T2M GUIDE FOR APPLICANTS

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1. Getting started

This Guide is intended to support applicants in filling the application forms and submitting a complete proposal under T2M call for proposals. Applicants should read it in conjunction with the Call for Proposals, published as a separate document on T2M programme website (www.train2move.unito.it) / Section Application Package.

2. Useful documents and information

The T2M programme basic information to read when preparing and submitting a proposal is the following:

- Call for proposals
- Guide for applicants
- T2M website sections

In order to facilitate the participation into the Programme, the official Programme documentation and related news will be posted on the website www.train2move.unito.it

Any further question may be sent to train2move@unito.it

3. How to apply

If you fulfill the eligibility criteria, and you wish to apply for a T2M fellowship, you can complete your application on line in the reserved area for applicants of the T2M website.

Applications sent by email or postal mail will not be considered. The application forms and the submitted documents must be filled in **English,** in a full, clear and concise way.

4. Website registration and ELIGIBILITY SECTION

The procedure to apply is the following:

1. **CREATE A NEW ACCOUNT** on T2M website. When creating the account you will have to enter your **profile data** (name, contact details, information on your current position and other personal information). The username and the password you indicate will be used to maintain and update your profile, create and submit your application. **Please consider that data provided and filled in the profile section can be modified until the final submission**. Once you have created the account, please check your email box to activate the account and enter the reserved area.
2. **FILL IN THE ELIGIBILITY REQUIREMENTS**. After logging in, in the **Eligibility Section** you will be requested to indicate the information necessary to verify if you fulfill the eligibility criteria.

T2M ELEGIBILITY REQUIREMENTS
at the time of call deadline

1. To be an experienced researcher:
Either be in possession of a PhD from no more than 7 years or demonstrate to have, in the last ten years, a track record of at least 4 consecutive years of full time equivalent research experience up to 10 years.

2. To respect the mobility rule:
must not have resided or carried out their main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately prior to the closing date for submitting proposals. Short stays such as holidays are not taken

Please provide:

a) Information on your PhD (date of award) or your experience in research (having, in the last ten years, a track record of at least 4 consecutive years of full time equivalent research experience up to 10 years);
b) Information on the place of your activity in the 3 years immediately prior to call deadline. You must include information on place where you carried out your main research activities in the last 3 years. Please consider that according to the mobility rule, you must specify the place of your activity in the last 36 months prior to the call deadline. Candidates who have spent more than 12 months in Italy in the previous 3 years are not eligible.

If you wish to apply to resume a career after break, please select YES and indicate the length of the inactive period in the right space.

After that, you must select the Scientific Panel and the research area (or research areas) your proposal fits. You will be requested to select one out of the four broad **scientific domains**:

1. Life Science
2. Science
3. Humanities
4. Social Sciences

You will then choose up to **3 research areas** proposed by the hosting departments, in which your proposal will best fit. As proposals could be interdisciplinary and involve 3 research areas, you will choose the research areas **in order of priority** and the first choice will be made according to the research area more relevant to research purposes than the others. A list of research areas to be selected is available in the Annex I of the call for proposals and in the section Hosting Departments of T2M website.

Please note: only one research area is mandatory, while the other two are optional.

Please consider that you can modify the Eligibility section until you make the final submission.

Eligibility Requirements template and instructions on how to fill it in are available in Annex I of this Guide for Applicants.

3. **GO TO THE APPLY SECTION AND DOWNLOAD THE TEMPLATE** necessary to submit the application.
   The template is a Word file and includes 3 sections:
   - Form A: section 1 – CV
   - Form B: section 2 - scientific research proposal;
     section 3 - ethics

You must download the template and fill it in remotely. The template must be filled in English. The template must be complete (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory, scanned copy of PhD diploma certificate if applicable, up to 3 letters of references mandatory if you are resuming a career after break).

4. **INSERT KEYWORDS AND ABSTRACT.** To proceed with your application, you should fill the keywords and abstract boxes, and upload the PDF file.

5. **UPLOAD PDF FILE.** Once you have completed the Cover Page, Form A and Form B, you must convert them in a **UNIQUE** PDF file, containing also a scanned copy of:
   - your ID card or passport - mandatory
   - PhD diploma certificate - if applicable
   - up to 3 letters of reference - mandatory if you are resuming a career after break

Rename the pdf as: “PROJECT ACRONYM_surname.pdf” and upload it in your reserved area.
Click on the Apply button. Your application is complete and has been submitted.
You will receive an email, confirming that your application has been successfully submitted.

5. Instructions to complete the APPLICATION TEMPLATE

This is the template you should use to prepare your application.

Form A of the application is intended to collect information on your curriculum vitae, while FORM B is the scientific project proposal.

Format

The document should observe the format of the proposal structure (DIN-A4, Arial, 11, page limits (margins 2 cm), sections and sub-sections).
The Cover Page and Section 3 – Ethics Table - are not included in page limits. All tables and pictures must be included in page limits of each part.

The FORM A cannot be longer than 5 pages.
The FORM B cannot be longer than 5 pages.

FIELDS to fill in

In the cover page of the Application Template, provide the following information:

Family name:

Name:

Scientific Panel:

Title of proposal:

Acronym of proposal:

FORM A – Section 1 CV

The requested information on your CV – Section 1 - includes 2 main points

Section 1: CV	**(max 5 Pages)**

1(a) Scientific Leadership Potential **(max 4½ pages of which max 2 for publications)**
[Factual presentation of career achievements demonstrating fellow's qualifications, leadership potential and research experience. It may include:

- Participation in and coordination of international or national research teams (please specify your role, institution, period);
- Supervision of graduate students and PhD (please specify number of PhD/ Master Students, Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country);
- Experience in managing EU funds, (please specify your role, the project title, the funding source, the period and the relation to the current proposal);
- Participation in EU project or applications for individual grants (please specify your role, the project title, the funding source, the period and the relation to the current proposal);
- Selected, most relevant publications, (extended format including list of all authors, year, full title, journal, *volume*, first and last page);
- Organisation of scientific meetings (Please specify your role and the name of event / Country);
- Invited presentations to peer reviewed internationally established conferences and/or international advanced schools (please specify the name of the event and of the school);
- Prize, Award (please specify the awarding name of Institution/ Country);
- Granted patents and IPR knowledge experience;
- Experiences of transectoral mobility (please specify institution, period);
- Scientific experience in non-academic sector (please specify institution, period).

1(b) Match between the fellow's profile, the project and the host department **(max ½ page)**
[Show that the applicant's skills and experiences are suitable for the project proposed and justify the choice of the hosting department for project implementation. *Prospective fellows are strongly encouraged to contact professors/researchers from UNITO working in the research area in which they are interested, in order to assess the feasibility of potential project proposal within the Department*.]

FORM B – Section 2 SCIENTIFIC PROJECT PROPOSAL and Section 3 ETHIC ISSUES TABLE

Form B of the application is intended to collect information on your project proposal. It is composed of 2 sections and it should provide a detailed description of the scientific project's aims, planning, execution and impact.

Section 2: Scientific Project Proposal	**(max 5 pages)**

2(a) S&T Quality ***(max 2 pages)***
[Provide a clear and specific description of the research objectives against the background of the state of the art and the expected results. Highlight any interdisciplinary and multidisciplinary aspects of the proposal if applicable, the relevance, originality and coherence with the chosen research area, any important challenges covered by the project.]

2(b) Implementation ***(max 2 pages)***

[Describe the methodological approach employed in the project, including work plan, project management and risk assessment. Demonstrate the coherence between research proposal and infrastructure/facilities hosting the research project. If applicable, include the reference of the department research group you are in contact with]

2(c) Impact ***(max 1 page)***

[Describe the project overall potential impact on the fellow career development and its contribution to European excellence and competitiveness in the field. With regard to fellow career , describe the potential for acquiring competences to maximize fellow's chances of reaching a position of professional maturity and independence; potential for acquiring complementary skills, in particular through the exposure to the non-academic sector, if applicable]

Section 3: Ethics

In form B **section 3** you can indicate if your project involves any ethic issues by filling the ethics issues table. Please find the template in Annex II of this Guide for Proposals.

Ethics Issues Table is MANDATORY for all applicants. If your research project does not involve any of them, please complete it with NO in each row.

6. Submission

Proposals must be submitted as laid down in the call for proposals through the reserved area of T2M website.
Only complete applications will be accepted. A complete application shall consists of the following parts fully filled in:

1. Eligibility Section
2. Apply Section
    a. Keywords
    b. Abstract
    c. Form A: Section 1-CV
    d. Form B:
        i. Section 2 -Scientific Project proposal
        ii. Section 3 - Ethic Issues Table
    e. Scanned copy of the Identity Card with a colour-photo or Passport – mandatory
    f. PhD certificate diploma, if applicable
    g. up to 3 letters of references, mandatory if you are resuming a career after break

The Apply section comes up only once you have correctly filled in the Eligibility section.

If you are applying after a career break due to documented family care leaves or illness, you are entitled to upload up to three letters of reference. Please upload together in one unique pdf with the other requested documents in Apply Section.
Note that the original documents or any other information relevant to you CV can be requested at any time during the application process.

In the Apply section you will be requested to fill in the following fields:

- **Keywords**: enter any words you think give extra detail of the scope of your proposal (max 250 characters with spaces).
- **Abstract**: provide a short summary (max 2000 characters with spaces) to clearly explain the objectives of the proposal, how they will be achieved and its overall impact. It will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees. Please do not include any confidential information, use plain typed text, avoiding formulae and other special characters.

After having filled in the Keywords and Abstract sections, you can upload the completed Application pdf (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate if applicable; up to 3 letters of references, mandatory if you are resuming a career after break).

For the submission, please convert any files in a unique pdf format. Size limit is restricted to 4MB. **The PDF must be renamed as follows:**

- **PROJECT ACRONYM_SURNAME.pdf**

Before the deadline, the system allows you to submit your proposal as many times you need. In such a case, only the last version submitted will be evaluated. Any time you re-submit a proposal, please re-upload your application pdf file (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate if applicable; up to 3 letters of references, mandatory if you are resuming a career after break) and re-fill in the keywords and the abstract. In Profile section you could check the data provided and the file uploaded.

7. T2M Selection process

The T2M selection process is organized in 3 steps:

1. Eligibility check
2. Evaluation of CV and proposal
3. Interview with Scientific Panel

Each phase must be passed successfully to proceed onto the next.

Eligibility check

The first step of the evaluation process is carried out by the Management Team and it is entitled to check if you meet the eligible criteria set up in the call for proposals. The criteria set up in the call for proposals are:

- the proposal is submitted **online** and received **within the deadline date**;

- the proposal is **complete**, i.e. keywords, abstract, application proposal and required documents (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate if applicable; up to 3 letters of references, mandatory if you are resuming a career after break) are submitted are submitted, Keywords and Abstract have been filled in, Panel and Research area/Research areas have been selected;
- the proposal respects the **requested format** (page limits, layout);
- **rule of mobility** and **eligibility criteria of research experience** are satisfied.

Rule of mobility:
T2M is open to researchers of **any nationality**, provided however that at time of the deadline for submission of proposals, **they must not have resided or carried out their main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately prior to the closing date for submitting proposals.** Short stays such as holidays are not taken into account.

Eligibility criteria of research activities:
T2M potential fellow, on the date of the relevant deadline for submission of proposals, **must <u>EITHER</u>:**

1. be in possession of a PhD from no more than 7 years
<u>OR</u>
2. have, in the last ten years, a track record of at least 4 consecutive years of full time equivalent research experience up to 10 years.

Experienced researchers applying after a career break due to work or personal reasons are requested to demonstrate at least 4 consecutive years of full time commitment in research in the last 10 years and to present up to three reference letters. The results of the eligibility check are expected to be sent to applicants within 2 weeks after call deadline.
If your proposal is not eligible, you will be informed by email within 10 days from the call for proposal deadline.
Eligible proposals will be sent to the Scientific Selection Committee in charge of the second step of the selection process.

Examples

Applicants eligible as experienced researchers are:

- *A researcher awarded with a PhD 2 years before the call deadline but who has not been working in research afterwards.*
- *A researcher who does not have the PhD but has worked full-time in research for at least 4 consecutive years prior to the deadline for proposal submission and in the last 10 years.*
- *A researcher who does not have a PhD but has worked full-time in research for the last 10 years prior to the deadline for proposal submission.*

Examples

Applicants not eligible as experienced researcher are:

- *A researcher who does not have the PhD and has full time research experience of 2 years in the 10 years before call deadline.*
- *A researcher awarded with a PhD 8 years prior to the call deadline*
- *A researcher who has 3 years and 9 months full time research experience and who expects to obtain a PhD 2 months after the deadline for proposal submission.*

Examples

Applicants respecting the mobility rule are:

- *An experienced researcher who lives in Spain and has resided for 12 months in Italy in the 3 years prior to the deadline*
- *An Italian experienced researcher, who has spent 24 months immediately prior to the call deadline out of Italy.*
- *An experienced researcher who studied for 24 months in Italy from 2006 to 2008 and then moved to France, where she/he has been working until the 2015 call deadline*

Examples

Applicants not respecting the mobility rule are:

- *An Italian experienced researcher, who has spent 12 months in Brazil, 6 in France and 18 in Italy immediately prior to the call deadline*
- *A non-Italian experienced researcher who has lived in Italy in the past three years.*
- *An experienced researcher who has studied in Italy for 7 months in 2013 and worked there for 6 months in 2014*

Redress on eligibility evaluation

Applicants can apply for a redress concerning the evaluation on eligibility. In this case, only the eligibility criteria will be re-considered:

- the proposal is submitted through the on-line submission system before the deadline
- the proposal is written in English
- the proposal is submitted by an eligible participant (e.g. the participant respects the mobility rule and is an experienced researcher as defined by the call for proposals.)
- the proposal is complete: Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate, if applicable; up to 3 letters of references, mandatory if you are resuming a career after break; Keywords, Abstract have been filled in, Panel and Research area/Research areas have been selected.

If an applicant intends to redress on eligibility evaluation, he/she should send a written request to the Management Team, by email (train2move@unito.it), within the time limit specified on the report sent to candidates. In the written request, he/she should clearly point out the reasons why the redress is occurring and should explicitly refer to the above-mentioned list of eligibility criteria. Only requests of redress clearly expressed will be taken into consideration.

Evaluation of CV and proposal

The evaluation of applications is carried out by a Scientific Selection Committee made of international experts, organized in 4 panels: Life Sciences, Science, Humanities, Social Sciences. Each application will be evaluated by panelists of the specific panels and on the basis of CV and proposal.
All applicants will receive feedback on the outcome of the peer-review evaluation of their application with marks and comments by the reviewers. The results are expected to be sent to applicants **within 2 months** after the call for proposals deadline.

Evaluations will be assessed according to the following criteria:

	CV	**PROPOSAL**		
	Researcher	**S&T Quality**	**Implementation**	**Impact**
	research experience	interdisciplinary and multidisciplinary aspects of the proposal	coherence between research proposal and hosting departments	potential for acquiring new competences
	research results	appropriateness of research methodology and approach	management of the research project	potential for acquiring complementary skills
	independent thinking and leadership quality	originality and innovative nature of the proposal and coherence with the research areas	feasibility of the project	contribution to European excellence and competitiveness
	interdisciplinary approach	relevance of the proposal in relation to the state of the art	interdisciplinary approach	relevance of the proposal in relation to the state of the art
Threshold	3/5	3/5	3/5	3/5

Sub-criteria for Section 1 **"CV evaluation"** are detailed as follows:

- **(1) research experience**: activities and projects in the field of the submitted proposal through a promising track-record of early achievements appropriate to the research field and career stage, including significant publications as main or corresponding author or publications in major international peer-reviewed multidisciplinary scientific journals,

- **(2) research results**: experience gained in the field of dissemination, transfer of knowledge and economic exploitation of previous research results, supported by

patents, participations in international conferences as invited speaker, previous fellowships or awards or prizes

- **(3) independent thinking and leadership quality**: number of publications without the participation of the PhD supervisor; organization, coordination and management of international or national research teams; experience in managing previous EU funds, participation in EU projects or applications for individual grants;

- **(4) interdisciplinary approach**: experiences of transectoral mobility, scientific and research activities in industrial and entrepreneurial environment, IPR knowledge or IPR co-ownership upon transnational research experience for a period longer than 2 months (full time); experience in public/private sector, start-up or spin off experience (even for failures)

For **experienced researchers applying after a career break** due to work or personal reasons, career breaks will apply to the evaluation of CV.
For career breaks due to documented family care leaves or illness the submission of up to three detailed letters of support and/or reference letters from previous supervisors and senior collaborators will contribute to the overall score by affecting sub criteria 1-research experience and 2-research results.
For career breaks coinciding with a working or studying period in a highly specialized field complementary and related to research, these experiences will contribute to sub criteria 3 - independent thinking and leadership quality, 4 – interdisciplinary approach.

Sub-criteria for Section 2 **"Scientific Project Proposal"** are detailed as follows:

- **(1) S&T quality**: interdisciplinary and multidisciplinary approach, relevance and originality and coherence with the chosen research area, important challenges covered by the project, improvement of the state of the art;

- **(2) Implementation**: coherence between research proposal and infrastructure/facilities hosting the research project, quality of the project management, project feasibility, including work-plan assessment;

- **(3) Impact**: project overall potential and impact, potential for acquiring competences to maximize researcher's chances of reaching a position of professional maturity and independence; potential for acquiring complementary skills, in particular through the exposure to the industry sector.

An overall threshold of 12 will be applied. Applicants whose proposals fail to meet the overall threshold or any of the individual thresholds (3/5) will not be admitted to the stage 3 of the evaluation (interview with the Scientific Panel).
Evaluation scores will be given for each of the 4 criteria and not for the sub-criteria. The sub-criteria are issues that experts will consider in the assessment of the relevant criterion. Evaluation scores will be attributed for each of the 5 listed criteria and each criterion will be scored out of 5. The scores indicate the following:
0 = proposal fails to address the examined criterion;
1 = poor;
2 = fair;
3 = good;
4 = very good;
5 = excellent.

In case of proposals with the same score, priority to evaluation criteria will be given as follows:

1. Researcher's CV
2. Impact
3. S&T quality
4. Implementation

Redress on Evaluation of proposals

Applicants can apply for a redress concerning the scientific evaluation. In this case, only the evaluation criteria will be re-considered. **Only if there is a clear evidence of a shortcoming in the proposal evaluation, the proposal will be re-evaluated.**

Should the redress procedure be applied, an **internal selection committee** will be appointed and will be composed of experts - not part of the Scientific Selection Committee - and it will not address the latter's scientific and technical judgment.

If an applicant intends to redress on scientific evaluation, he/she should send a written request to the Management Team, by email (train2move@unito.it), within the time limit specified on the report sent to candidates. In the written request, he/she should clearly point out the reasons why the redress is occurring and should explicitly refer to scientific criteria concerned. This means for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on other criteria. Only requests of redress clearly expressed will be taken into consideration.

Interview

Applicants invited to the interview will be evaluated according to the following criteria:

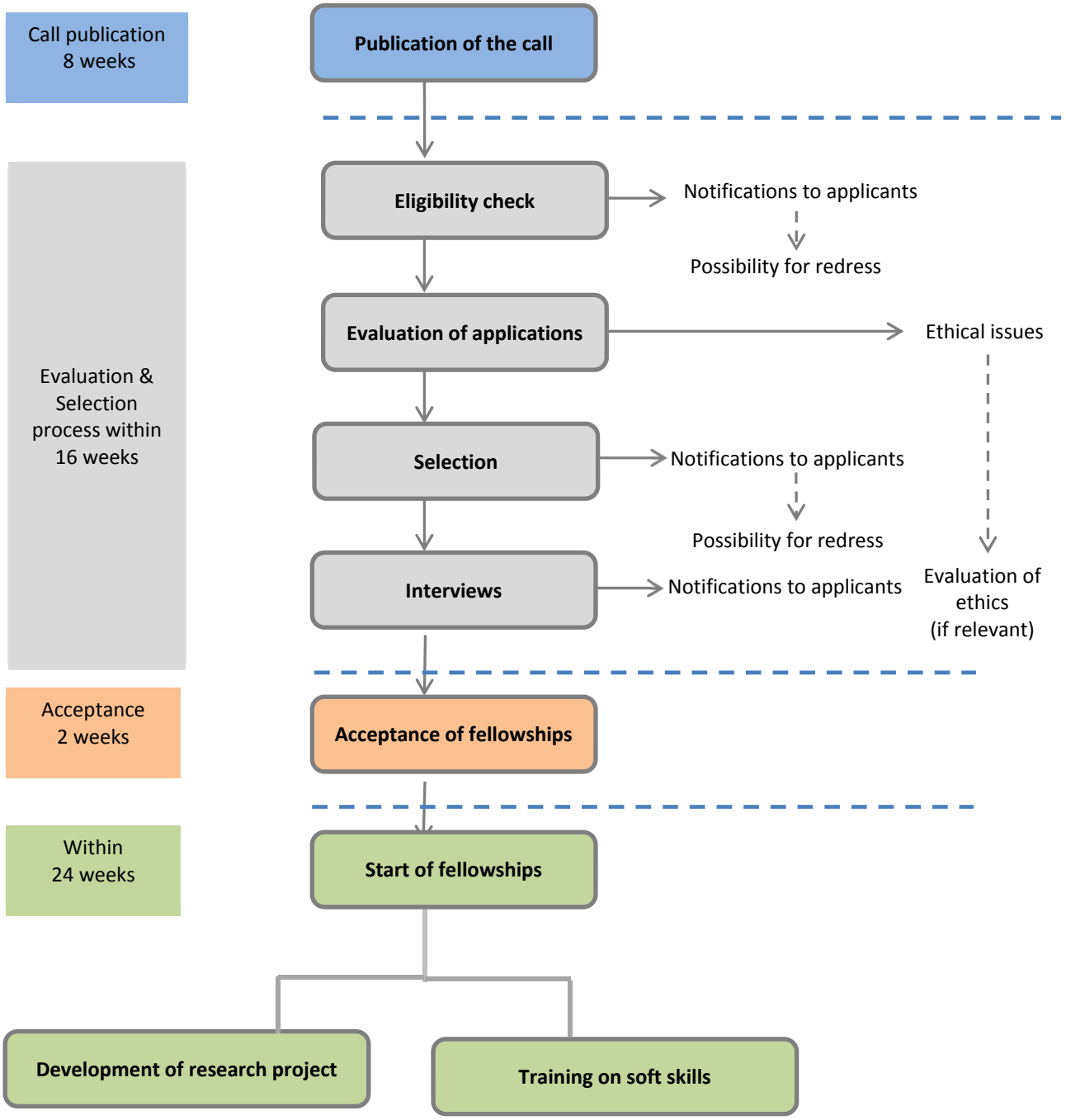
- **CV (researcher)**: compliance of the competences with the chosen research area, ability to perform research independently, potential of career development through the fellowship;
- **Proposal**: coherence of the proposal within the European research framework, set in Horizon 2020 and potential impact of proposal on local and international context.

The threshold for interview is set on 3/5 for CV (researcher) and 3/5 for Proposal. Each criterion will be scored out of 5. The scores indicate the following:
0 = proposal fails to address the examined criterion;
1 = poor;
2 = fair;
3 = good;
4 = very good;
5 = excellent.
Applicants will be successful by attaining an overall score of 7 out of 10.

The final decision will take into account the results of interviews together with the outcome of the second stage of evaluation.

Final results are expected to be sent to applicants **within 3 months after the deadline.**
All applicants will receive an evaluation report based on the outcome of the evaluation.

The Selection and Evaluation process is summarized in the following flow chart:



Checklist

1	I am eligible to submit the application	
2	My application is in accordance with the required format	
3	I have filled in the application form according to the application template	
4	I have made the pdf format of the Application template	
5	I have renamed the Application template according to the instructions	
6	I have included in the Application pdf: mandatory: ID or passport, if applicable: scanned copy of PhD diploma certificate, mandatory if you are resuming a career after break: up to 3 letters of references	
7	I have selected the panel and the research area or the research areas	

Annex I - Train 2 Move - Proposal Template for Application

This template is available on line in .doc format on www.train2move.unito.it in the reserved area for applicants.

REMINDER
Electronic proposal submission is mandatory.

It is mandatory to meet the call deadline and observe the format of the proposal structure (DIN-A4, Arial, 11, page limits (margins 2 cm), sections and sub-sections).

The Cover Page and Section 3 – Ethics Table - are not included in page limits. All tables and pictures must be included in page limits of each part.

Proposals not meeting the deadline (for any reason) or the formal criteria – including format - will be rejected without revision at any stage of the evaluation process.

This is an application template file.

After filling it in, you have to transform the doc file into a UNIQUE pdf together with the requested documents, rename as "PROJECT ACRONYM_surname.pdf" and upload it in your reserved area of the programme website .

Cover Page

Family name:
Name:

Scientific Panel:

Title of proposal:
Acronym of proposal:

FORM A – Section 1 CV

Section 1: CV	**(max 5 Pages)**

1(a) Scientific Leadership Potential **(max 4½ pages of which max 2 for publications)**
[Factual presentation of career achievements demonstrating fellow's qualifications, leadership potential and research experience. It may include:

- Participation in and coordination of international or national research teams (please specify your role, institution, period);;
- Supervision of graduate students and PhD (please specify number of PhD/ Master Students, Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country;
- Experience in managing EU funds, (please specify your role, the project title, the funding source, the period and the relation to the current proposal);

- Participation in EU project or applications for individual grants (please specify your role, the project title, the funding source, the period and the relation to the current proposal);
- Selected, most relevant publications, (extended format including list of all authors, year, full title, journal, *volume*, first and last page);
- Organisation of scientific meetings (Please specify your role and the name of event / Country);
- Invited presentations to peer reviewed internationally established conferences and/or international advanced schools (please specify the name of the event and of the school);
- Prize, Award (please specify the awarding name of Institution/ Country);
- Granted patents and IPR knowledge experience;
- Experiences of transectoral mobility (please specify institution, period);
- Scientific experience in non-academic sector (please specify institution, period).

1(b) Match between the fellow's profile, the project and the host department **(max ½ page)**
[Show that the applicant's skills and experiences are suitable for the project proposed and justify the choice of the hosting department for project implementation. *Prospective fellows are strongly encouraged to contact professors/researchers from UNITO working in the research area in which they are interested, in order to assess the feasibility of potential project proposal within the Department*.]

FORM B – Section 2 SCIENTIFIC PROJECT PROPOSAL and Section 3 ETHIC ISSUES TABLE

Section 2: Scientific Project Proposal	**(max 5 pages)**

This section should provide a detailed description of the scientific project's aims, planning, execution and impact.

2(a) S&T Quality ***(max 2 pages)***
[Provide a clear and specific description of the research objectives against the background of the state of the art and the expected results. Highlight any interdisciplinary and multidisciplinary aspects of the proposal if applicable, the relevance, originality and coherence with the chosen research area, any important challenges covered by the project.]

2(b) Implementation ***(max 2 pages)***
[Describe the methodological approach employed in the project, including work plan, project management and risk assessment. Demonstrate the coherence between research proposal and infrastructure/facilities hosting the research project. If applicable, include the reference of the department research group you are in contact with]

2(c) Impact ***(max 1 page)***
[Describe the project overall potential impact on the fellow career development and its contribution to European excellence and competitiveness in the field. With regard to fellow career , describe the potential for acquiring competences to maximize fellow's chances of reaching a position of professional maturity and independence; potential for acquiring complementary skills, in particular through the exposure to the non-academic sector, if applicable]

Section 3: Ethics

This section indicates if the project involves any ethic issues.
Please fill it in, this table is mandatory.

	Research on Human Embryo/ Foetus	YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
	Research on Humans	**YES**	**Page**
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
	Privacy	**YES**	**Page**
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
	Research on Animals	**YES**	**Page**
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals nonhuman primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
	Research Involving Developing Countries	**YES**	**Page**
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		
	Dual Use	**YES**	**Page**
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

*Note: Research involving activities marked with an asterisk * in the left column in the table above will be referred automatically to Ethics Review

Please include in the application template:

- **ID OR PASSPORT - mandatory**
  Please attach a copy of your ID or passport in this section.

- **PhD Diploma - if applicable**
  Please attach a scanned copy of your PhD Diploma in this section

- **Letters of reference - if applicable**

In case you are applying for resuming a research career after break, please attach up to 3 letters of reference in this section.

Annex II - Train 2 Move – Evaluation criteria

Evaluations will be assessed according to the following criteria:

	CV	PROPOSAL		
	Researcher	**S&T Quality**	**Implementation**	**Impact**
	research experience	interdisciplinary and multidisciplinary aspects of the proposal	coherence between research proposal and hosting departments	potential for acquiring new competences
	research results	appropriateness of research methodology and approach	management of the research project	potential for acquiring complementary skills
	independent thinking and leadership quality	originality and innovative nature of the proposal and coherence with the research areas	feasibility of the project	contribution to European excellence and competitiveness
	interdisciplinary approach	relevance of the proposal in relation to the state of the art	interdisciplinary approach	relevance of the proposal in relation to the state of the art
Threshold	3/5	3/5	3/5	3/5

Sub-criteria for Section 1 **"CV evaluation"** are detailed as follows:

- **(1) research experience**: activities and projects in the field of the submitted proposal through a promising track-record of early achievements appropriate to the research field and career stage, including significant publications as main or corresponding author or publications in major international peer-reviewed multidisciplinary scientific journals,
- **(2) research results**: experience gained in the field of dissemination, transfer of knowledge and economic exploitation of previous research results, supported by patents, participations in international conferences as invited speaker, previous fellowships or awards or prizes
- **(3) independent thinking and leadership quality**: number of publications without the participation of the PhD supervisor; organization, coordination and management of international or national research teams; experience in managing previous EU funds, participation in EU projects or applications for individual grants;
- **(4) interdisciplinary approach**: experiences of transectoral mobility, scientific and research activities in industrial and entrepreneurial environment, IPR knowledge or IPR co-ownership upon transnational research experience for a period longer than 2 months (full time); experience in public/private sector, start-up or spin off experience (even for failures)

For experienced researchers applying after a career break due to work or personal reasons, career breaks will apply to the evaluation of CV.

For career breaks due to documented family care leaves or illness the submission of up to three detailed letters of support and/or reference letters from previous supervisors and senior

collaborators will contribute to the overall score by affecting sub criteria 1- research experience and 2-research results.

For career breaks coinciding with a working or studying period in a highly specialized field complementary and related to research, these experiences will contribute to sub criteria 3 - independent thinking and leadership quality, 4 – interdisciplinary approach.

Sub-criteria for Section 2 **"Scientific Project Proposal"** are detailed as follows:

- **(1) S&T quality:** interdisciplinary and multidisciplinary approach, relevance and originality and coherence with the chosen research area, important challenges covered by the project, improvement of the state of the art;

- **(2) Implementation:** coherence between research proposal and infrastructure/facilities hosting the research project, quality of the project management, project feasibility, including work-plan assessment;

- **(3) Impact:** project overall potential and impact, potential for acquiring competences to maximize researcher's chances of reaching a position of professional maturity and independence; potential for acquiring complementary skills, in particular through the exposure to the industry sector.

An overall threshold of 12 will be applied. Applicants whose proposals fail to meet the overall threshold or any of the individual thresholds (3/5) will not be admitted to the stage 3 of the evaluation (interview with the Scientific Panel).
Evaluation scores will be given for each of the 4 criteria and not for the sub-criteria. The sub-criteria are issues that experts will consider in the assessment of the relevant criterion. Evaluation scores will be attributed for each of the 5 listed criteria and each criterion will be scored out of 5. The scores indicate the following:

0 = proposal fails to address the examined criterion;
1 = poor;
2 = fair;
3 = good;
4 = very good;
5 = excellent.

In case of proposals with the same score, priority to evaluation criteria will be given as follows:

Researcher's CV
Impact
S&T quality
Implementation

Applicants invited to the interview will be evaluated according to the following criteria:

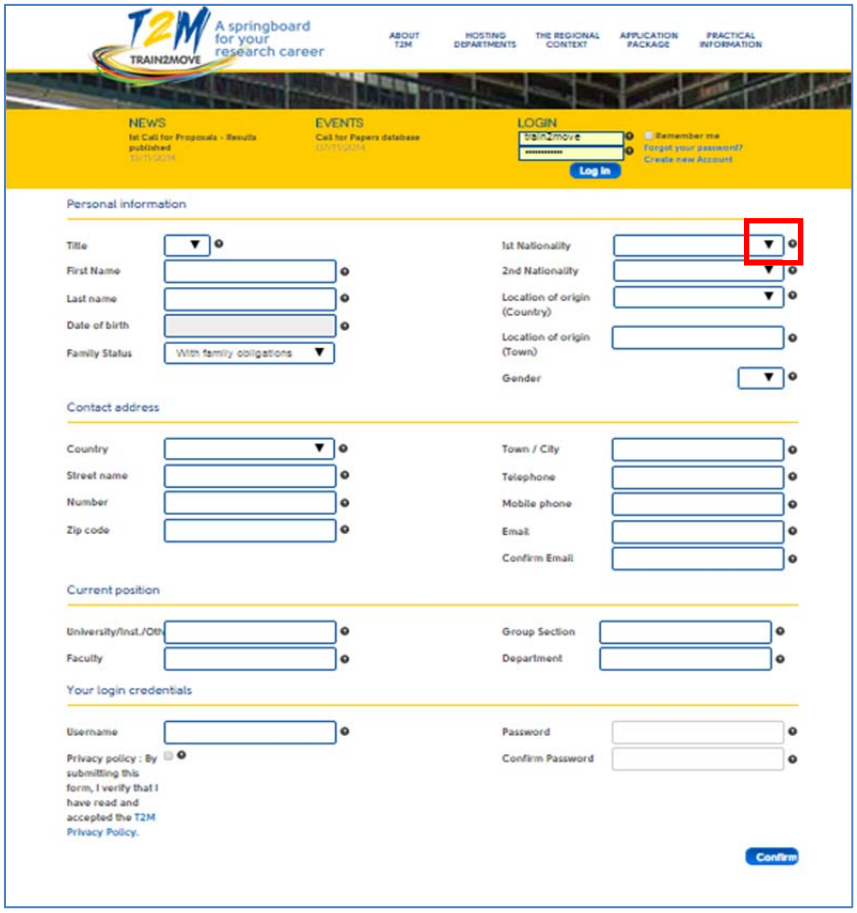
- **CV (researcher)**: compliance of the competences with the chosen research area, ability to perform research independently, potential of career development through the fellowship;
- **Proposal**: coherence of the proposal within the European research framework, set in Horizon 2020 and potential impact of proposal on local and international context.

The threshold for interview is set on 3/5 for CV (researcher) and 3/5 for Proposal. Each criterion will be scored out of 5. The scores indicate the following:
0 = proposal fails to address the examined criterion;
1 = poor;
2 = fair;
3 = good;
4 = very good;
5 = excellent.
Applicants will be successful by attaining an overall score of 7 out of 10

Annex III - How to fill in the Personal Information and Eligibility Sections

Personal information

- **All fields are mandatory (except second nationality)**.
- In case you have doubts on the requested information, put the mouse on the question mark next each field: an informative box will appear.



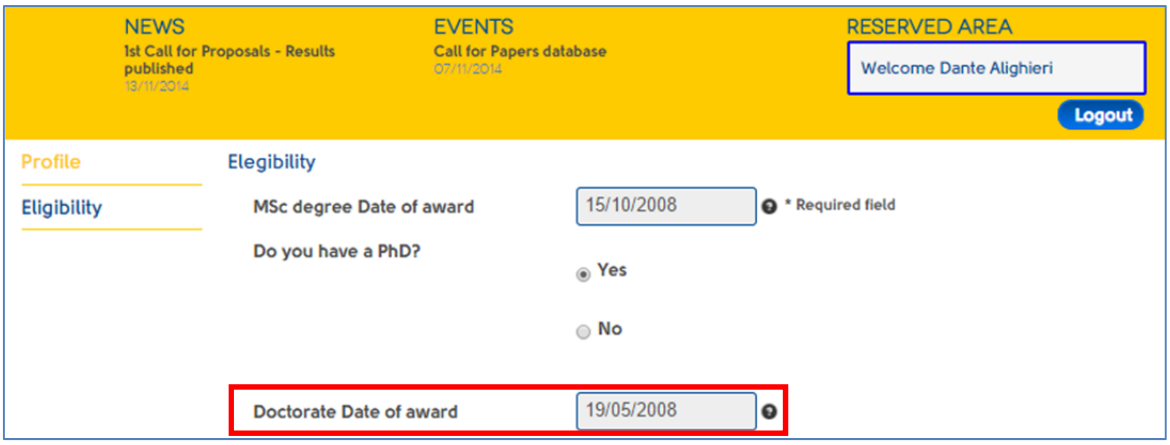
When you click the “CONFIRM” button, an automatic e-mail will be sent to the e-mail address provided. Follow the link in it, in order to validate your account.

Eligibility

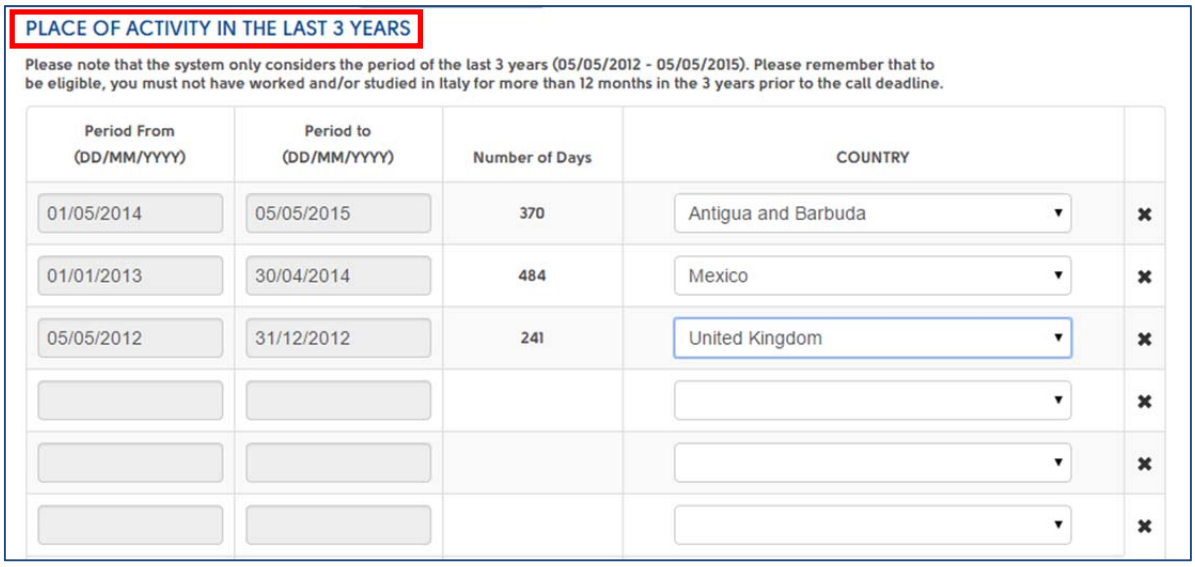
First of all, it is mandatory to provide the MSc degree Date of award.

In case you have a PhD:

- indicate the doctorate date of award. According to eligibility requirements, this date should be included between 5/05/2008 and 5/05/2015 (call deadline).



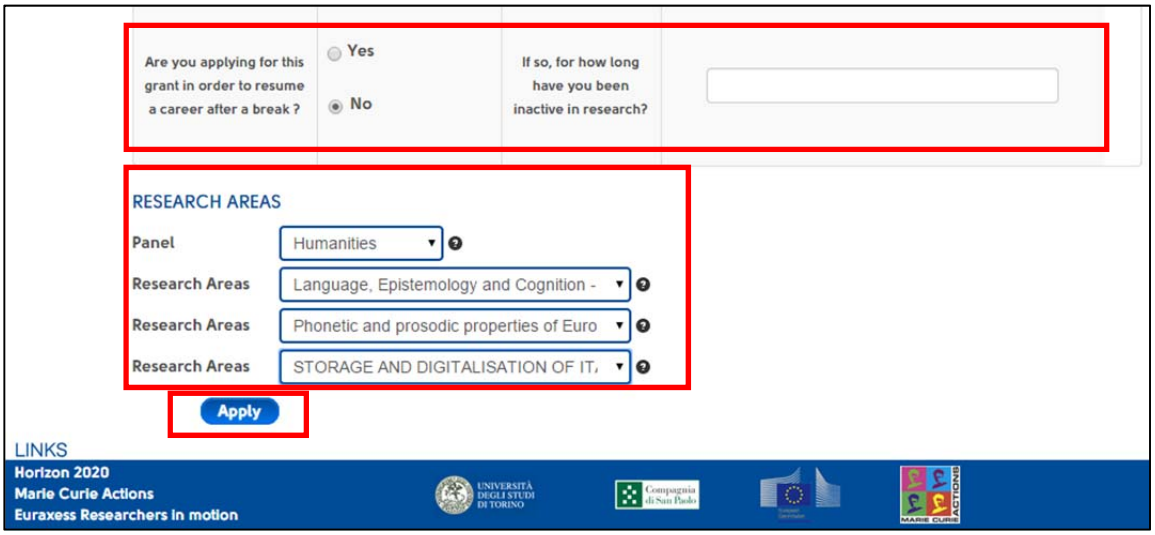
- Fill in the table regarding your **place of activity in the last 3 years**. Please consider that you must specify this data for the last 36 months (the system will record it in days =1116 days) before the call deadline. Remember that candidates who spent more than 12 months in Italy during the previous three years are not eligible.



- If you are applying in order to **resume a career after break**, indicate for how long you have been inactive in research. Remember to upload up to 3 letters of reference in the Apply section, together with the other requested documents, attached to the Application template.
- Please choose the **scientific panel of interest**.
- Within the selected panel, choose **up to three research areas** in which your proposal best fits. If you choose more than one research areas, indicate the research areas in order of priority. The first choice should be made according to the research area more relevant to

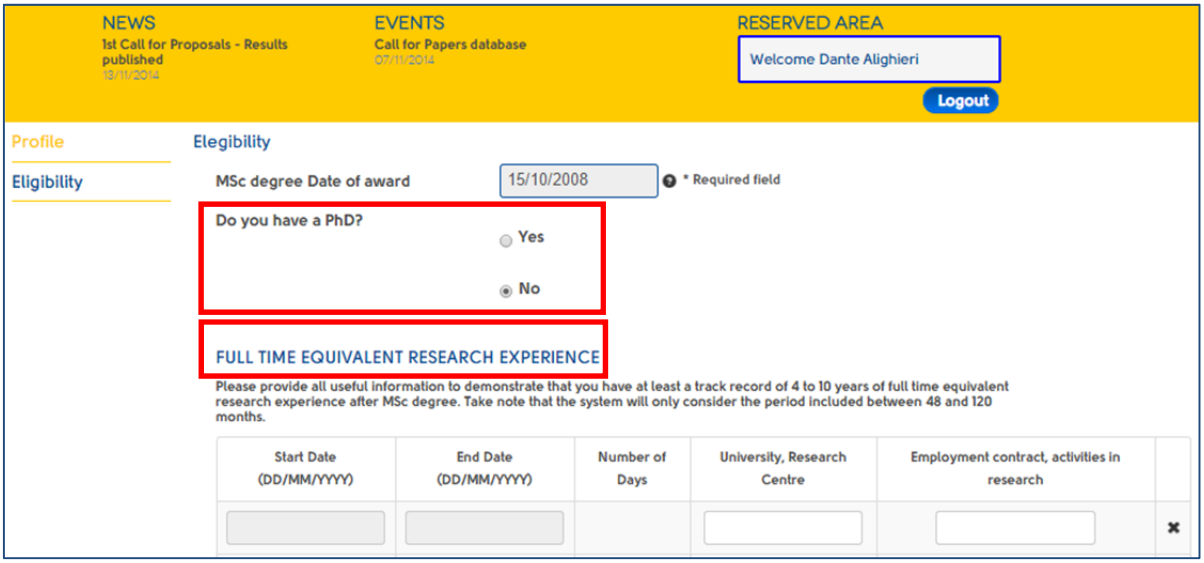
research purposes than the others. Only one research area is MANDATORY, while the other two are optional.

- If you have filled in all blanks, you can now create your application by clicking on **APPLY**. You could then check your data in PROFILE. Consider that your application will be complete only when you fill in keywords and abstract fields, and when you upload your Application PDF file (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate if applicable; up to 3 letters of references, mandatory if you are resuming a career after break)



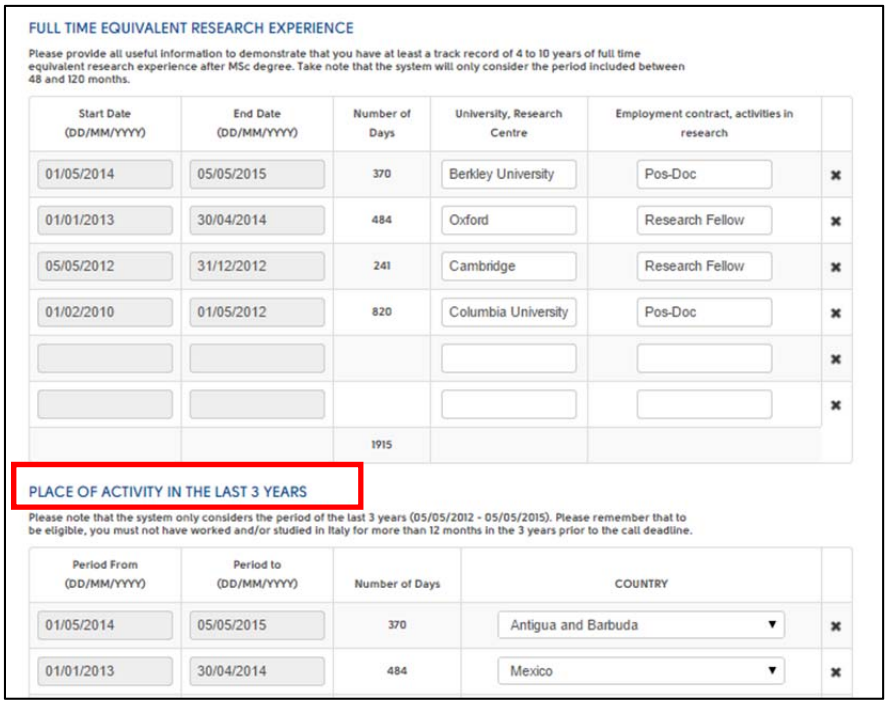
In case you do not have a PhD:

- please demonstrate that you have at least a track record of **4 consecutive years to 10 years of full time equivalent research experience in the last ten years.** Provide in the table **all necessary information** to prove your full time equivalent research experience.



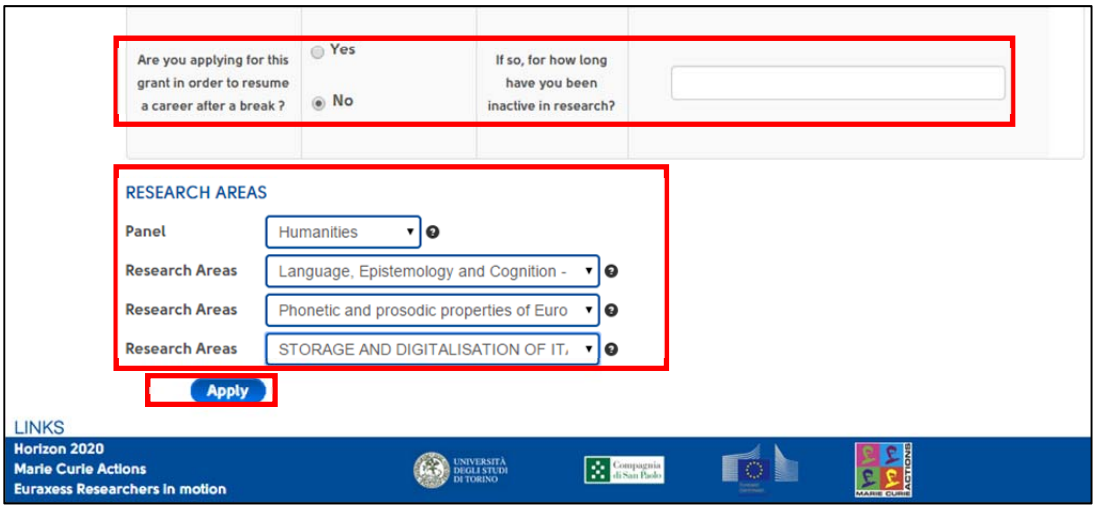
You should demonstrate that you worked in research for a period included between 48 months (= 1488 days) and 120 months (= 3720 days).

- Fill in the table regarding your **place of activity in the last 3 years**. Please consider that you must specify this data for the last 36 months (=1116 days) before the call deadline.



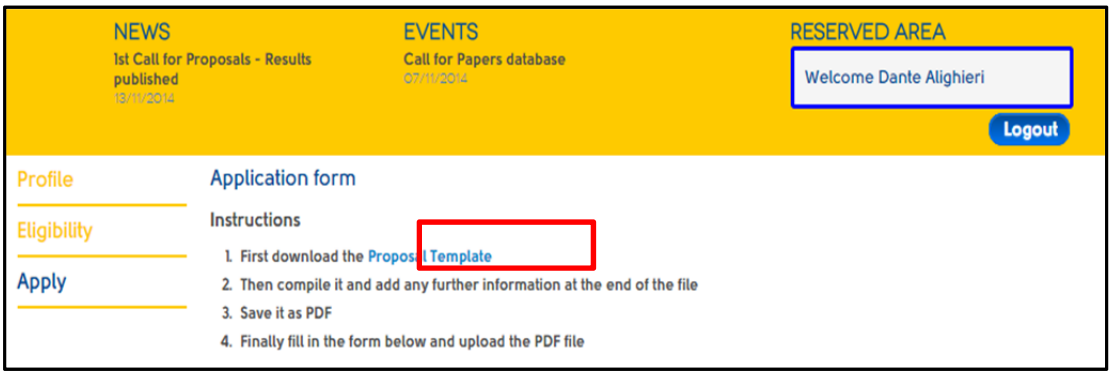
- If you are applying in order to **resume a career after break**, indicate for how long you have been inactive in research. Remember to upload up to 3 letters of reference in the Apply section, together with the other requested documents.
- Please choose the **scientific panel of interest**.
- Within the selected panel, choose **up to three research areas** in which your proposal best fits. If you choose more than one research area, indicate the research areas in order of priority. The first choice should be made according to the research area more relevant to research purposes than the other two. Only one research area is MANDATORY, while the other two are optional.

  If you have filled in all blanks, you can now create your application by clicking on **APPLY**. You could then check your data in PROFILE. Consider that your application will be complete only when you fill in keywords and abstract fields, and when you upload your PDF file (Cover Page + Form A + Form B + additional required documents: ID or passport, mandatory; scanned copy of PhD diploma certificate, if applicable; up to 3 letters of references, mandatory if you are resuming a career after break).



Apply

To complete your Application, first of all download the .doc version of the Application Template:



Once you have prepared it remotely, fill in keywords and abstract fields:

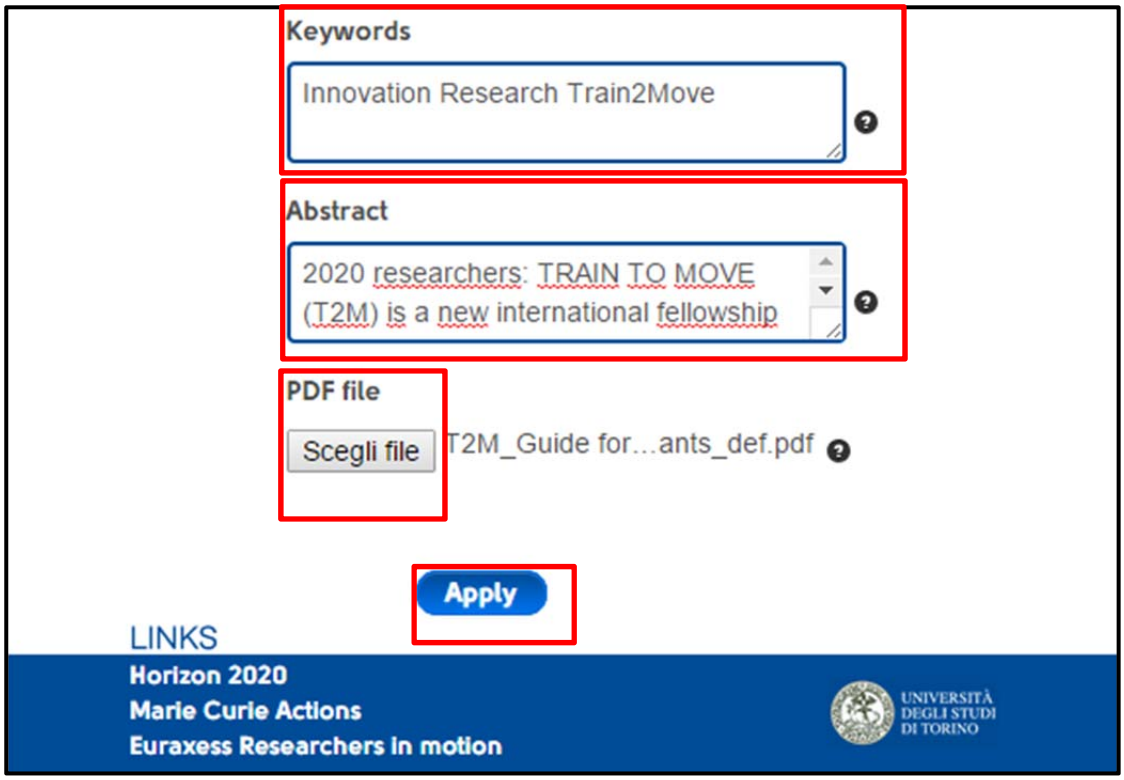
- **Keywords**: enter any words you think give extra detail of the scope of your proposal (max 250 characters with spaces).
- **Abstract**: provide a short summary (max 2000 characters with spaces) to clearly explain the objectives of the proposal, how they will be achieved and its overall impact. It will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees. Please do not include any confidential information, use plain typed text, avoiding formulae and other special characters

After having filled in the Keywords and Abstract sections, you can upload the complete pdf file (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate, if applicable; up to 3 letters of references, mandatory if you are resuming a career after break).

For the submission, please convert any files in pdf format. Size limit is restricted to 4MB each.

The PDF file must be renamed as follows:

- **PROJECT ACRONYM_SURNAME.pdf**



When you completed all steps, click on the “Apply” button.

Before the deadline, the system allows you to submit your proposal as many times you need. In such a case, only the last version submitted will be evaluated.
Any time you re-submit a proposal, please re-upload your proposal (Cover Page + Form A + Form B + additional required documents: ID or passport mandatory; scanned copy of PhD diploma certificate, if applicable; up to 3 letters of references, mandatory if you are resuming a career after break) and re-fill in the keywords and the abstract. In PROFILE section you could check the data provided and the files uploaded.