



FP7: Marie Curie Individual Fellowships – Hints and Tips on Application Writing

This document will provide some hints and tips on writing Marie Curie Fellowship applications. It is designed to be used in conjunction with the Guide for Applications which will be published on the [CORDIS website](#) when the call opens.

Please note it is important that you read the full Guide for Applicants specific to the scheme to which you are applying.

Overview

Marie Curie Individual Fellowships

The People Specific Programme of the Seventh Framework Programme (FP7) aims to strengthen, quantitatively and qualitatively, the human potential in research and technology in Europe by stimulating people to take up research as a profession, encouraging European researchers to stay in Europe and attracting to Europe the best researchers from across the world. The programme is implemented through a coherent set of Marie Curie Actions.

Marie Curie Individual Fellowships support experienced researchers in complementing existing skills or acquiring new skills and competencies. The aim is to support researchers in attaining or strengthening a leading independent position. The action may also assist researchers to resume a research career after a break. Funding is provided for advanced training and career development. This may include the acquisition of new and/or complementary skills, and transnational mobility.

Marie Curie Fellowships are 'bottom-up' initiatives where applications are open to all domains of research.

The call for Individual fellowships opens on 14 March 2013 and closes on 14 August 2013.

The final calls for Career Integration Grants close on 7 March 2013 and 18 October 2013.

More details on Marie Curie actions can be found in the [2013 People Work Programme](#).

Researcher Eligibility

In order to qualify as an experienced researcher the researcher must at the time of the relevant deadline for submission be in possession of a doctoral degree or have at least four years full-time equivalent research experience¹. To be eligible applicants must meet the mobility requirement - that they should not have been in the host country for more than 12 months in the previous three years. **Note there is no upper eligibility limit in terms of years of experience.**

¹ Full time equivalent research experience is measure from the date when a researcher obtained the degree which would formally entitle him/her to embark on a doctorate, irrespective of whether or not a doctorate is or was ever envisaged.

Types of Individual Fellowships

Intra-European Fellowships (IEF)

- Aimed at experienced researchers who wish to move from one EU or FP7 Associated country to another.
- The action provides support for individual trans-national, intra-European fellowships for the

best and most promising researchers in Member States or Associated Countries.

- Activities normally take the form of training through a research project designed to shape and widen the competencies of the researcher. The project should assist the researcher to strengthen or attain a leading independent position or assist them in resuming a research career after a break.
- Each researcher will establish a Personal Career Development Plan in collaboration with a supervisor in the host organisation.
- Applications (including the selection of research topic) are made by the researcher in conjunction with the host organisation.
- Duration of 12 to 24 months
- Any nationality can apply.

[2012 Guide for Applicants:](#) Marie Curie IEF (Specific guidance relating to Part B on pages 46 to 51) 2013 will be available from CORDIS website from 14 March 2013

International Outgoing Fellowships (IOF)

- Aimed at experienced researchers who wish to move from an EU or an FP7 associated country to a country that is not in the EU or associated to FP7 (a third country).
- Aim to reinforce the international dimension of European researchers by giving them the opportunity to gain new knowledge in a third country and to return with the acquired knowledge to a European organisation.
- Duration of 12 to 24 months followed by a mandatory return to European host of one year. (total duration of 36 months).
- EU and FP7 associated nationals can apply, along with those who have been resident in an EU or associated country for five years preceding the call deadline.
- Proposals are submitted by the researcher in liaison with the host organisation in the Member State or Associated Country.
- The research proposal must be coherent for the full duration of the fellowship (i.e. for both outward and return phase).

[2012 Guide for applicants:](#) Marie Curie IOF (specific guidance relating to Part B on pages 47 to 52)

International Incoming Fellowships (IIF)

- For researchers based outside Europe to work in an EU member state or associated country.
- Aim to enhance knowledge sharing with incoming top-class researchers from third countries with a view to developing mutually beneficial research cooperation.
- Duration of 12 to 24 months followed by an optional return phase of one year to an International Cooperation Partnership Country (ICPC).
- Any nationality can apply.
- Proposals are submitted by the researchers in liaison with a host organisation in a Member State or Associated Country, as well as with a 'returning host organisation, if appropriate.

[2012 Guide for Applicants:](#) Marie Curie IIF

Career Integration Grants (CIG)

- For researchers looking to establish themselves in a research career in Europe.
- Aim to support researchers in the first steps of a European research career and improve prospects for long term integration.

- Successor to the European Reintegration Grants (ERG) and the International Reintegration Grants (IRG).
- Researchers can be of any nationality and must be mobile (i.e. moving within Europe or moving to Europe from outside)
- Duration or up to four years.
- Proposals are submitted by the eligible researcher in liaison with the host organisation.

[2013 Guide for Applicants](#): Marie Curie CIG

Overview of Fellowship Application Documents

Part A: Administrative Parts

Complete all 4 sections:

A1 Information on the Proposal

A2: Information on the Host Organisations

A3: Information on the Researcher

A4: Funding Request

NB. Applicants are not required to calculate the amount of the estimated European Union contribution. This will be automatically calculated from the information contained in the A4 proposal submission form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the *Work Programme*.

Part B: Main body of the proposal(max 27 pages)

The Part B of the proposal document is made up of 6 main sections (5 sections plus the ethics section). The Guide for Applicants provides specific details on what should be included in these sections and page limits etc. You should follow this guidance closely. The sections map directly on to the evaluation criteria, which can be viewed in the relevant guide for applicants

B1 Research and Technological Quality (Max 8 pages)

B2 Training (max 2 pages) FOR IIF B2 Knowledge Transfer (max 2 pages) No Specific Training/Knowledge Transfer Section for CIG

B3 Researcher (max 7 pages including a CV and a list of main achievements)

B4 Implementation (max 6 pages)

B5 Impact (max 4 pages)

B6 Ethics Issues (no page limit) BUT MUST BE COMPLETED

Hints and Tips

The hints and tips below are not exhaustive and are intended to complement, not to replace the Guide for Applicants.

You should first consider whether you have identified a fellow/researcher of a high calibre who meets the mobility requirements i.e. the researcher must not have been in the host country for more than 12 months in the last three years. Please note this mobility requirement means it is possible to apply for the fellowship with someone who has recently joined your group.

The individual fellow and the host organisation apply together. A good application is likely to be a joint effort with the application co-created by the applying fellow and host supervisor. You should therefore try have some time with the researcher to be able to write the proposal together.

The proposal should seek to demonstrate how it is: International, Interdisciplinary and Inter-sectoral.

B1: Research and Technological Quality. (Maximum 8 Pages, 25% weighting.)

- It is important that you explain how your project would take forward the state of the art,

emphasising the innovative nature of your project while providing detail on the methodologies to be employed.

- Selection of the topic is important: there are no priority themes and therefore it is up to you to justify your choice. Be explicit about the novelty of the work.
- It should be clear that your topic shows a good match between the fellow's previous experience and the host experience.
- Explain how the project will take forward the fellow's previous experience and build on this in a new direction in order to develop skills and techniques.
- This section should clearly explain the host's expertise in the field and the relevant expertise of the 'Scientist in Charge'.
- It should be clear that the team demonstrates the right combination and that your methodology and timing is appropriate

B2: Training/Transfer of Knowledge (Maximum 2 Pages, 15% weighting)

This is a critical part of the application and should be given due attention.

(NB there is no specific Training/Transfer of Knowledge section for CIG)

Please note there are differing requirements for this section for each of the different types of Fellowship.

- Intra-European and Outgoing Fellowship should focus on training to assist the researcher develop an independent research career.
- International Incoming Fellowships are designed to increase knowledge sharing to reinforce the research excellence of Member States/Associated Countries, therefore this section should focus on knowledge transfer to the European Host institution and/or Europe.
- Information relating to training of the researcher should explain how this will help future collaboration between the Dublin City University host department and the researcher.

Intra-European Fellowships - Training

- For Intra-European Fellowships this section should detail the research training objectives for the researcher, including how the objectives will assist in the development of an independent research career. Detail on complementary training and transferable skills should also be included, together with information on mentoring and supervision processes.
- Include research training objectives for the researcher and show how these link to the expertise of the host institution(s). Ensure that the capacity of the host(s) to provide appropriate training opportunities is clearly demonstrated.
- Demonstrate awareness of general research development policy context at:

The European level:

- The [European Charter for Researchers and Code of Conduct for the Recruitment of Researchers](#)
- The [2008 Commission Communication Better Careers and More Mobility: a European Partnership for Researchers](#)
- [The 2010 Commission Communication Towards a European Framework for Research Careers](#)

Dublin City University level:

- Include information on [DCU's Research Career Framework](#) which is designed to attract and retain the best Postdoctoral researchers to DCU, provide significant

- professional development and give the best opportunities in terms of their wider career path.
- Professional development opportunities are made available to researchers at DCU for example *Research Skills* (e.g. understanding of relevant research methodologies), *Communicating Research* (e.g. communication skills) and *Understanding the Research Environment* (e.g. knowledge of intellectual property and commercialisation).
- The Framework recommends that researchers should participate in four days development per annum.
- In terms of other transferable skills, you may want to demonstrate how your project helps to deliver the goals of the Europe 2020 strategy http://ec.europa.eu/europe2020/index_en.htm and the Innovation Union Flagship Initiative http://ec.europa.eu/research/innovation-union/index_en.cfm.
- In the context of Innovation Union, make sure to include details of the role (if any) Invent will play in your proposal and the fellow's career development – especially regarding both the inter-disciplinary and the inter-sectoral aspects of the industrial involvement.

Explain the supervision arrangements:

What supervision arrangements are there in the institution/Department e.g. how often the student will meet with a supervisor?

Explain risk and problem solving arrangements and corrective actions

This information may seem obvious however, it is important to spell it out. Do not assume any prior knowledge of supervision processes in Dublin City University.

International Outgoing Fellowships – Training

Requirements for the training section for international outgoing training are similar to those for the Intra-European fellowships detailed above. Emphasis should be placed on training that will contribute to broadening the competencies of the researcher; both in terms of academic and complementary/transferable skills (see guidelines above). Details of the measures the outgoing and return hosts will undertake for training and mentoring the researcher should also be included.

International Incoming Fellowships – Transfer of Knowledge

Please note the requirements for incoming fellowships differ from those for Intra-European and Outgoing fellowships. This section should clearly outline how the researcher will contribute to the research excellence of Member States and Associated Countries. It should therefore detail how the proposed research will transfer knowledge to the European host/Europe; it should not focus exclusively on training objectives designed to assist the fellow in developing an independent research career. Information relating to training of the researcher should explain how this will help future collaboration between the Dublin City University host department and the researcher.

B3: Researcher (Maximum 7 pages, including CV and list of main achievements, 25% weighting) **(B2: Quality of the Researcher – CIG)**

- Demonstrate that there is a clear match between the profile of the researcher and the project.
- Outline, in a positive manner, their track record to date and their future potential and how this fits with the project. Emphasise leadership potential.

- Stress the importance of their achievements to date using terms such as ‘one of a select few to have...’, ‘only person to have...’. Back these statements up with evidence.
- Put achievements in perspective – what is it that makes the researcher’s achievements so special/out of the ordinary – what make the researcher stand out – in your discipline, at this stage in their career?
- Remember you have the opportunity to include references, which contribute to the score of the proposal

B4: Implementation (Maximum 6 pages, 15% weighting)

(B3: Implementation – CIG)

- Quality of the host and international collaboration – include in here information relating to the fact that the university has a track record of international/European funding with a focus on enterprise.
- Include information in here regarding the practical arrangements for managements: Practical/admin – where will the researcher be based, how will knowledge be transferred?
- Include information on university structures such as HR
- Include information on [DCU’s IP Policy](#)

B5: Impact (Maximum 4 pages, 20% weighting)

(B4: Implementation – CIG)

This section may feel repetitive in relation to other sections, however the proposals are evaluated on a section by section basis – don’t be afraid of repetition.

- Explain the impact the project will have on the fellow. It is very important to show how the training and project will develop the fellow and prepare them for future career. Link this to the mechanisms mentioned in the Training/Knowledge Transfer section.
- Impact on the field – the field and its position in Europe. Is the project helping maintain a position of leadership or bringing it towards that position?
- Explain the Impact on Europe. Link this to Europe 2020 and other policy objectives such as climate, health improvements etc. – these will be project specific.
- The European Commission is likely to want to see evidence of outreach activities – this is a new criteria with additional weighting – see the relevant page of the Guide for Applicants for examples of the types of activities (IEF – p51, IOF – p52, IIF – p53). Be inventive – look at how modern networking and communication methods can assist in this with outreach.

B6: Ethics (no page limit)

For information on Ethics see [specific ethics guide for applicants]. This section is taken seriously. You must complete the table even if only to tick the box that indicates that there are no ethical issues.

Further Information

Irish Marie Curie website: <http://www.iua.ie/irish-marie-curie-office/introduction/>

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