE ESSENTIALS

### TOK Fellowships - What are they?

This action will be implemented through two sub-schemes:

1. Marie Curie Development Scheme (ToK-DEV), i.e. the reinforcement of the research potential of host entities, with priority to entities situated in Less Favoured Regions of the Member States and in the Associated Candidate Countries
2. Marie Curie Industry-Academia Strategic Partnership Scheme (ToK-IAP), i.e. the creation and development of real strategic and durable partnerships between the academic world and the world of enterprises, in particular SMEs.

### Who can apply?

A proposal is submitted by legal entities (e.g. industrial/commercial firms, SME's, universities, research organisations, international organisations). If the proposal is successful, researchers with >4 years of experience can be recruited, sent away to seek new knowledge (ToK-DEV), or be mutually exchanged between partners (ToK-IAP).

### What is a ToK Fellowship?

- A ToK-DEV must be one legal entity from a Member or Associated Candidate State.
- A ToK-IAP must have at least two legal entities (one industrial and one academic) from *two* Member or Associated States. If there are two participants, at least one must be from a Member State or an Associated Candidate Country; if there are three or more, at least 3 hosts in 3 different Member or Associated States, of which at least two must be from Member or Associated Candidate Countries, are requested. Such strategic research partnership projects can be co-ordinated either by the industrial or academic partner and can involve one or more partners from the other sector.

### 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 priority areas.

### How much funding can a ToK project receive?

This overall budget of a ToK project depends mainly on the number of participants and the amount of recruitment or exchange that can be provided to the researchers. As an indication, the funding might be up to €1.000.000.

### How can the funding be used?

The main part of the funding is for the benefit of the researchers that are recruited or seconded including their living allowances, travel costs etc. This is paid according to rates defined by the Commission. The remainder of the budget goes towards research costs along with overhead and management related expenses.

### When to apply?

A call for proposals was launched on December 17<sup>th</sup> 2002 and there are two deadlines by which proposals must arrive at the Commission offices before peer review is carried out. The next deadline is **19 May 2004 (at 17.00 hrs Brussels time)**. It is expected that an additional call will be published with deadlines in 2005 and 2006.

### How to apply?

Firstly, after reading this document, download an 'InfoPack' that provides the material you need to prepare a proposal.. We recommended that you also consult the relevant legal documents (listed in the annex of this document) to better understand the evaluation process, rules of participation etc.

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## 1. Foreword

Note that this document has been updated since the first version was published in March 2003. The main differences included in this document are as follows:

Due to the revision of the work programme in July 2003, there are changes to the living and mobility allowances along with some of the country correction coefficients. Chapter 5 has been revised accordingly.

Since the first version of this document, a number of other documents have been published including the Evaluation Manual, and the Marie Curie model contracts. References to these have been added in the relevant sections of this document.

## 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 can 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 European research.

It is the purpose of this document to explain one of the 11 different actions within the HRM activity: Marie Curie Host Fellowships for the Transfer of Knowledge (ToK). 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 Host Fellowships for the Transfer of Knowledge?**

General Objectives:

*These [Fellowships] will be directed at European organisations (universities, research centres, enterprises, etc.) in need of developing new areas of competence, as well as at furthering the development of research capabilities in the less-favoured regions of the EU and in the Associated Candidate Countries. Knowledge transfer fellowships will allow experienced researchers to be hosted at such organisations for the transfer of knowledge, research competencies and technology*

(Work Programme section 2.3.1.3)

These actions aim to support projects with two specific aims:

- the reinforcement of the research potential of host entities, with priority to entities situated in Less Favoured Regions of the Member States and in the Associated Candidate Countries, in need of new areas of competence (**Marie Curie Development Scheme**);
- the creation and development of real strategic and durable partnerships between the academic world and the world of enterprises, in particular SMEs, aiming at the establishment of lasting collaborations of mutual interest (**Marie Curie Industry-Academia Strategic Partnership Scheme**).

(Work Programme section 2.3.1.3)

### **Marie Curie ToK Development Scheme (TOK-DEV)**

*This action aims to support projects presented by a legal entity in need of developing new knowledge, with priority to those situated either in less favoured regions of the Member States or in the Associated Candidate Countries, in order to:*

- *host experienced researchers, recruited following an international publication of vacancies, for a period **up to 2 years**, and, optionally,*
- *send experienced researchers from among their own staff members to one or more distinct and independent bodies in another Member State, Associated States or third country (in this last case, only in exceptional circumstances, which must be duly justified) for the acquisition of new knowledge to be transferred and developed by them on their return to their home organisation. These bodies will not be considered as participant and will not sign a contract with the EC. They will be named though in the technical annex of the contract as a potential destination of the experienced researchers of the contractor.*

(Work Programme section 2.3.1.3)

The minimum duration of the recruitment or the secondment of the staff member is 2 months. When the TOK-DEV organisations opts to send its own staff members to a partner organisation, the project should necessarily include a knowledge acquisition phase (**up to 1 year**) in the partner hosting the researcher and the integration of this knowledge in the organisation of origin of the researcher (**of the same duration as the initial phase**). The organisations, which will provide this training, will be pre-determined, and designated in the submitted proposal to the Commission, and will be taken into account at the time of the evaluation of the projects. The TOK-DEV organisation of origin will be liable for the commitment of its researcher(s) to return for at least one year after their secondment to further develop the acquired knowledge there or, otherwise, refund the payments already received under this action.

The relative proportion of researchers in either direction (incoming vs. outgoing) should be balanced with respect to the objective described in the proposal (typically no more than 50 % of the person-months should be used for outgoing experienced staff members).

#### **Example:**

*A ToK-Development organisation in Warsaw, Poland is recruiting 2 Spanish experienced researchers for 24 months each, 1 Greek & 1 German professor for 6 months each and sends 4 members of their staff in 2 French partner organisations for 12 months each.*

**Marie Curie TOK Industry-Academia Strategic Partnership Scheme (TOK-IAP)**

*This scheme will aim to support projects for the creation and development of strategic partnerships between the academic world and the world of enterprise that will be presented jointly by Universities/Research Centres and companies from at least 2 different Member or Associated States. These projects aim to allow them to: mutually exchange experienced researchers; develop their knowledge by the integration of researchers in a different work environment; or to acquire new knowledge and benefit from this when the researchers return to their organisation of origin. Such strategic research partnership projects can be co-ordinated either by the industrial or academic partner and can involve one or more partners from the other sector.*

*For this purpose the partnerships will allow these entities to accommodate experienced researchers from the staff members of the other partner(s) and thus benefit from their experience and knowledge.*

*Within this scheme, the industrial partners must be organisations operating on a commercial basis, i.e. commercial companies gaining the majority of their revenue through competitive means with exposure to commercial markets, and will include incubators, start-ups and spin-offs, venture capital companies, etc. Within the scheme, preference will be given to projects that aim at fostering new, inter-sectorial, lasting research collaborations beyond the term of the proposed contract, or strengthening existing collaborations.*

(Work Programme section 2.3.1.3)

The minimum duration of the secondment of the staff member is 2 months. If the co-ordinator is from industry then there may be one or more participants from academia/public sector research institutions (but no other industrial partners). Similarly, if the academic participant is the co-ordinator then there may be one or more participants from industry (but no other academic participants).

The exchange should always be inter-sectorial. In case that more than one organisations from the same sector participate in the partnership, it will not be possible to have personnel mobility among them. For every secondment of personnel the organisation of origin will be liable for the commitment of its staff member(s) to return for at least one year after their secondment or, otherwise, refund the payments already received under this action.

**Example:**

*A university laboratory of optics in Lithuania runs a ToK, Industry – Academia partnership with an SME in Israel. Within the framework of this partnership 4 members of the University staff visit the SME for 18 months each to transfer their knowledge and 6 SME staff members visit the Lithuanian laboratory for 6 months each in order to acquire knowledge and transfer it back to Israel.*

**2.2 How does it work?**

To show how Host Fellowships for the Transfer of Knowledge are formed and operate the figure on the following page shows a life cycle. Referring to this figure, the whole process can be divided into five stages:

**Stage 1: Proposal Preparation**

In the first instance, it is expected that one TOK-DEV or at least two TOK-IAP research groups jointly prepare a proposal describing a common project. One of the staff members from these team(s) will be the *scientific co-ordinator* for the proposed project (while the other teams will each nominate a scientist-in-charge). If selected for funding, the co-ordinator is expected to assume most of the responsibility for the overall running of the

project. This proposal is then submitted to the Commission to be received by a certain deadline.

Note that in the TOK-IAP scheme if the co-ordinator is from industry then there may be one or more participants from academia/public sector research institutions (but no other industrial partners). Similarly, if the academic participant is the co-ordinator then there may be one or more participants from industry (but no other academic participants).

### Stage 2: Proposal Evaluation and Selection

Once the proposals have been received, a series of checks will be performed to ensure that it complies with some basic criteria such as the completeness, number of participants etc. The Commission will also arrange for the proposal to be evaluated by at least three independent experts who will assess it against a number of evaluation criteria. Given the scores attributed by the experts and the available funding, a decision will then be made and the co-ordinator informed accordingly.

### Stage 3: Negotiation

Once the proposal has been retained following the outcome of the evaluation, the negotiation process is started. The purpose of this process is to prepare the technical annex of the contract (defining the research/transfer of knowledge project and associated deliverables) and to finalise the EC contribution. Any comments from the experts that arose during the evaluation process may be taken into account.

### Stage 4: Preparation

Assuming a successful outcome to the negotiations, the contract will be prepared by the Commission and sent to the participants. A consortium agreement may optionally be drawn-up at this stage (if necessary and for the case of ToK-IAP). The Commission makes an advance payment to the co-ordinating organisation immediately after the start date of the project, defined during contract negotiations and mentioned in the contract. This payment will subsequently be distributed to the other teams.

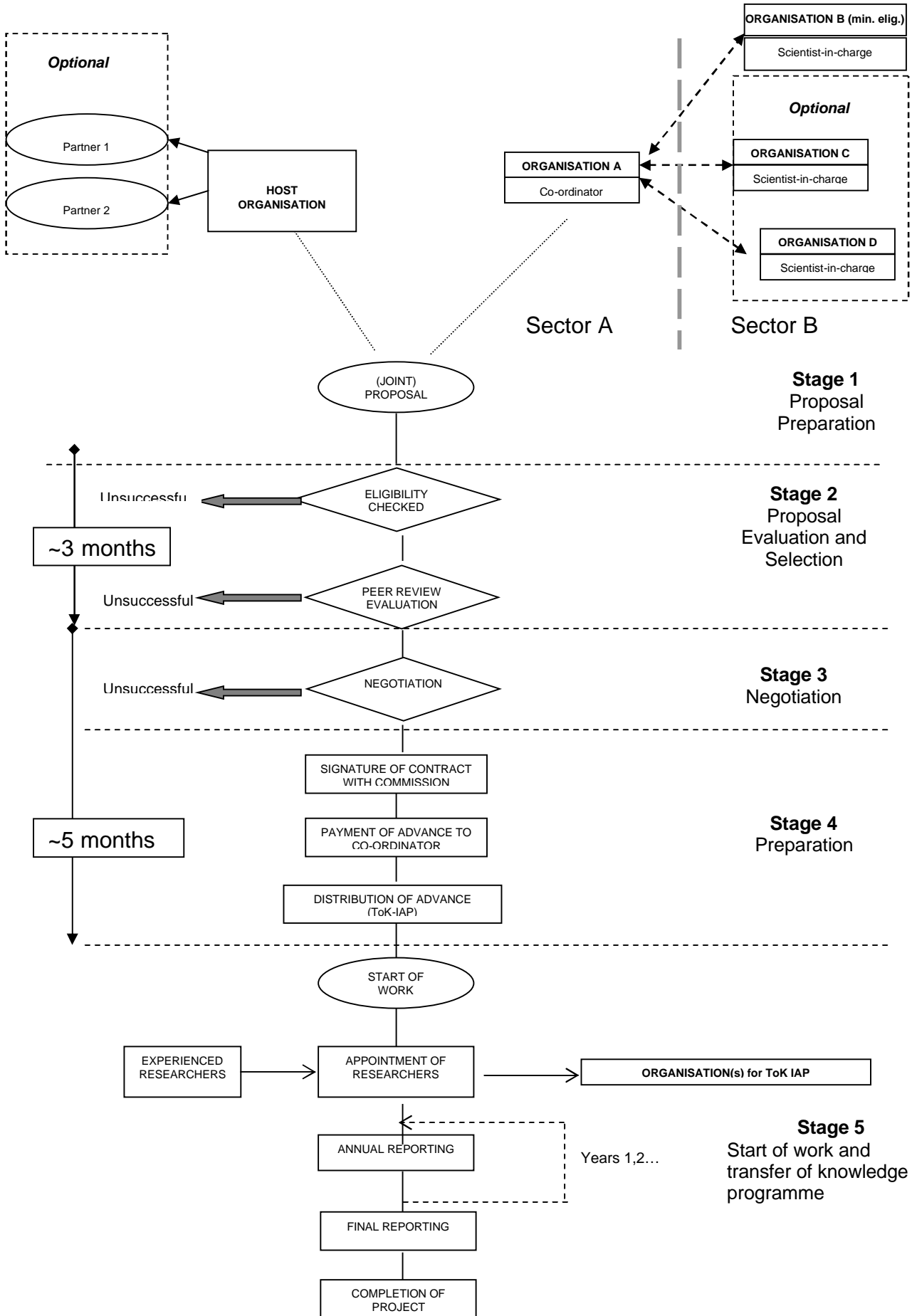
### Stage 5: Start of Work and Research/Transfer of Knowledge Programme

Normally the project begins with the advertisement of the available positions, in the case of TOK-DEV, and the subsequent recruitment/mutual exchange or secondment of the *experienced* researchers that will take part in the transfer-of-knowledge programme of the project. The research programme would be implemented according to the technical annex of the contract. During the course of the project, the Commission will monitor progress via annual reports. An advance payment (pre-financement) is made at the beginning of the project; subsequent intermediate payments are made according to the progress achieved with respect to the project deliverables and indicators set out in the contract. The final payment is released upon acceptance of the final report by the host.

**LIFE CYCLE OF Host Fellowships for the Transfer of Knowledge**

**TOK – DEV**

**TOK – IAP**



## 2.3 Main Differences between FP5 and FP6

The Marie Curie ToK action is new and partially replaces the **Development Host, the Industry Host** schemes as well as the **B40 Individual fellowships** of FP5.

	FP5	FP6
<b>Name of the programme /activity</b>	Improving Human Potential	Human Resources and Mobility
<b>Name of the action(s)</b>	Marie Curie Industry Host Fellowships, <i>with an objective to provide training opportunities for young researchers in an industrial environment</i>	Marie Curie Fellowships for Transfer of Knowledge, Industry Academia Strategic Partnership scheme, TOK-IAP (30%, as an objective, of the budget of this action should be directed towards the participation of SMEs)
	Marie Curie Development Host Fellowships, <i>with an objective to transfer knowledge to host institutions in Community less favoured regions</i>	Marie Curie Fellowships for Transfer of Knowledge, Development scheme, TOK-DEV (70%, as an objective, of the budget of this action should be directed towards the participation of entities from Community Less-Favoured Regions and Associated Candidate Countries)
	Marie Curie Individual Fellowships (CAT 40) <i>for the transfer of knowledge towards institutions in Community less favoured regions as well as between industry and academia</i>	Marie Curie Fellowships for Transfer of Knowledge <i>Both TOK-DEV &amp; TOK-IAP can be used for the transfer of knowledge of experienced researchers</i>
<b>Age limit for researchers that can be appointed</b>	Up to 35 years (except CAT 40 fellowships where there was no age limit)	Removed (eligibility based on experience)
<b>Profiles of the ToK researchers appointed.</b>	Post-doctoral researcher (10 years of research experience for CAT. 40)	Experienced researcher (≥4 years of research experience)
<b>Appointment of researchers from Third Countries</b>	Only if already resident in EU Member States for >5 years	Up to 30% of the total of person-months in addition to those resident in EU for >4 years out of the last 5.
<b>Eligibility of researchers to work in their country of nationality</b>	Only for B40 researchers having employment contract of at least 3 years in another country at the time of appointment	Yes, if active outside the EU and/or Associated States for at least five years or for stays at European/International organisations.
<b>Maximum period allowed in country of application previous to deadline</b>	12 out of the last 24 months	12 out of the last 36 months
<b>Allowances paid to researchers</b>	(i) Living allowance (ii) mobility allowance (iii) travel allowance	(i) Living allowance, (ii) monthly mobility allowance (family dependent), (iii) annual travel costs (iv) career exploratory allowance
<b>Community contribution towards the research and management costs of the host institution</b>	Covering research costs of the fellow, management costs and overheads, conference participation, etc. No distinction among type of expense.	Contributions under 3 different subcategories: (i) to the organisation costs, (ii) to management and audit costs, (iii) to overheads (see below)
<b>Allowable expenses related with the management of the fellowship</b>	Not specifically featured	(ii) Up to 3% of the Community Contribution
<b>Allowable indirect costs (overheads)</b>	Not specifically featured	(iii) 10% of direct costs (excluding subcontracting)

### 3 What is a Marie Curie TOK Host expected to do?

#### 3.1 The Topic of the Project

All Marie Curie actions have a 'bottom-up' approach i.e. all fields of research of interest to the European Community are eligible for funding. This so-called 'bottom up' approach is expressed in the Work Programme:

- *“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 research topic on which the training and transfer-of-knowledge activities will be based, it is important to emphasise that projects should be of strong interest for Europe and help to provide the best possible benefits in terms of knowledge received and scientific progress for the participating institutions.

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 not be eligible for funding. However, this does not exclude, for example, fundamental research in the field of nuclear physics.

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

All proposers are advised to consult:

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

### 3.2 Typical activities of ToK

In both ToK schemes the project is expected to help transfer new knowledge to the participating organisation.

**Project and participants**

*For both schemes, host organisations must have the potential either to give or to absorb the transferred knowledge and must be able to manage the transfer of knowledge. They must be able to demonstrate that this transfer will significantly increase their research quality and overall RTD capabilities and, in the case of the Industry-Academia exchange scheme, contribute to the enhancement of inter-sectorial research collaboration. Furthermore, applicant hosts must demonstrate the availability of appropriate researchers willing to transfer the requested knowledge as well as the existence at the host organisation of a critical mass of researchers to whom the particular knowledge transfer can be made.*

(Work Programme section 2.3.1.3)

In the first scheme (TOK-DEV) this can be achieved through the recruiting of experienced or even very senior researchers who could participate in the activities of the host organisation in several ways: research, lecturing of students, training of local staff members through courses etc. In addition there is a possibility for the host organisation to send their own members of staff for short visits (up to one year) to one or more pre-defined partner organisations in order to acquire new expertise.

A 'return' phase of the same duration as the 'outgoing' phase will be financially supported (project costs but not salary costs) by the EC (e.g. if the fellow was sent out for the 3 months then a contribution for the 'reintegration' phase of 3 months will be provided).

In this case the researcher must obligatorily return to the home institution for at least a year (the contractor is liable to the EC on this point and should contractually bind the staff member in this respect).

The second scheme (TOK-IAP) aims at encouraging the cross-sectorial transfer of knowledge between an academic and an industrial institution with the possibility to have more than one partner in one sector through a strategic partnership around a common project/collaboration. The organisation of the sector where there is only one participant will become the co-ordinator of the project. If there is only one participant of each sector, either one may be the project co-ordinator. The mutual exchange visits could be followed by return phases that could be further supported in order to ensure the transfer of knowledge to the home entity and after proper justification (this is though optional). The transfer of knowledge could be realised by the seconded experienced researcher towards the Host or by the Host to towards the seconded experienced researcher (similar to the ToK-IAP "outgoing fellow" scheme).

The staff exchange between the industrial and the academic (or public sector) participants is expected to be in both directions (i.e. one or more researchers seconded from the industrial to the academic participant and one or more academic researchers seconded to the industrial participant. However projects with secondments in only one direction are not excluded in duly justified cases and where there is a clear mutual benefit.

## 4 Which research organisations can take part?

### 4.1 How are participants defined?

The conditions under which a research team may take part in a Marie Curie ToK action depend upon two factors: the country in which the team is located; and the legal structure of the organisation in which the team is working. These issues will be addressed in this section.

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

*Work Programme (section 2.5.2)*

A participant means a legal entity contributing to the project and having rights and obligations with regard to the Community under the terms of the contract. Legal entities will be primarily organisations active in the research field: enterprises, whatever their size, research institutes and universities.

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

Many different types of research organisation can take part in TOKs. Those that can take part on the same footing are:

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

The participation and funding of the above types of organisation based in Member and Associated States is foreseen for TOKs according to the Rules for Participation found at <http://www.cordis.lu/fp6/find-doc.htm#esdoc> (this document contains definitions of the above categories of organisation).

### 4.3 Where can ToK host organisations be located?

In principle, the ToK-DEV host can be located anywhere in the EU, Candidate or Associated States (with priority for the less favoured regions of the Member States and all Candidate States). In the case of ToK-IAP, they can also be located anywhere in the EU, Candidate or Associated States

### 4.3.1 Teams located in EU Member or Associated States

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

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

The Associated Countries have signed a memorandum of understanding with the Community under the terms of which they make a financial contribution towards FP6. Those that are both Associated and Candidate Countries are often referred to as *Associated Candidate Countries*.

### 4.4 Teams located in Third Countries and International Organisations

*The **participation** and **financing** of third country legal entities and of international organisations is not possible in the case of other types of actions: Marie Curie Host Fellowships for Early Stage Research Training (mono-participant), Marie Curie Host Fellowships for the Transfer of Knowledge, Individual-driven actions, Excellence Promotion and Recognition, Return and Reintegration Mechanisms.*

(Work Programme section 2.5.2)

The following table summarises the participation conditions for the Marie Curie Host Fellowships for the Transfer of Knowledge:

		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)	NO	NO
INTERNATIONAL ORGANISATIONS	European interest (e.g. CERN, ESA, ESO, EMBL etc.)	As Member States	
	Others (e.g. WHO, FAO, ...)	NO	NO
OTHERS	Joint Research Centre of the European Commission	As Member States	As Member States

In the Marie Curie ToK-DEV Scheme the contractor could send experienced researchers from among their own staff members to another entity located in a third country only in exceptional circumstances, which must be duly justified for the acquisition of new knowledge. In the case where partner organisation(s) are identified, these will not be considered as participant(s) and will not sign a contract with the EC. It will be named though in the technical annex of the contract as a potential destination of the experienced researchers of the contractor.

#### **4.5 How large is a ToK?**

Specific rules apply to the minimum number of teams required for a ToK:

##### **Marie Curie TOK-DEV**

One University/Research Centre or company from a Member or Associated Candidate State. This single entity will sign a contract with the EC and will be the participant.

##### **Example:**

*A research department of a Polish University is an eligible host organisation.*

##### **Marie Curie ToK-IAP**

At least one University/Research Centre and one company from at least 2 different Member or Associated States. All participants will sign the contract with the EC with only one being the main contractor. If the co-ordinator is an academic institution then all other

participating organisations should come from the industrial world. If the co-ordinator is an industrial actor then all other participants should be academic or public sector entities.

If there are two participants, at least one must be from a Member State or an Associated Candidate Country; if there are three or more, two must be from Member States or Associated Candidate Countries.

Example:

A ToK-IAP may be composed of an SME from Associated Candidate Countries (e.g. Hungary, Poland, Slovakia and the Czech Republic) and a university from an Associated Non-Candidate Country (e.g. Norway).

#### **4.6. How long does the project last?**

<p><i>The maximum duration of a project will normally be 4 years from the date of commencement given in the contract.</i></p>	<p><i>(Work Programme section 2.3.1.3.).</i></p>
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#### **TOK-DEV**

A TOK-DEV could easily last 4 years if it involves the recruitment of more than 2-3 experienced researchers for 24 months each. If the required expertise will be received through short visits of senior scientists the length of the project may be shorter (e.g. 2 years).

#### **TOK-IAP**

It will be dependent on the number of staff members to be exchanged and the duration of the collaborative projects.

#### **4.7 How much funding can we expect to receive?**

The overall budget of a ToK will mainly depend upon the *experienced researchers* that are to take part in the project expressed in terms of *person-months*. There are no strict limits to the funding that may be provided to a ToK:

<p><i>"As an indication, the size of the projects will vary between 100 000€ and 1 000 000€. The Community financing will be able to cover up to 4 years."</i></p>	<p><i>(Work Programme section 2.3.1.3)</i></p>
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Since the allowances to be paid to the seconded researchers are defined by the Commission, the budget is roughly proportional to the number of person-months. Further information on how to estimate the finances of ToKs is given in section 3.

#### **TOK-DEV**

Example: A ToK- Development organisation in Warsaw, Poland is recruiting 2 Spanish experienced researchers (both single, <10 years research experience) for 24 months each, 2 Greek professors (both single, >10 years research experience) for 6 months each and sends 4 members of their staff (married, <10 years research experience) in 2 French partner organisations for 12 months each. The budget of such a project is in the order of 650 000 €.

## TOK-IAP

*Example: A university laboratory of optics in Lithuania runs a ToK, Industry – Academia partnership with an SME in Israel. Within the framework of this partnership 4 members of the University staff (single, <10 years research experience) visit the SME for 18 months each to transfer their knowledge. In addition 6 SME staff members (married, >10 years research experience) visit the Lithuanian laboratory for 6 months each in order to acquire knowledge and transfer it back. The budget of such a project is in the order of 640 000 €.*

## 5 Which individual researchers can take part?

### 5.1 Introduction

An essential element of a ToK host is the transfer of knowledge through *experienced researchers* (ER). The researcher is 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 How are they appointed?

In the TOK-IAP researchers are selected from the staff members of the participating organisations. In TOK-DEV the host organisation will advertise the vacant posts internationally using all appropriate methods, including the CORDIS web server. The applicants should describe the advertising strategy in the proposal since this will be taken into consideration at the evaluation stage. The implementation of this strategy will be a contractual obligation and the Commission will monitor its correct execution

*"The hosts must indicate in their proposals how they intend, if successfully selected, to widely advertise the fact that they participate in a Marie Curie action and receive Community funding.*

*The opportunities offered by the host organisations participating in the different indirect actions will be the object of publicity on an international level by host organisations using all appropriate methods (press, posters, websites, internet, information at conferences, etc) and will be disseminated through using the CORDIS server as well as other appropriate websites. The advertisement strategy for the vacant posts will be duly appraised in the proposals by the Commission at the time of the evaluation and their effective implementation will be, like the other contractual obligations, verified by the Commission Services at the time of execution of the project. "*

(Work Programme section 2.5.4)

Each of the teams selects the researchers on the basis of their capacity to transfer knowledge and taking into account the mobility criteria for researchers and other guidelines foreseen in the contract:

**ToK-DEV**

*“This action is addressed to experienced researchers. The relative proportion of researchers in either direction should be balanced with respect to the objective described in the proposal (typically no more than 50 % of the person-months should be used for outgoing experienced staff members)..”*

**ToK-IAP**

*In the context of this action, to be eligible staff members must have been active in the same sector continuously for at least the last 3 years.”*

(Work Programme section 2.3.1.3)

**Example TOK-IAP:**

*An academic organisation that participates in a TOK-IAP could recruit an experienced researcher who is active the academic sector during the past 5 years and then send him/her to the participating industrial organisation in order to receive additional knowledge or transfer his/her research expertise*

**5.3 Conditions of appointment**

An important aspect of the Commission’s policy towards researchers is to ensure appropriate working and living conditions while being mobile thereby opening up new perspectives for research careers within Europe. The Marie Curie Actions should act as a catalyst in this respect. The host organisations will therefore be required to meet certain conditions when appointing researchers. As described in section 5, researchers will receive country-dependent living allowances along with mobility and travel allowances that depend on their family circumstances.

When making appointments within a TOK, the organisations can opt for a fixed-amount stipend or an employment contract. In both cases, the hosts must ensure that the *researcher* is covered under the social security scheme, which is applied to employed workers within the country of the *contractor*, or under a social security scheme providing an adequate protection. As a rule, fixed-amount stipends should only be used in those cases where this option is contemplated by national legislation. Where appropriate, and in particular for long stays, employment contracts should be used in preference to the fixed-amount stipends.

**5.4 Definition of Research Experience**

Under the Marie Curie Mobility Actions, the different career pathways of researchers are taken into account by the adoption of new definitions that attach more importance to their research experience rather than their age.

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 starts ticking. In the event that a researcher has taken a break from their research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts once they resume their research career.

The actual level of experience for a researcher, is **determined at the time of appointment**

*“For host-driven actions, the reference deadline for eligibility is the selection of the eligible researcher by the host organisation in the framework of this action.”*

(Work Programme section 2.5.3)

In the case of *experienced researchers*, the reference period to determine the level of research experience of researchers is defined as follows:

*“Experienced researchers are defined as 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 researchers already in possession of a doctoral degree, independently of the time taken to acquire it.”*

(Work Programme section 2.5.3)

*Example: Five years after obtaining their undergraduate degree, a researcher obtained his Ph.D. in 1998. He took a career break of five-years for family reasons. He would like to continue their research career. He is eligible to take part in a TOK-DEV as an experienced researcher.*

*Example: Four years after obtaining their first degree in the UK, a researcher obtained their Ph.D. and subsequently worked in research for an additional 7 years under three different postdoctoral positions. They would still be eligible to be recruited in a TOK-DEV.*

Note in addition that for ToK-IAP:

*“Non-scientific staff members involved in research activities can be assimilated as being experienced researchers and are eligible for this action.”*

(Work Programme section 2.3.1.3)

*Example: A staff member of an industrial participant of a TOK-IAP has recently joined a research lab and is actively involved in an applied research project. She has no other research experience but her engineering competence is crucial to the research project. She can be seconded to a participating University within the TOK-IAP project.*

It is important to note that the reference deadline for application of the above rules is the time of selection by the host organisation (refer to section 2.5.3 of the Work Programme).

## **5.5 Transnational Mobility**

To ensure the European character of a ToK project, the *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 start date. 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 last six months. She can be appointed within a ToK-DEV Host in Germany during the next six months.*

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 nationalities has just finished his Ph.D. studies in Spain. He often visits family in the UK for holidays but has never worked or studied there. He would therefore be eligible to be appointed to a ToK Host 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 working in a Third Country for a long period. This measure is designed to counteract the “brain drain:

*“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 start date.”*  
(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 their Ph.D. studies there (a total of five years outside the EU Member and Associated States). She would like to return to Europe and continued their research career. She could also be appointed to an Italian team participating in a TOK-DEV project.*

### **5.5.2 Special Conditions for Nationals of Third Countries**

In the case of researchers who are nationals of Third Countries (i.e. outside the EU and Associated States), they can be appointed as *experienced researchers* within TOKs under certain conditions.

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

At the time of appointment:

*“Participation and funding of researchers from third countries is foreseen in all of the host-driven mobility schemes [such as ToK]....they can not carry out their transnational mobility in third countries. In the case of host-driven actions [such as ToK], 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 ToKs], 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 ToK host as a *whole* and for the *whole duration*.

*Example: A Japanese researcher currently working in Japan would like to be appointed to a ToK-DEV in Hungary. Assuming that the ToK project is within the 30% envelope of person-months as a whole then the researcher can be appointed under the scheme*

*Example: A Ukrainian researcher has been carrying out research in Germany for the last two years having previously studied in the Ukraine. She would be eligible to be appointed to a ToK Host as long as it is located outside Germany.*

**(b) Third country Researchers appointed from *within* the EU and Associated States**

In the case of Third Country researchers who are already active within the Member or Associated States at the time of appointment, 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 start of their fellowship in Member States/Associated States are treated as nationals of the Member/ State in which they have resided the longest....”*  
(Work Programme section 2.5.3)

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

*Example: A Canadian researcher has been carrying out research in France for the last 4 years having previously studied in Canada. He is assimilated as a French national for the purpose of the mobility rules and eligible to be appointed to a ToK project based outside France independently of the 30% ceiling of person-months for Third Country nationals in the ToK project.*

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

### 5.5.3 Organisations of European Interest or International Organisations

In the case of Organisations of European Interest or International Organisations (e.g. CERN, EMBL, ESO etc), the normal mobility rules described above do not apply since it 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 lived and studied in Germany is eligible to be appointed at the team of a ToK-IAP based at the European Molecular Biology Laboratory (EMBL) in Heidelberg, Germany.*

Note however, that following the General Conditions of the contract a researcher cannot carry out the project at the same legal entity where he/she has been working for the last 12 months (or more) prior to the appointment:

*Direct costs for personnel linked to the activities, where applicable, of a researcher will be considered as eligible if they are additional to those associated with their normal activities.*

*Their activities will be considered as additional if they are carried out within the framework of the project at the premises of a legal entity other than the one in which they carry out their normal activities, or if they have been recruited by this legal entity for less than one year from the date of the relevant deadline of the proposal*

*For incoming researchers appointed under Marie Curie Host Fellowships for the transfer of knowledge (Development Scheme), the reference for the time limit is the date of their appointment under the project.*

*In the case of outgoing researchers appointed under Marie Curie Host Fellowships for the transfer of knowledge (Development Scheme), their activities will be considered as additional if they are carried out within the framework of the project at the premises of a legal entity other than the one in which they carry out their normal activities.*

ANNEX II HRM Monocontractor - General Conditions, II.18 - Direct costs 5.

In practice this means that for the example above, if the German researcher had been working at EMBL for more than 12 months prior to her appointment, she would have been ineligible.

### 5.6 Finding your way through the eligibility criteria

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

### INDICATIVE CONDITIONS FOR APPOINTMENT WITHIN A ToK

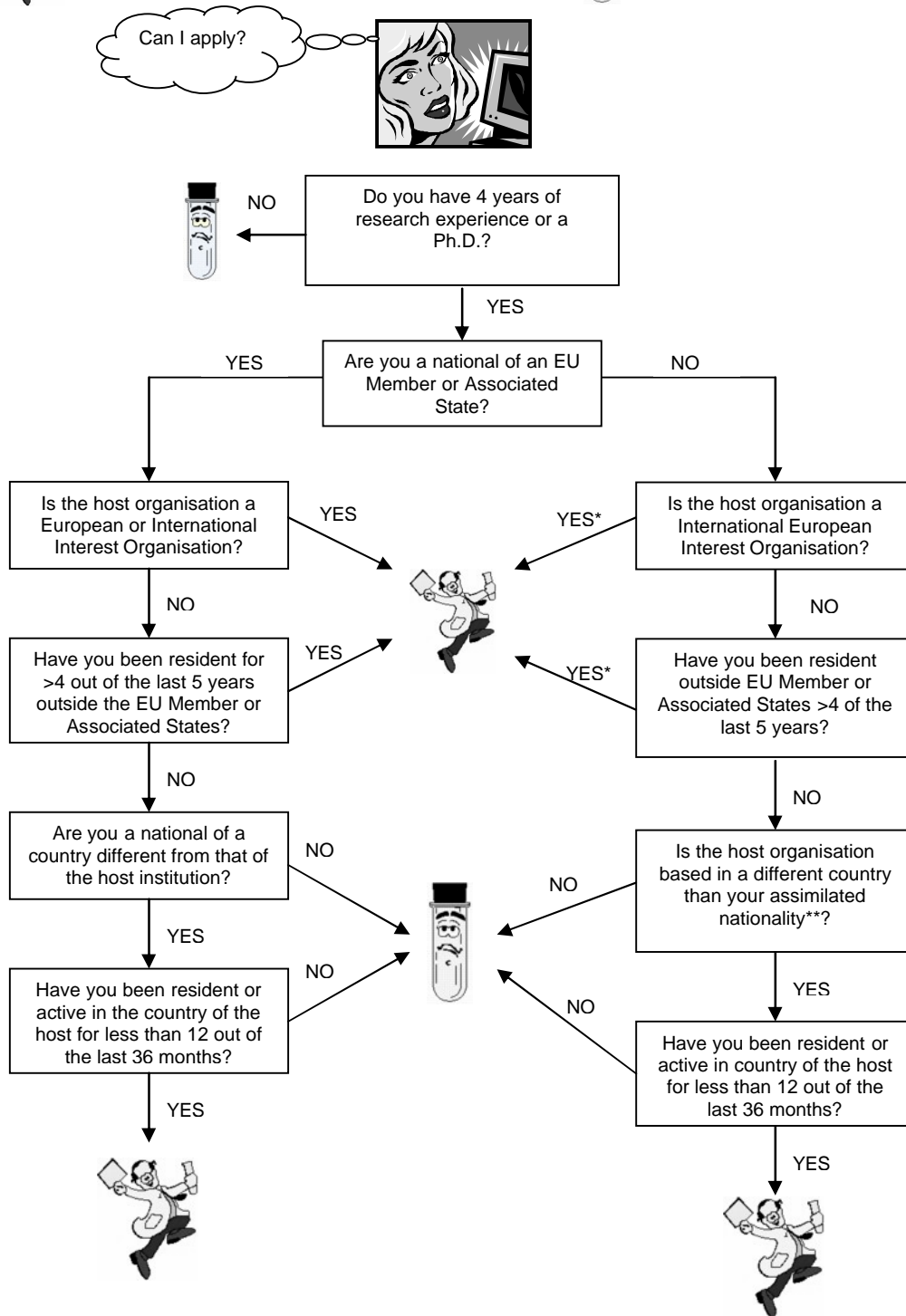
In the following diagram, the conditions under which a researcher can be recruited/exchanged by a ToK Host are described.



You might be eligible



You are probably not eligible



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

\*\*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.

## 6 How is the ToK project financed?

### 6.1 Introduction

The allowances paid to *experienced researchers* in FP6 are the Marie Curie rates and allowances defined in Work Programme, common to most of the Marie Curie Actions. Taking into account that the largest amount of the budget must be devoted to these expenses, it follows that overall available Community contribution will be largely defined by the number of researcher-months.

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

In order for the expenses of a ToK to be charged to the contract, the following basic conditions must be fulfilled:

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

In due course the Commission will issue guidelines both to inform participants of how eligible costs may be identified and charged to the project and to propose good financial practices. Participants will be invited to follow these guidelines when establishing their proposed budget for the project and when preparing financial reports. Note that it is the task of the Commission services to observe these guidelines in all their dealings with the project, as will any auditor appointed by the Commission.

### 6.3 Community contribution & rates

The conditions for funding the activities undertaken by the ToK 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):

Marie Curie Actions		Eligible expenses <sup>1</sup>								
		Eligible expenses for the activities carried out by the researchers <sup>2</sup>				Eligible expenses for the activities carried out by the host organisations				
		- A - Monthly living allowance <sup>3</sup>	Transnational mobility B C Travel <sup>4</sup> Mobility <sup>5</sup> Allowances		- D - Career exploratory allowance <sup>6</sup>	- 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
Marie Curie host fellowships for the transfer of knowledge	Development scheme	For staff member sent outside only:	X	X	-	-	Reimbursement of specific expenses related to the training of researchers in the partner organisation (training expenses, laboratory expenses, etc) ; if necessary and within the limit of real expenses of 800 €/researcher-month	maximum 3 % of the total Community contribution	10 % of direct costs except for subcontractors.	X
		Application of the Marie Curie reference rates (cf. point 2-8)								
	Marie Curie Industry-Academia Strategic	Development scheme	For experienced researchers hosted:	X	X	X	-	<b>Contribution to expenses related to the project (including equipment costs) :</b> <u>Option to choose by the participant:</u> - either following a fixed amount scheme : 250 € per researcher-month for non laboratory based research projects ; 500 € per researcher-month for laboratory based research projects - or real expenses with a maximum of 1200 €per researcher -month		
Application of the Marie Curie reference rates (cf. point 2-8)										
		For reintegrated researchers:	-	-	-	-				
		No contribution								
		Application of the Marie Curie reference rates (cf. point 2-8)	X	X			<b>Contribution to expenses related to the project</b> <u>Option to be chosen by the participant:</u> - either following a fixed amount scheme : 250 € per researcher-month for non laboratory based research projects; 500 € per researcher-month for laboratory based research projects - or real expenses with a maximum of 800 €per researcher -month			

<sup>2</sup> 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.

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

<sup>4</sup> Travel allowance / fellow / period of 12 started months based on the direct distance (as the crow flies) between the place of origin and the host institution of the researcher.

<sup>5</sup> Mobility allowance / month: fixed amount (relocation, family charges, language courses, etc) : 800 € to cover supplementary expenses linked to the family situation of the researcher at the time of the recruitment (marriage or equivalent status recognised by national legislation, and/or charge of children) ; 600 € for a researcher without family charges at the time of recruitment. 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 undergoing transnational mobility

<sup>6</sup> €2000/fellow : only for fellows selected for stays of at least one year.

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

### **6.4.1 General Principles**

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

- Eligible expenses for the activities carried out by the Experienced Researchers
- Eligible expenses for the activities carried out by the host organisations.

The financial support for ToK Fellowships takes the form of grants covering up to 100% of the budget, comprising the following components:

### **6.4.2 Expenses related to Experienced Researchers**

#### **Marie Curie TOK, Development Scheme**

- Monthly living allowance
- Travel & Mobility Allowances
- Career exploratory allowance (only for *incoming* experienced researchers and for stays of at least 12 months)

#### **Marie Curie TOK, Industry-Academia Strategic Partnership Scheme**

- Monthly living allowance
- Travel & Mobility Allowances

In more detail, this means:

#### **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, applying a correction factor for the cost of living according to the country in which they will be appointed, as shown in annex II.

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 recruited under a fixed-amount stipend if this is compatible with national legislation and if social security is provided. The social security scheme should provide an adequate protection in terms of level and scope and cover the *researcher* in every place of implementation of the *ToK activities*. In the case of the multi-sites, where researchers may be seconded for short stays in other partner institutions, the social security provision should also cover the researchers during these periods.

#### **Example of appointment under fixed-amount stipend:**

*A host institution, offering a ToK for short periods of 9 months, is located in a country where, according to the national legislation, social security coverage for researchers on*

*short stays includes medical care and maternity-leave but not unemployment or pension benefits. The host institution could reach an agreement with the researcher to appoint him/her under the appropriate legal status with a fixed-amount stipend.*

Host organisations may pay a top up to the eligible researcher in order to complement this contribution as long as these funds come from the host's own resources and not through third-party funding for the same project.

#### Travel allowance:

This refers to an allowance upon taking up employment and yearly thereafter. As shown in annex II, it is based upon the direct distance between the location of origin and the host institution of the researcher. Location of origin: means the place where the researcher was residing or carrying out his/her main activity at the time of the relevant deadline for submission of the proposal unless (s)he has resided or carried out his/her main activity for less than 12 months in this location immediately prior to this date. In the latter case, the location of origin is the capital city of the country of his/her nationality. In case of a researcher holding more than one nationality, the location of origin is the capital city of the country where the researcher was residing for the longest period during the last 5 years prior to the relevant deadline for submission of the proposal.

Each TOK researcher is entitled to at least one travel allowance. Researchers with a fellowship between 13-24 months are entitled to 2 travel allowances.

#### Mobility allowance:

This is a monthly payment of a fixed amount to cover expenses related to the mobility (relocation, family charges, language courses, etc.). A correction factor for the cost of living of the country of execution of the project is applied (see Annex II). There are two reference amounts depending on the family situation of the researcher at the time of submission of the proposal:

- 800€/month: Researcher with family charges (marriage or equivalent status recognised by national legislation of the host organisation, and/or charge of children.).
- 500€/month: Researcher without family charges.

This allowance is only paid in those cases where there is transnational mobility of the researcher, 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.

#### Career exploratory allowance:

One single payment of 2000€/fellow, only for incoming researchers of the TOK-DEV scheme and for stays of at least one year. This allowance is intended to enable each researcher to help develop their career by e.g. attending job interviews, additional courses, job fairs, etc.

### **6.4.3 Expenses related to the activities of the host organisations**

Within this category there are two basic components: (a) columns F and I contain the expenses related to the TOK project; (b) columns G and H relate essentially to the administrative, management and other indirect costs of the project.

#### **Marie Curie ToK, Development Scheme (TOK-DEV)**

The TOK-DEV scheme has two options for the hosted researchers (including the staff members during the return phase):

1. Fixed contribution to the research/transfer of knowledge programme expenses of 250 € per researcher-month for non laboratory based research projects, 500 € per researcher-month for laboratory based research projects;
- or
2. Contribution to the research/transfer of knowledge programme expenses on a real cost basis for expenses related to the project, including equipment costs, with a maximum of 1200 € per researcher-month.
- When members of the staff of the host organisation are seconded to a pre-selected partner organisation there is a contribution to the research training/transfer of knowledge programme expenses (up to a maximum of 800 €/researcher-month on a real cost basis) for the partner organisation where the outgoing researcher is sent
  - Management activities, including audit certification: This refers to a maximum of 3% of the Community contribution that will be paid towards the management of the project. This will also cover the cost of audit certification. 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;
  - Contribution to overheads: This refers to a flat rate payment of 10% of the direct costs (excluding costs for subcontracts).

#### **Marie Curie TOK, Industry-Academia Strategic Partnership Scheme (TOK-IAP)**

The TOK-IAP scheme has two options:

1. Fixed contribution to the research/transfer of knowledge programme expenses of 250 € per researcher-month for non laboratory based research projects, 500 € per researcher-month for laboratory based research projects;
- or
2. Contribution to the research/transfer of knowledge programme expenses on a real cost basis for expenses related to the project, including equipment costs, with a maximum of 800 € per researcher-month.
- Management activities, including audit certification: This refers to a maximum of 3% of the Community contribution that will be paid towards the management of the project. This will also cover the cost of audit certification. 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;
  - Contribution to overheads: This refers to a flat rate payment of 10% of the direct costs (excluding costs for subcontracts).

The maximum amount of the grant will be fixed in the contract after the negotiation.

## **6.5. How do I estimate the EC contribution?**

On the basis of the information requested in Part A of the Proposal Submission Forms and, in particular, the distribution of the researcher-months of *early-stage 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 recommendations, if any, from the expert evaluators.

It is an intrinsic feature of host-driven actions that the expenses related with the appointment of *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. qualifications, place of origin, family status etc). The level of funding has to be determined with the Commission services on the basis of an average level.

The examples below aim to help understand the way the contributions are calculated.

### **Example 1: TOK-DEV**

*A TOK- Development organisation in Warsaw, Poland plans to recruit 2 experienced researchers (4-10 years research experience) for 24 months each, 2 professors (>10 years research experience) for 6 months each and send 4 members of their staff in 2 French partner organisations for 12 months each. The project is considered as laboratory based.*

When looking at the overall calculations for the above mentioned example:

#### **(a) Expenses for the benefit of the Researchers**

- Living allowances:

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 co-ordination. 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 social security cover is provided for the researcher.

In our example we expect that the 2 post-doctoral fellows will be hired with a working contract and the two professors (multiple short stays) with a stipend-based contract since their health and social security can be covered by their home organisation during their 6 month stay. The situation is similar for the outgoing staff members of the Polish organisation.

- Mobility allowances:

This calculation of **mobility allowances** will always be an estimate since the recruited fellows are unknown at the time of application or of the negotiation. It will depend on the status of the researcher. In some scientific areas, where it is common to take up research after a long period devoted to other professional aspects, fellows might be more senior and with more family obligations than in other areas where it is traditional to take up research immediately after graduation. It is therefore difficult to anticipate the family status of experienced researchers who will be recruited by the host. In this example the post-doctoral fellows and the professors are single (entitled to 500 €/month) and the outgoing staff members have family obligations (entitled to 800 €/month).

- Career exploratory allowance:

In this example only the post-doctoral recruited fellows would be entitled this allowance since their fellowships would last for more than 1 year.

- Travel allowance

As with the mobility allowance the calculation of **travel allowances** will always be an estimate since the locations of origin of the recruited fellows are unknown at the time of application or of the negotiation. In our example we assume a rate of 750 € which corresponds to the 1000-1500 km rate. The rate for the outgoing fellows can be calculated precisely since their destination is known, in this case the distance falls within the 1500-2000km bracket with a rate of 1000€.

When looking at the overall calculations for the above mentioned example:

**Expenses for the benefit of the researchers:**

Researcher	Living Expenses (A)	Mobility allowance (B)	Correct. Coeff. (C)	Sub-Total (A + B) * C	Career Exploratory Award	Travel Allowance	TOTAL
2 experienced researchers (24 months)	2*24*(47 000 €/12) = <b>188 000€</b>	2*24*500 = <b>24 000€</b>	0.887 <sup>1</sup>	<b>188 044€</b>	2*2000€= <b>4000€</b>	2*2*750€ = <b>3000€</b>	<b>195 044€</b>
2 Professors (6 months)	2*6*(€35 250/12) = <b>€35 250</b>	2*6*500= <b>€6000</b>	0.887 <sup>1</sup>	<b>€36 589</b>	-----	2*750€= <b>1500€</b>	<b>38 089€</b>
4 staff members (seconded 12 months to France)	4*12*(23 500€/12) = <b>94 000€</b>	4*12*800 = <b>38 400€</b>	1.047 <sup>2</sup>	<b>138 623€</b>	-----	4*1000€= <b>4000€</b>	<b>142 623€</b>
<b>TOTAL</b>							<b>375 756 €</b>

<sup>1</sup> correction coefficient for Poland

<sup>2</sup> correction coefficient for France

## (b) Expenses for the benefit of the Host Institutions

- Contribution to the research/ training programme expenses –

In this example it is assumed that the host institution will be receiving the contributions on the basis of the fixed amount scheme for the recruited researchers and for the reintegration phase of the staff seconded to France. Due to the laboratory-based nature of the project the amount is 500€/month

The contribution for costs related to research/training of the seconded staff during their training period in the partner organisation in France is on the basis of real expenses and is up to 800€/month

Researcher	Contribution to research expenses		TOTAL
	Recruited and/or seconded	Reintegration of seconded staff	
Experienced Researchers	48*500€	-----	<b>24 000€</b>
Professors	12*500€	-----	<b>6000€</b>
Seconded staff	4*12*800€= <b>38 400€</b>	4*12*500€= <b>24 000€</b>	<b>62 400€</b>
<b>TOTAL</b>			<b>92 400€</b>

- Management costs & Contribution to overheads

The total Community Contribution is the basis for the calculation of the management costs, whereas to calculate the overheads the total direct costs need to be known.

- 4 Direct costs = Expenses for the activities carried out by the researcher + contribution to the research/ training programme expenses
- 4 Overheads = 10% direct costs
- 4 Total Community Contribution = direct costs + overheads + management costs
- 4 Management costs = 3% Total Community Contribution

The initial step is to calculate the overheads:

The Direct Costs are:

<b>Expenses related to the researchers</b>	<b>375 756 €</b>
<b>Expenses related to Host (and partner):</b>	<b>92 400€</b>
<b>Total Direct Costs</b>	<b>468 156€</b>

Since the overheads are maximum 10% of the direct costs:

<b>Total Overheads</b>	<b>46 816€</b>
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Total Community Contribution = direct costs + overheads + management costs

In this example: Total Comm. Contr. = **468 156€** + **46 816€** + 3%*Total Comm. Contr.*

Hence: Comm. Contr. = **514 972 € / 1-0.03 = € 530 899**

<b>Total Maximum Community Contribution</b>	<b>530 899€</b>
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The management costs are maximum 3% of the total Community contribution, hence:

<b>Total Management costs</b>	<b>15 927€</b>
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Please 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 host can appoint researchers and provide the necessary amount of training and in terms of person-months.

<b>Activity</b>	<b>Maximum EC Contribution (Euros)</b>
Expenses related to researchers	<b>375 756</b>
Contribution to the research/training programme expenses	<b>92 400</b>
Overhead expenses (10%)	<b>46 816</b>
Management and audit certificate related expenses (3%)	<b>15 927</b>
<b>TOTAL</b>	<b>530 899</b>

### **Example2: ToK-IAC**

*A university laboratory of optics in Lithuania runs a ToK, Industry – Academia partnership with an SME in Israel. Within the framework of this partnership 4 members of the University staff (single, <10 years research experience) plan to visit the SME for 18 months each to transfer their knowledge and 6 SME staff members (married, >10 years research experience) plan to visit the Lithuanian laboratory for 6 months each in order to acquire knowledge and transfer it back to Israel. The project is considered as laboratory based.*

#### **(a) Expenses for the benefit of the Researchers**

***Expenses related to Fellows’ allowances to be transferred by the Home Organisation to the Host Organisation for the benefit of the fellow:***

- Living allowances:

In this example we expect that: the 6 researchers going from the SME in Israel to the University in Lithuania for 6 months each, will be hired with a stipend-based contract (after is is assured that their health and social security coverage are provided by their home

institution for the 6 month period). The 4 researchers going from the University in Lithuania to the SME in Israel for 18 months each will be hired with a working contract.

- Mobility allowances:

In this example the researchers from the University in Lithuania are single (entitled to 500€/month) and the researchers from the SME have family obligations (entitled to 800€/month).

- Travel allowance

In ToK-IAC, the calculation of **travel allowances** can be accurate since the locations of origin and destination of the recruited fellows are known at the time of application or of the negotiation. In our example we assume a rate of 750 € which corresponds to the 1000-1500 km rate. The rate for the outgoing fellows can be calculated precisely since their destination is known, in this case the distance falls within the 2500-5000Km bracket with a rate of 1500€.

Fellow	Living Expenses (A)	Mobility allowance (B)	Correct. Coeff. (C)	Sub-Total (A + B) * C	Travel Allowance	TOTAL
6 SME researchers for 6 months to University in Lithuania	6*6*(35 250€/12)= <b>105 750€</b>	6*6*500= <b>18 000€</b>	0.766 <sup>1</sup>	<b>94 793€</b>	6*1500€= <b>9000€</b>	<b>103 793€</b>
4 University researchers for 18 months to SME in Israel	4*18*(47 000€/12)= <b>282 000€</b>	4*18*800= <b>57 600€</b>	1.216 <sup>2</sup>	<b>412 954€</b>	4*2*1500€= <b>12 000€</b>	<b>424 954€</b>
<b>TOTAL</b>						<b>528 747€</b>

<sup>1</sup>correction coefficient for Lithuania

<sup>2</sup>correction coefficient for Israel

### **(b) Expenses for the benefit of the Host Institutions**

***Expenses related to Host organisation to be transferred by the Home Organisation to the Host Organisation for the benefit of the project of the respective fellow:***

- Contribution to the research/ training programme expenses

In this example it is assumed that the contribution for costs related to research/training of the University researchers seconded to the SME in Israel is on the basis of real expenses and is up to 800€/month.

The University in Lithuania will be receiving the contributions on the basis of the fixed amount scheme for the researchers coming from the SME in Israel. Due to the laboratory-based nature of the project the amount is 500€/month

Host	Contribution to research expenses	TOTAL
SME in Israel	4*18*800€ <sup>1</sup>	57 600€
University in Lithuania	6*6*500€ <sup>2</sup>	18 000€
<b>TOTAL</b>		<b>75 600€</b>

<sup>1</sup> real expenses basis

<sup>2</sup> fixed amount scheme

- Management costs & Contribution to overheads

The total Community Contribution is the basis for the calculation of the management costs, whereas to calculate the overheads the total direct costs need to be known.

- 4 Direct costs = Expenses for the activities carried out by the researcher + contribution to the research/ training programme expenses
- 4 Overheads = 10% direct costs
- 4 Total Community Contribution = direct costs + overheads + management costs
- 4 Management costs = 3% Total Community Contribution

The initial step is to calculate the overheads:

The Direct Costs are:

<b>Expenses related to the researchers</b>	<b>528 747€</b>
<b>Expenses related to Host (and partner):</b>	<b>75 600€</b>
<b>Total Direct Costs</b>	<b>604 347€</b>

Since the overheads are maximum 10% of the direct costs:

<b>Total Overheads</b>	<b>60 435€</b>
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Total Community Contribution = direct costs + overheads + management costs

In this example: Total Comm. Contr. = **604 347 € + 60 435€ + 3% Total Comm. Contr.**

Hence: Comm. Contr. = **664 782€ / 1-0.03 = €**

<b>Total Maximum Community Contribution</b>	<b>685 342€</b>
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The management costs are maximum 3% of the total Community contribution, hence:

<b>Total Management costs</b>	<b>20 560€</b>
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As in the previous example, the above calculations therefore only serve to allow proposers to estimate the scale of activities that could be undertaken assuming, of course, that the host can appoint researchers and provide the necessary amount of training and in terms of person-months.

<b>Activity</b>	<b>Maximum EC Contribution (Euros)</b>
Expenses related to researchers	<b>528 747</b>
Contribution to the research/training programme expenses	<b>75 600</b>
Overhead expenses (10%)	<b>60 435</b>
Management and audit certificate related expenses (3%)	<b>20 560</b>
<b>TOTAL</b>	<b>685 342</b>

A table of basic monthly salaries for researchers including the country coefficients is provided in annex III for the EU Member and Associated States. One must still take into account the mobility and travel allowances when calculating the total expenses. In future, a budget estimator tool will be made available on the Marie Curie web-pages.

## 7 How to submit a Proposal

### 7.1 Call for proposals

The call for proposal ref. **FP6-2002-Mobility-3** for the **Marie Curie Research Host Fellowships for the Transfer of Knowledge** was published on 17<sup>th</sup> December 2002 (OJ ref. C 315/58). The next deadline for submission of proposals is 19 May 2004 at 17.00 (Brussels local time).

Proposals for actions within the Human Resources and Mobility scheme are submitted in a single step. A complete proposal application should be submitted to the address set out in the Call for Proposals. 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, it is necessary to start by downloading an InfoPack from the following address:

[http://fp6.cordis.lu/fp6/call\\_details.cfm?CALL\\_ID=26](http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=26)

Each InfoPack contains the following three documents that are essential:

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

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

- **The Guidelines on proposal evaluation and project selection procedures (Evaluation Manual)**. This document describes the general principles and procedures that will be used for the evaluation of any FP6 proposals by independent experts.
- **The HRM Activity Guidance Notes for Evaluators**. This describes how the evaluation principles and procedures will apply in the HRM Activity. You may use these Guidelines to check against the specified criteria.

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

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

### ***7.2.1 The Proposal Forms***

A complete proposal consists of the following 2 parts:

Part A: A series of administrative forms, which in the case of Fellowships for the Transfer of Knowledge 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 the calculation the Community contribution and for eligibility issues such as the consortium composition in the case of TOK – IAP or the partner organisations of a TOK - DEV.

Part B: The free-text description of the research project. A series of headings and explanatory notes based on the evaluations criteria are proposed for the preparation of part B. The applicant 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.

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

Incomplete proposals will be ineligible and therefore will not be evaluated. To be complete a proposal must include each of the relevant forms for part A as well as the part B.

### ***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 applicants will be solely responsible for the accuracy of the information given in the proposal.

## ***7.3 Methods for submission***

There are three possible ways to submit the proposal:

- Submission via the Commission’s EPSS (Electronic Proposal Submission System);
- Submission on CD-ROM or diskette;

- Submission on paper.

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

Please note that electronic submission is strongly advised. It has the advantage of allowing the proposer to submit a proposal right up to the deadline, facilitating preparation particularly dialogue between partners.

When using the electronic submission system there is a requirement to request a login and password, which is then sent to proposers by post (this may take several days).

### **7.3.1 Multiple Submissions**

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

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

## **7.4 Evaluation of proposals**

### **7.4.1 General Principles**

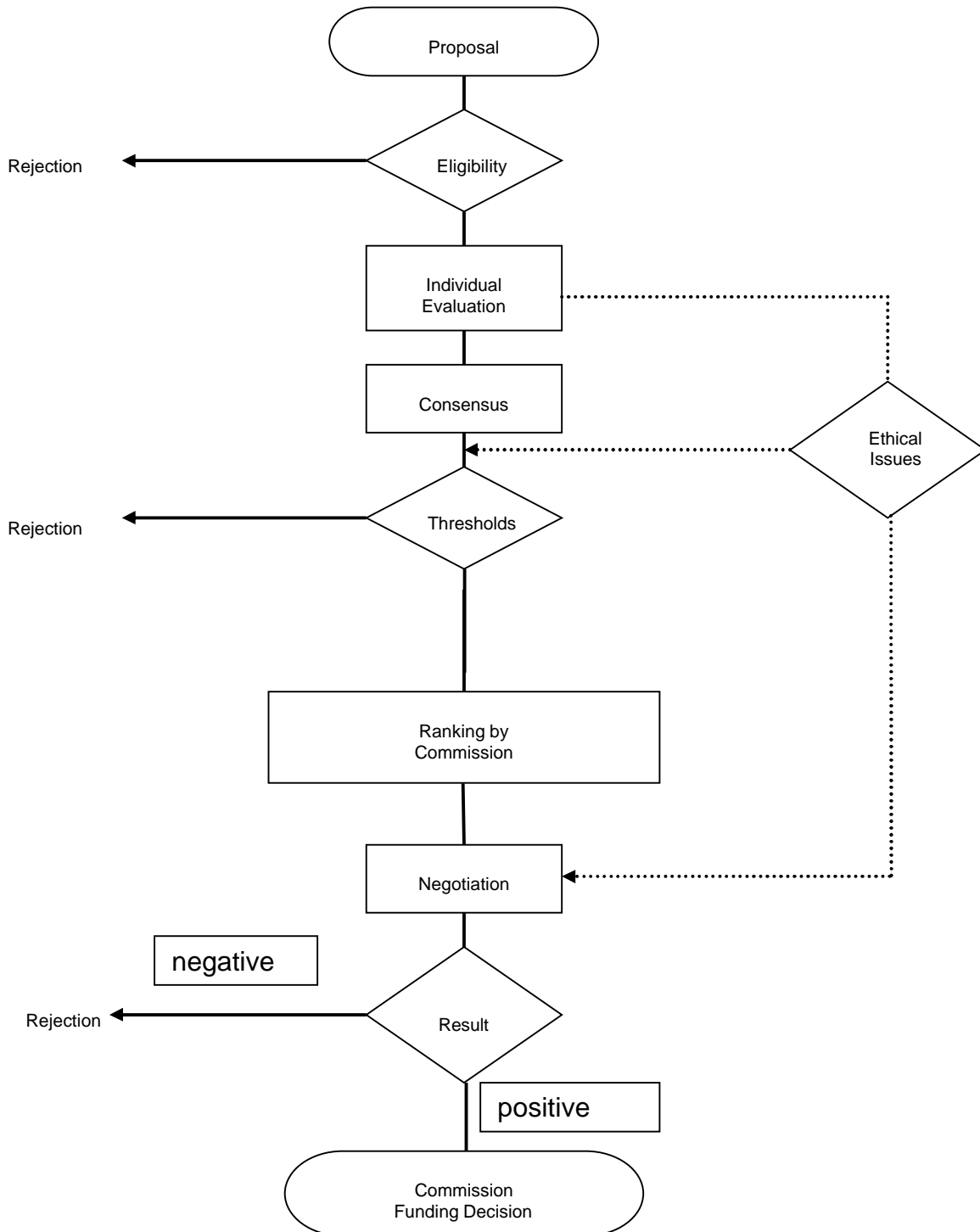
The fundamental principles governing the evaluation of proposals are:

- **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.

Independent experts will evaluate the submitted proposals, following the procedures of the Evaluation Manual, and applying the criteria given to them in the Human Resources and Mobility Work Programme and HRM Guidelines for Evaluators. Following discussions, the experts will prepare an Evaluation Summary Report on each proposal, a copy of which will be sent to the proposer, and they will draw-up a list of the proposals placed in order of merit for consideration by the Commission.

### 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 will go through an ethical review prior to the contract negotiation. This 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 table on the next page, the main evaluation criteria are shown. Each proposal will be evaluated by at least three independent experts who will mark each criterion on a scale of 0 to 5 points. Once a consensus has been reached among the evaluators, the following procedure will be applied:

- For certain criteria, the consensus mark will be subject to a minimum threshold to ensure the excellence of the proposal in terms of the 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.

### **7.4.4 Ranking of proposals**

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

On the basis of the above and taking into account the available budget, the Commission will draw-up a ranking 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 is available will be rejected for budgetary reasons.

HRM evaluation criterion	Specific questions to be posed to evaluators	Threshold mark (0-5)	Weighting (%)
Scientific Quality of Project or Research Training Area	Scientific / technological quality of the project Is the scientific content of the project important and relevant? Assessment of the interdisciplinary and multidisciplinary aspects of the proposal Originality/innovative aspects of the project	3	15
Quality of the Training Activities	Quality and relevance of the knowledge transfer Definition of the project with respect to achieving the knowledge transfer objectives	4	15
Quality/Capacity of the Host or Partnership	Capacity of the host to transfer or receive knowledge International / intersectorial research collaborations Quality of infrastructure / facilities	-	15
Management and Feasibility	Practical arrangements for the implementation and management of the fellowship Equal opportunity policy for the recruitment of researchers Feasibility and credibility of the project Quality of the collaborative partnership (where appropriate) Ability to absorb transfer Match of the targeted researchers' profile to the knowledge transfer Appropriate size of requested fellowship	2	15
Relevance to the objectives of the Scheme / Activity	<b><u>Development Scheme</u></b> Benefit to the host of the knowledge transfer Increase the long term research capacity of the host Potential of the host to reach an international level in the specified field  <b><u>Industry-Academia Partnership Scheme</u></b> Capacity to develop new, or enhance existing, intersectorial collaborations Benefit to the participating organisations from enhanced intersectorial or international collaborations Match between project and applicant host's profile (synergy) Potential to achieve lasting intersectorial or international collaborations	-	20
Added Value to the Community	Extent to which the proposed transfer of knowledge/intersectorial research collaboration contributes towards the objectives of the European Research Area Extent by which long term synergies or structuring effects are built by carrying out the proposed project at a European level Extent to which the proposal will increase the attractiveness of Europe for researchers and improve the gender balance in the scientific/training area Extent to which the proposal is important and relevant in terms of European competitiveness and other Community policies including regional, national or international activities	-	20

## **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.

In the case of TOK-IAP, the participants may wish to complete a consortium agreement to address internal issues, such as intellectual property rights, distribution of overheads etc. However, this agreement is optional.

Assuming that the negotiations are successfully concluded, a formal Commission Decision approving the funding will be made and the proposer 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. An initial payment can then be made to the co-ordinator, which in the case of the TOK-IAP is then distributed to the other teams once they have, in turn, signed the contract.

In case of an TOK-DEV the Commission signs a contract only with the co-ordinator who will be fully responsible for the execution of the project across all the partner organisations where the outgoing researchers will be hosted.

A contract is subsequently prepared and sent to the host institution for signature. Once the signed contract is returned and signed by the Commission, the host proceeds to advertise the vacant posts and subsequently select the candidates. The selected researcher then signs an **agreement** with the host.

## **7.6. Key aspects of the host-researcher agreement.**

The agreement between the host and the researcher shall determine, in accordance with the contract, the conditions for implementing the research training activities and the respective rights and obligations of the researcher and the contractor. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable to the agreement, the social security coverage among other issues (see section 5.4.1). More details will be given in the 'Specific Provisions' of the contracts that will be accessible in the Marie Curie Actions homepage. Researchers are strongly encouraged to carefully read these provisions and check that their agreements comply with the rules.

### **7.6.1. Maternity/parental leave**

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

#### Maternity leave

In cases of maternity, stays of fellows may be suspended on request. The relevant national regulations applying for maternity leave should be followed. Usually the financial

part is covered by social security (“*mutuelle*”, medical insurance, etc.) of the relevant country.

### Parental leave

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

### **7.6.2 Split Stays**

These can be taken into consideration if they are justified for personal reasons or if they are beneficial for the training project. In no case they may interfere with the development of the project. The possibility must be clearly addressed in the proposal and integrated in the work plan.

The periods can be spread throughout the duration of the host fellowship (normally 4 years) but in all cases they must add up to the minimum 2 months stay eligible for this action.

### **Example:**

*A university in Poland proposes a project on flowering times and crop adaptation for ToK-Dev. They plan to recruit 3 researchers to carry out the transfer of knowledge, two with less than 10 years research experience for 48 months each, and one professor (more than 10 years research experience) for short stays for a total of 3 months over the whole duration of the project. The professor is expected to visit the host institution for 3 weeks every year coinciding with the crop period.*

### **7.6.3 Part-time work**

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

## **7.7 Where to obtain further help**

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

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

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

## Annex I: Definitions of the Allowances

### (a) Basic Living Allowance

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

Categories	Researchers recruited under an employment contract (€year) <sup>1</sup>	Researchers receiving a fixed-amount stipend (€year) <sup>2</sup>
Experienced researchers (4-10 years experience)	47 000	23 500
Experienced researchers (>10 years experience)	70 500	35 250

### (b) Yearly Travel Allowance

Travel Rate	Distance <sup>1</sup> (km)	Fixed-amount contribution (€)
TR_1	< 500	250
TR_2	500 – 1.000	500
TR_3	1.000 – 1.500	750
TR_4	1.500 – 2.500	1 000
TR_5	2.500 – 5.000	1 500
TR_6	5.000 – 10.000	2 000
TR_7	>10.000	2 500

<sup>1</sup> 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. 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).
- 500€ per person-month for a researcher with no family obligations
- No mobility allowance is paid to researchers that have not undertaken transnational mobility (e.g. working in an International Organisation in their country of origin).

<sup>1</sup> These monthly allowances include all compulsory deductions under national applicable legislation.

<sup>2</sup> Researchers can only be recruited under a fixed-amount stipend if this is compatible with national legislation and if social security is provided.

## Annex II: Correction Coefficients <sup>1 2</sup>

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

<sup>1</sup> These rates are based on the correction coefficients used for EC civil servants working in these countries.

<sup>2</sup> 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 III: Consolidated Tables of the Basic Monthly Living Allowances

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.

Country	Employment contract (€/month)		Stipend (€/month)	
	Experienced Researchers (4-10 years experience)	Experienced researchers (> 10 years experience)	Experienced Researchers (4-10 years experience)	Experienced researchers (> 10 years experience)
Austria	4073	6110	2037	3055
Belgium	3917	5875	1958	2938
Bulgaria	2824	4236	1412	2118
Cyprus	3725	5587	1862	2794
Czech Republic	3603	5405	1802	2703
Denmark	5056	7585	2528	3792
Estonia	2910	4365	1455	2183
Finland	4539	6809	2270	3405
France	4101	6151	2050	3076
Germany	4066	6098	2033	3049
Greece	3431	5147	1716	2573
Hungary	2703	4054	1351	2027
Ireland	4238	6357	2119	3178
Israel	4763	7144	2381	3572
Italy	3889	5834	1945	2917
Latvia	3161	4741	1580	2371
Lithuania	3000	4500	1500	2250
Luxembourg	3917	5875	1958	2938
Netherlands	4069	6104	2035	3052
Norway	5256	7884	2628	3942
Poland	3474	5211	1737	2606
Portugal	3474	5211	1737	2606
Romania	2158	3237	1079	1619
Slovakia	2695	4042	1347	2021
Slovenia	2992	4489	1496	2244
Spain	3670	5505	1835	2752
Sweden	4336	6504	2168	3252
Turkey	3184	4776	1592	2388
United Kingdom	4406	6609	2203	3305

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 IV: The pan-European Researcher's Mobility Portal

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

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

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

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

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

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

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

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

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

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

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

## Annex V: Bibliography

### Information on Fellowships for the Transfer of Knowledge

Under the fifth Framework Programme (FP5)	<a href="http://www.cordis.lu/improving/fellowships/home.htm">http://www.cordis.lu/improving/fellowships/home.htm</a>
Under the sixth Framework Programme (FP6)	<a href="http://europa.eu.int/comm/research/fp6/mariecurie-actions/action/training_en.html">http://europa.eu.int/comm/research/fp6/mariecurie-actions/action/training_en.html</a>

### Legal decisions

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

### Information on Marie Curie Actions

InfoPacks (including the Guide for Proposers and the HRM Work Programme)	<a href="http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=26">http://fp6.cordis.lu/fp6/call_details.cfm?CALL_ID=26</a>
Brochure "A rough guide to the Marie Curie Actions"	<a href="http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html">http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html</a>
HRM Guidelines for Evaluators	To be available shortly <a href="http://www.cordis.lu/calls/mariecurie-actions/">http://www.cordis.lu/calls/mariecurie-actions/</a>

### Supporting information

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

### Contractual information

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