



## **GUIDELINES**

# **HOW TO SUBMIT A MSCA-PF PROPOSAL HAVING ISPC-CNR AS HOST ORGANISATION**

## **PART A OF THE PROPOSAL**

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## **ABSTRACT**

The goal of MSCA Postdoctoral Fellowships is to enhance the creative and innovative potential of excellent researchers of any nationality holding a PhD. Experienced researchers must have a maximum 8 years from date of award of the (first) doctoral degree. The MSCA strongly contribute to excellent research, boosting jobs, growth and investment by equipping researchers with new knowledge and skills and providing them with an international as well as inter-sectoral exposure (including through academia-business collaboration), to fill the top positions of tomorrow. Postdoctoral researchers are encouraged to reach out to society at large to make the results of their research visible to citizens.

In order to make it easier for them to be familiar with the application procedure, the ISPC-CNR Grant Office prepared a step-by-step process on how to fulfill the PART A for this type of grant.

**KEY WORDS:** *Horizon Europe, MSCA, Post-doctoral fellowship*

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## General Rules

In MSCA-PF the term “**Experienced Researcher**” is referred to those researchers holding a PhD and having a **maximum of 8 years**<sup>1</sup> from date of award of the first doctoral degree. Applicants who have successfully defended their doctoral thesis before the deadline of the call but who have not yet formally been awarded the doctoral degree will also be considered as postdoctoral researchers and will be considered eligible to apply<sup>2</sup>.

This limit can be extended (in days) for the following reasons:

- **Maternity leave** (18 months – i.e. 548 days per child born after the PhD award date, or the exact duration of maternity leave taken, whichever is longest);
- **Paternity leave** (exact duration per child born after the PhD award date);
- **Research in a non-associated Third Country** (only for nationals or long-term residents of Member States (MS) or Associated Countries (AC), wishing to reintegrate in Europe)<sup>3</sup>;
- **Compulsory national service**;
- **Time spent not working in research**;
- **Long-term sick leave** (periods > 30 days).

There are n. 2 type of grants.

**European Fellowships:** they are held in EU Member States or Associated Countries and are open to those researchers either coming to Europe for a period of 12 to 24 Months and specifically to a country where the researcher has not resided or carried out his/her main activity for more than 12 months over the last 3 prior to the call deadline. For 2022 MSCA call, if you wish to have ISPC-CNR as Host Institution you cannot have resided or carried out your main activity in Italy between 14/09/2019 and 14/09/2022.

**Global Fellowships:** this action is based on a outgoing phase to a third country (from 12 to 24 months) and a mandatory 12-month return period to a European host Institution. **If you wish to apply for a GF, you must be a national or long-term resident of EU Member States or Horizon Europe Associated Countries (at least 5 consecutive years)**<sup>4</sup>.

If you wish to have ISPC-CNR as Host Institution in the next 2022 MSCA-PF-GF call, you must not have resided or carried out your main activity in the third country of the outgoing phase for more than 12 months over the period 14/09/2019 -14/09/2022.

## STEP 1: Funding & Tender Opportunities Portal

All MSCA-PF proposals must be submitted electronically using the electronic submission system of the of the EC's **Funding & Tender Opportunities Portal**.

1. Go to: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
2. If you don't have an account, you need to register, clicking on the **REGISTER** button

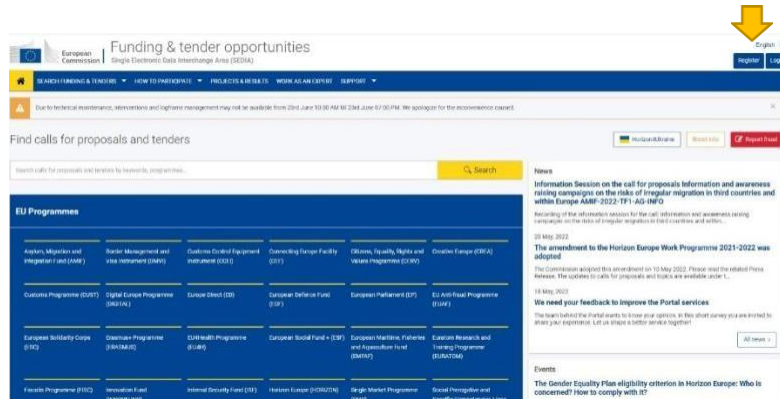
<sup>1</sup> **MSCA-PF: self-assessment tool - 8 years of research experience:**

[https://docs.google.com/spreadsheets/d/1Q8fIT06nf0sr5jKrINJ\\_imy5QbtWQy9/edit?usp=sharing&oid=111421408396964716368&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1Q8fIT06nf0sr5jKrINJ_imy5QbtWQy9/edit?usp=sharing&oid=111421408396964716368&rtpof=true&sd=true)

<sup>2</sup> **Guidelines on the calculation of 8-years research experience in Postdoctoral Fellowships under Horizon Europe:** [https://rea.ec.europa.eu/system/files/2022-05/Guidelines\\_8%20year%20rule\\_2022.pdf](https://rea.ec.europa.eu/system/files/2022-05/Guidelines_8%20year%20rule_2022.pdf)

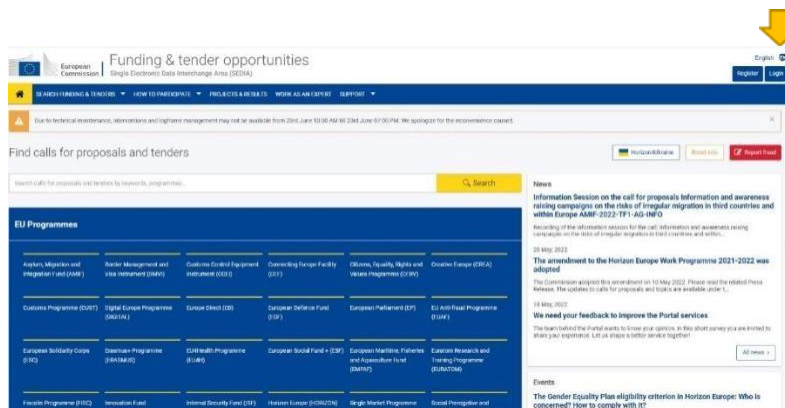
<sup>3</sup> **List of Participating Countries in Horizon Europe updated at 1/06/2022:** [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\\_horizon-euratom\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf)

<sup>4</sup> **Long-term residents:** means a period of legal and continuous residence within EU Member States or Horizon Europe associated countries of at least five consecutive years. Periods of absence from the territory of the EU Member State or Horizon Europe associated country will be taken into account for the calculation of this period where they are shorter than six consecutive months and do not exceed in total ten months within this period.

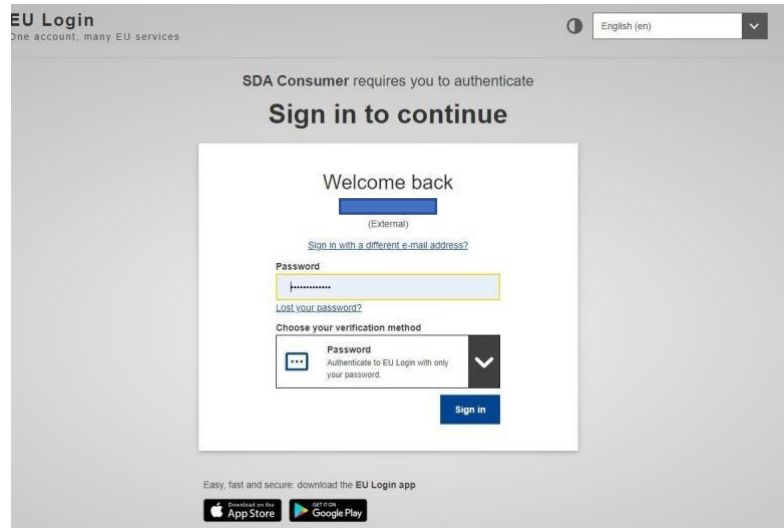


3. You will be requested to insert you data:

4. Once you have registered, click the **Login** button. You will be prompted to authenticate

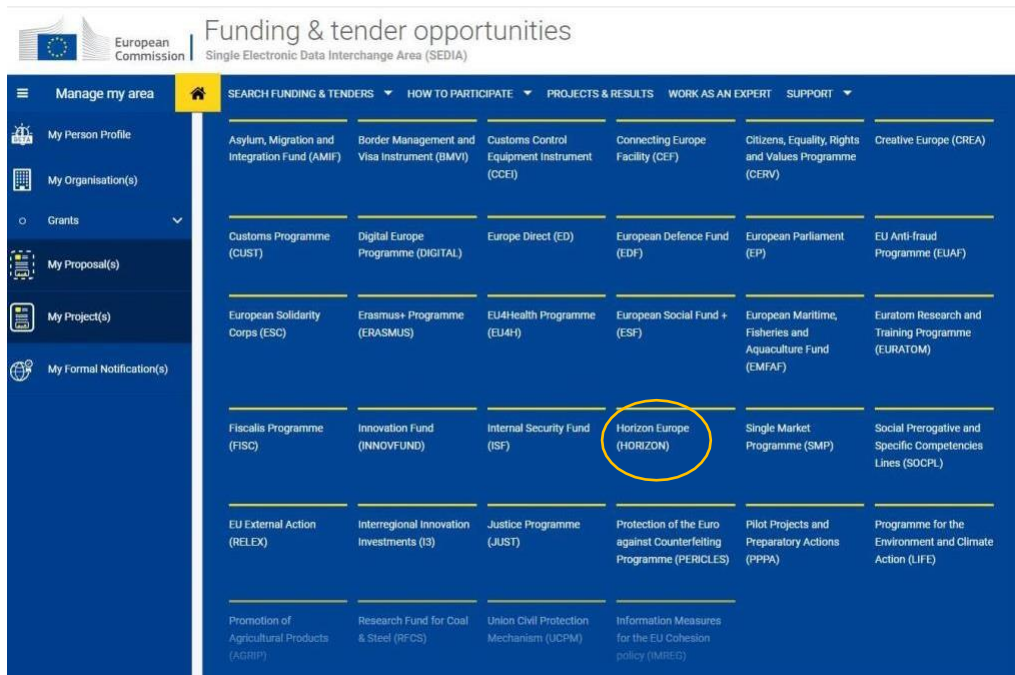


5. Enter **your email address** in the field provided, then click the Next button. You will be prompted for your password.
6. Enter your password in the **Password field** (as in the example) then click the **Sign in** button.



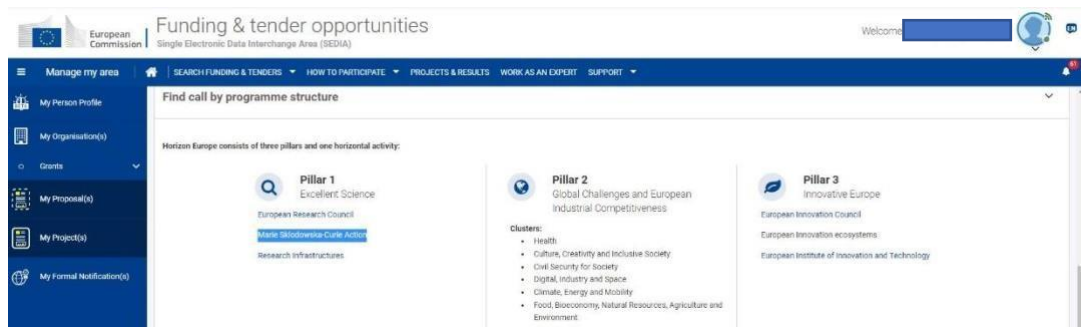
Once logged in to the Funding & Tender Opportunities Portal, you will need to select the MSCA-PF Call to start with the electronic proposal submission. To do so, perform the following steps:

1. Click on HORIZON EUROPE.

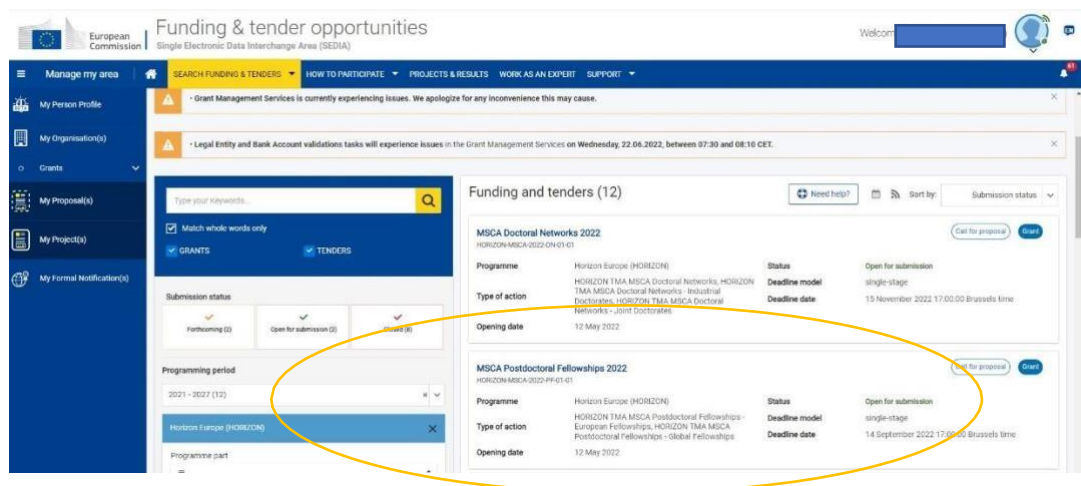


2. In the search function “Find call by programme structure”, click on “Marie Skłodowska-Curie Action”.

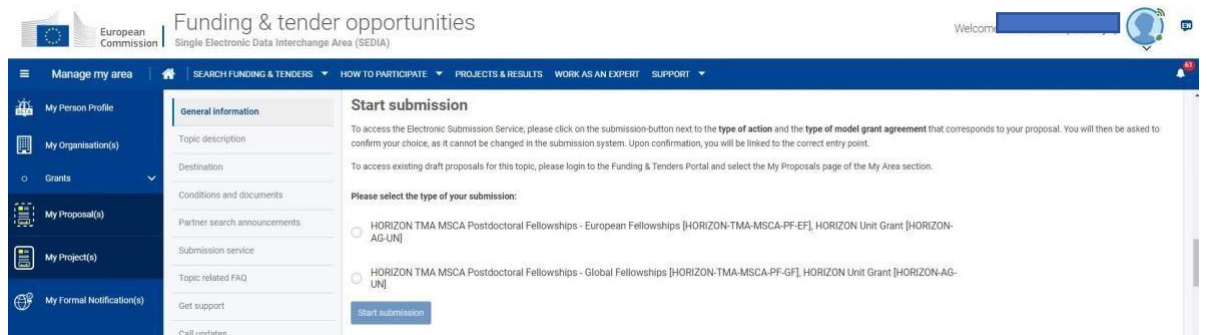
**STEP 2:  
Electronic  
Proposal  
Submission**



3. Select the Call for Postdoctoral Fellowships that is marked OPEN for application. In 2022, the call identifier is HORIZON-MSCA-2022-PF-01-01.



4. According to the MSCA – PF mobility rule you can decide to select the section “HORIZON TMA MSCA Postdoctoral Fellowships – European Fellowships” or “HORIZON TMA MSCA Postdoctoral Fellowships – Global Fellowship”, then click on Start Submission.



5. The system will prompt you to confirm your choice. (In this example we have chosen to start a proposal for a MSCA-PF-GF). **Note:** Please consider that topic and type of action can only be changed by creating a new proposal.

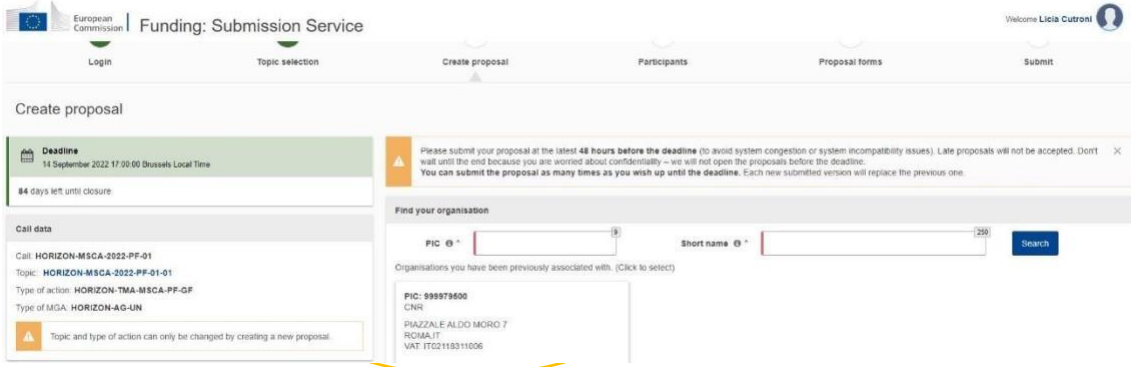


Register your proposal:

To do so, perform the following steps:

1. Begin by entering ISPC-CNR Participant Identification Code (PIC)<sup>5</sup>: **999979500**. Please be aware that all the Institutes of CNR have the same PIC!

**STEP 3:**  
**Register**  
**your**  
**proposal**



2. Once you enter the ISPC-CNR PIC number you will notice that the Short name field is automatically populated, and the address is shown in blue highlight.

Note: If the PIC you entered is incorrect (for example, it contains less numbers than required, etc.), the system will show you an error message.

3. Select your role – Researcher.

4. Fill in the Acronym field. Acronyms can be changed later on by editing the Administrative form in part A in the section A1 'content' within the form.

5. Fill in the Short Summary field.

<sup>5</sup> A Participant Identification Code (PIC) is a 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes



6. Select the Scientific Panel field. Applicants must indicate at the submission stage in which of the eight different scientific areas their proposal fits best.

The 8 scientific panels are:

- Chemistry (CHE)
- Social Sciences and Humanities (SOC)
- Economic Sciences (ECO)
- Information Science and Engineering (ENG)
- Environment and Geosciences (ENV)
- Life Sciences (LIF)
- Mathematics (MAT)
- Physics (PHY)

**Note:** Marie Skłodowska-Curie actions have a bottom-up approach, meaning all domains of research and innovation are eligible for funding, including those covered by the Treaty establishing the European Atomic Energy Community (Euratom).

By the way, please consider that your choice on the scientific panel, will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to experts.

7. Download Part B templates as indicated in the blue box on the bottom left corner of the screen.

8. Click the Save and Go to the Next Step button.

The screenshot shows a web application interface. On the left, there is a sidebar with a 'Download Part B templates' section containing a download icon and a button labeled 'Download part B templates'. Below this is a 'Support & Helpdesk' section with buttons for 'Online Manual', 'IT How To', 'IT Helpdesk', and 'FAQ'. A 'Service Desk' section provides contact information: 'EC-FUNDING-TENDER.SERVICE.DESK@ec.europa.eu' and '+32 2 29 92222'. The main content area has a 'Your role' section with the instruction 'Please indicate your role in this proposal \*' and three radio buttons: 'Supervisor (Main Contact Person)', 'Researcher' (which is selected and circled in yellow), and 'Contact person'. Below is the 'Your proposal' section with the instruction 'It will appear also in the "General information" section of the Application Form Part A and can also be updated there.' It contains three required fields: 'Acronym \*' (with a character count of 29), 'Short Summary \*' (with a character count of 280), and 'Scientific Panel \*' (a dropdown menu). A yellow arrow points to the 'SAVE AND GO TO NEXT STEP' button in the bottom right corner.

9. The system will show you the following **“Warning”** message. Click **Yes** to continue.

A warning dialog box with a yellow 'X' icon in the top right corner. The text inside reads: 'Warning' followed by 'Please be aware that the organisation you have chosen will be automatically notified at submission about their involvement in the proposal. Do you want to continue?'. At the bottom, there are two buttons: 'No' and 'Yes'.

10. The system will show you the following Disclaimer message, concerning confidentiality issues and technical requirements, then click **OK** :

**Terms and Conditions for the Submission of Applications**

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

**Proposal data**

**1. Confidentiality:** Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

**2. Access to pre-registration data:** Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

I agree that the pre-registration data becomes available to the European Commission services prior to call closure.

I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

**Technical requirements**

**3. Part B file format:** Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

**4. Part B page limits:** Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

**5. Time constraints:** Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

**Submission**

6 Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

**Personal Data**

11. The system will confirm that you have created a draft. Click Continue with this proposal to proceed to the next step. To postpone this action for a later time and return to your list of proposals in the Participant Portal, click Go to My Proposal

**Draft proposal sdsa created**

Dear Licia Cutroni,  
You have successfully created a draft proposal **sdsa** for the call **HORIZON-MSCA-2022-PF-01**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **14 September 2022 17:00:00 (Brussels Local Time)** from the **Funding & Tenders Portal** by accessing the **My Proposals** tab.

An email containing this information has been sent to this email address: **licia.cutroni@cnr.it** (which is associated with your EU Login account **n002fnjw**).

Note: if you need more info on the technical aspects of the submission process you can consult the User Manual at the following webpage [https://ec.europa.eu/research/participants/data/support/sep\\_usermanual.pdf](https://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf)

## Prepare your proposal – PART A - Administrative details

In order to have a general overview on how to fulfill the administrative data of PART A you can use the guidelines you can find at the following link (pp.3-23)

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af\\_he-msca-pf\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/temp-form/af/af_he-msca-pf_en.pdf)

Here below you can find some specific and detailed info related to ISPC-CNR administrative data:

**STEP 4:**  
**Prepare your**  
**proposal**  
**PART A**

**Participant**  
**List**

N. 1 First of all you need to add info about Participants, click on “Back to Participant List”

The screenshot shows the 'Proposal forms' page. On the left, there is a sidebar with 'Deadline' (14 September 2022), 'Call data', 'Proposal data', and 'Support & Helpdesk'. The main content area is titled 'Part B and Annexes' and contains a 'Part B' and 'Part B2' field. At the bottom right, there are buttons for 'BACK TO PARTICIPANTS LIST', 'ALWAYS', and 'SUBMIT'. The 'BACK TO PARTICIPANTS LIST' button is circled in yellow.

If you are participating in a European Fellowship Proposal, you will have to insert only data concerning ISPC-CNR involved persons.

**Participant**  
**List- EF**

The screenshot shows the 'Participant List' interface. The 'Applicant (FUTURE BENEFICIARY)' section is highlighted, showing 'CNR' as the applicant. Below this, there is a 'Contacts' section with a list of 'Supervisor (Main Contact Person)' and 'Researcher'. The 'Add contact' button is circled in yellow.

Clicking on the button highlighted in yellow you can enter ISPC-CNR contact name and details :

CONSIGLIO NAZIONALE DELLE RICERCHE

Please enter the contact name and details: ⓘ

Project Role \* Supervisor (Main Contact Person)

Access Rights \* Coordinator contact (full access)

First Name \* [REDACTED]

Last Name \* [REDACTED]

Email Address [REDACTED]

Update contact

While clicking on Add Contact you can add ISPC-CNR contacts of the Grant Office as below, this will made possible to support you in overall your submission process:

CONSIGLIO NAZIONALE DELLE RICERCHE

Please enter the contact name and details: ⓘ

Project Role \* Contact person

Access Rights \* Coordinator contact (full access)

First Name \* Licia

Last Name \* Cutroni

Email Address \* ispc.grantoffice@ispc.cnr.it

Add contact

If you are participating in a Global Fellowship Proposal, in addition to ISPC-CNR data, you will have to insert also data concerning the at least 1 Associated partner organization located in a Third country where the outgoing phase with take place, you can click the button **Add Associated Partner**

Participant  
List - GF

In this step, the coordinator can manage and review the participants.  
Note: The changes will be applied only after you click the "Save Changes" button.

Proposals with an additional placement period in the non-academic sector require 1 Associated Partner organization located in a Member State or Associated Country. If your proposal does not include such additional placement, please ignore this warning. Do not add here Associated partners for Secondments.

This call requires at least 1 Associated partner organization located in a Third country where the outgoing phase will take place.

Number of participants: 1

Applicant (FUTURE BENEFICIARY)  
CNR

CONSIGLIO NAZIONALE DELLE RICERCHE  
ROBIL IT  
TEL: 39970550

Change information Contact information

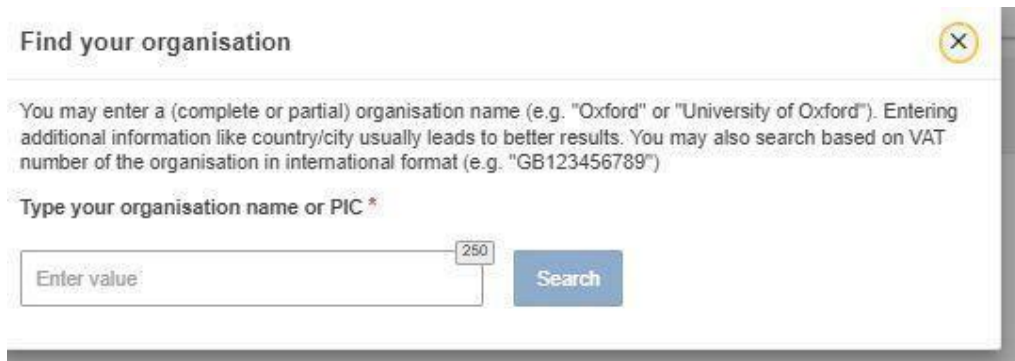
Contacts:

- Supervisor (Main Contact Person) [REDACTED]
- Researcher [REDACTED]

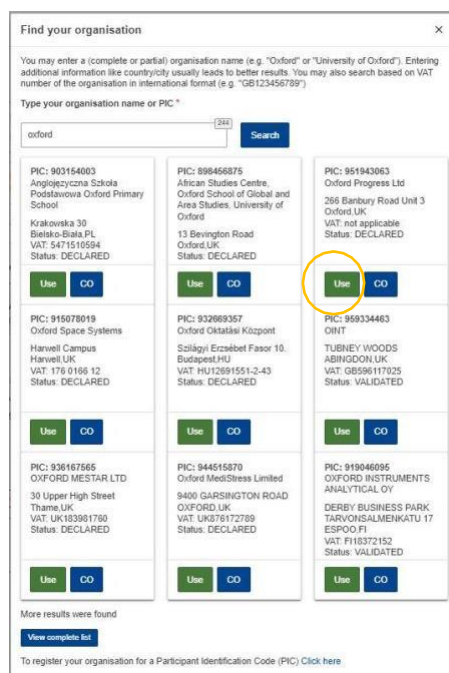
Add Partner Add Associated Partner

SAVE SAVE AND GO TO NEXT STEP NEXT

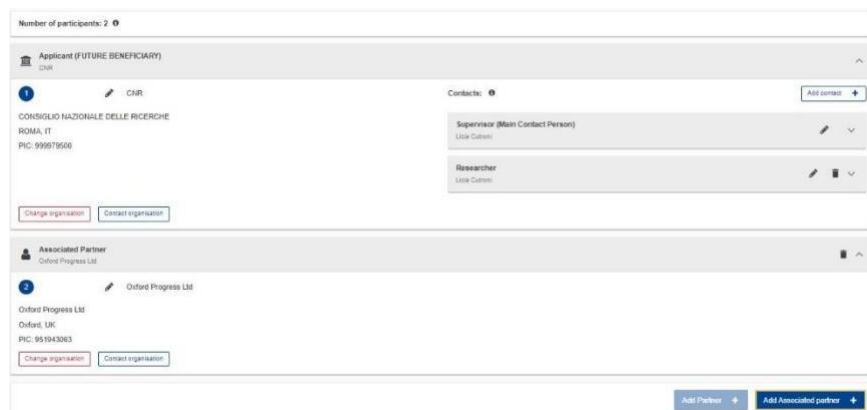
The system will show this message:



Insert the name, then Search. Once you'll find the Associated Partner of your proposal, click on **Use**



The system will show you this webpage, clicking on Contact you can send an Official mail to contact the Associated Partner via the F&T portal:



**Note:** The coordinator contacts with full access rights can add/remove to any of the associated partners to the proposal. The contacts with full access rights of the rest of partners can add/remove affiliated entities only to their own organisation.

Once you have completed this task, click on **Save and go to next step**. At this point, the system will automatically send emails to all the provided participant contacts. The emails include the details of the proposal and links to access it, and if they need to create an EU Login, the link will take them to the EU Login creation screen.

Once you performed the actions described above, you can always **click on the Back to Participants list** button and change the proposal structure or the partner data. Please note that every change in the contact data requires that you go to the new/modified partner organisation section in the form Part A (see Editing and Completing the Form) if the form has been already filled in before the change. You will see a warning message after having changed the consortium structure and clicking Save and go to next step button.

Any modifications in the proposal require that you go in the Proposal forms screen, click on **Edit forms**

Edit Forms

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B\* Upload

Part B2\* Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

This part contains 5 sections.

- General Information
- Participants
- Budget
- Ethics and Security
- Other Questions

Table of Contents

Click on **Show** to start entering data for the individual sections. Remember to always save your changes!  
The sections listed in Part A require you to submit the following data and information:

**Call: HORIZON-MSCA-2022-PF-01**  
( MSCA Postdoctoral Fellowships 2022)

**Topic: HORIZON-MSCA-2022-PF-01-01**

**Type of Action: HORIZON-TMA-MSCA-PF-GF**  
(HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships)

**Proposal number: SEP-210872797**

**Proposal acronym: prova**

**Type of Model Grant Agreement: HORIZON Unit Grant**

#### Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

#### How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

[Read more](#)

MSCA-PF-FORMSET ver 1.00 20220519

Page 1

### General Information:

- Abstract (max 2000 characters spaces included)
- Panel Note  
**Make sure you choose the correct panel! Your proposal will be evaluated in the panel which you confirm in this section! The system will prompt you if the panel differs from the one you previously selected.**
- Descriptors

**Note:** Descriptors (keywords) are chosen by applicants to guide REA (Research Executive Agency) in selection of experts and allocation of proposals to the experts. Applicants select the descriptors in order of importance with 1st being the most important, with a minimum of three and a maximum of five descriptors.

Keep in mind:

- The mandatory first descriptor should be within the same area of panel research (e.g.: SOC).
- The mandatory second and third descriptor should be a word or words chosen to best characterise the subject of the proposal and can be from any of the eight areas of research.

Applicants may add two additional descriptors chosen freely from any of the eight areas of research.

In the "Free words" section, you can add the key words of your proposal

**General  
Information**

1. Once you insert the CNR PIC number, the system will insert in an automatic way the general organisation data as following:

**Participants**

**Organisation data** ?

<b>PIC</b>	<b>Legal name</b>
999979500	CONSIGLIO NAZIONALE DELLE RICERCHE

Short name: CNR

Address

Street	PIAZZALE ALDO MORO 7
Town	ROMA
Postcode	00185
Country	Italy
Webpage	www.cnr.it

**Specific Legal Statuses** ?

Legal person .....	yes	Academic Sector .....	yes
Public body .....	yes		
Non-profit .....	yes		
International organisation .....	no		
Secondary or Higher education establishment .....	no		
Research organisation .....	yes		

**SME Data** ?

Based on the below details from the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status .....	09/02/2022 - no
SME self-assessment .....	unknown
SME validation .....	05/12/2008 - no

Page 1

2. In the section Department, you have to insert the ISPC-CNR data as you can see in the following picture:

**ISPC-CNR  
Department  
Info**

**Application forms**

Proposal ID **SEP-210872797**

Acronym **prova**

Short name

Departments carrying out the proposed work **Add a Department** ?

**Department 1**

Department name	Institute of Heritage Science	<input type="checkbox"/> not applicable
	<input type="checkbox"/> Same as proposing organisation's address	
Street	via Guglielmo Cardinale San Felice, 8	
Town	Naples	
Postcode	80134	
Country	Italy	

**Links with other participants** ?

Type of link	Participant	Add
--------------	-------------	-----

Page 2

In the section Supervisor, you can insert data or ask to your ISPC-CNR Supervisor to insert his/her data



## Supervisor Info

### Supervisor

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title	<input type="text"/>	Gender	<input type="radio"/> Woman <input type="radio"/> Man <input type="radio"/> Non Binary
First name*	Licia	Last name*	Cutroni
E-Mail*	licia.cutroni@cnr.it		
Position in org.	Please indicate the position of the person.		
Department	Institute of Heritage Science, + CITY OF THE OFFICE INVOLVED IN THE PROJECT	<input type="checkbox"/>	Same as organisation name
	<input type="checkbox"/>	Same as proposing organisation's address	
Street	Please enter street name and number.		
Town	Please enter the name of the town.	Post code	Area code.
Country	Please select a country		
Website	Please enter website		
Phone	+XXX XXXXXXXXXX	Phone 2	+XXX XXXXXXXXXX

**Note:** The ISPC-CNR has n. 7 Offices located in different Italian regions. Please, indicate the ISPC CNR office where your ISPC-CNR Supervisor is located. Here the ISPC-CNR addresses:

- **ISPC-CNR Naples** - street: Via Cardinale Guglielmo Sanfelice 8, Town: Napoli (NA), Postcode: 80134, Phone: + 39 081 2470966
- **ISPC-CNR Milan** - street: Area della Ricerca di Milano 3, Via Roberto Cozzi 53, Town: Milano (MI), Postcode: 20125; Phone: +39 02 66173326
- **ISPC-CNR Florence** - street: Area della Ricerca di Firenze, Via Madonna del Piano 10, Town: Sesto Fiorentino (FI), Postcode:50019, Phone: + 39 055 5225484
- **ISPC-CNR Rome** - street: Area della Ricerca di Roma 1 Strada della Neve s.n.c., Via Salaria km 29.300 , Town: Montelibretti (RM), Postcode: 00010, Phone: + 39 06 906 72 379
- **ISPC-CNR Potenza**- street: C.da S. Loja, Town: Tito Scalo (PZ), Postcode: 85050, Phone: + 39 0971 427 322
- **ISPC-CNR Lecce** - street: Prov.le Lecce-Monteroni, Town: Lecce, Postcode: 73100, Phone: + 39 0832 422 200
- **ISPC-CNR Catania** - street: c/o Palazzo Ingrassia, via Biblioteca 4, Town:Catania (CT), Postcode: 95124, Phone: + 39 095 311981

The ISPC: CNR website is: <https://www.ispc.cnr.it/en/>

N.4 In the section Researcher you have to insert your data

## Researcher Data

**Researcher**

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Participants page of the submission wizard and save the changes.

Last Name\* Cutroni Last Name at Birth

First Name(s)\* Licia Gender\*  Woman  Man  Non binary

Title  Country of residence\*

Nationality\*  Nationality 2

Date of Birth (DD/MM/YYYY)  Country of Birth\*

Place of Birth

**Contact address** ?

If you are not attached to any entity, please add an address where we can contact you.

Current organisation name

Current Department/Faculty/Institute/Laboratory name

Same as organisation address

Street

Postcode/Cedex  Town

Phone  Country

Phone2 / Mobile

E-Mail\* licia.cutroni@gmail.com

ORCID

Researcher ID    The maximum length of the identifier is 11 characters (ZZZ-9999-2010) and the minimum length is 9 characters (A-1001-2010).

Other ID

**Qualifications** ?

Doctorate Date of (expected) award  Select the exact date(DD/MM/YYYY)

Page 4

In the section **Role of Participating Organisation in the project** you can select the following boxes which are standard for all the MSCA ISPC-CNR projects, please with the support of the ISPC-CNR Grant Office ADD further boxes according to your specific project idea:

**Role of Participating Organisation**

**Role of participating organisation in the project** ?

Project management

Communication, dissemination and engagement

Provision of research and technology infrastructure

Co-definition of research and market needs

Civil society representative

Policy maker or regulator, incl. standardisation body

Research performer

Technology developer

Testing/validation of approaches and ideas

Prototyping and demonstration

IPR management incl. technology transfer

Public procurer of results

Private buyer of results

Finance provider (public or private)

Education and training

Contributions from the social sciences or/and the humanities

Other   
If yes, please specify: (Maximum number of characters allowed: 50)

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In collaboration with your ISPC-CNR Supervisor please insert up to:

- 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content and

their description (Max 500 characters spaces included)

**Publications**

In collaboration with your ISPC-CNR Supervisor and the ISPC – CNR Grant Office please insert up to:

- 5 most relevant previous projects or activities, connected to the subject of this proposal and their description ( Max 500 characters spaces included)

Note: You can find a list of ISPC-CNR project at the following webpage: <https://www.ispc.cnr.it/en/progetti/>

**Previous Projects**

- 5 of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work and their description (Max 300 characters spaces included)

Note: To search for ISPC-CNR equipment you can also visit this webpage:

[https://www.ispc.cnr.it/en/ricerca/gruppi\\_e\\_labs/](https://www.ispc.cnr.it/en/ricerca/gruppi_e_labs/)

**Equipment**

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)	Add
▼		
▼		Remove
▼		Remove
▼		Remove
▼		Remove

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)	Add
		Remove
		Remove
		Remove
		Remove

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of Infrastructure of equipment	Short description (Max 300 characters)	Add
		Remove
		Remove
		Remove
		Remove

Page 7

Please consider that CNR has adopted its Gender Equality Plan (GEP) on 10/06/2022 so you can indicate **YES**.  
Link to the CNR GEP: <https://drive.google.com/file/d/1oTpxHb7x04-rrsaHI0kL4Qv0CpGK0EP3/view?usp=sharing>

**GEP**

## Gender Equality Plan

?

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

Yes  No

### Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas to be covered** and addressed via concrete measures and targets are:
  - o work-life balance and organisational culture;
  - o gender balance in leadership and decision-making;
  - o gender equality in recruitment and career progression;
  - o integration of the gender dimension into research and teaching content;
  - o measures against gender-based violence including sexual harassment.

The budget of MSCA Postdoctoral Fellowships (PF) is automatically calculated for the applicants based on specific conditions such as the country in which the fellowship will take place, their family status, and so on.

The MSCA PF budget is structured according to a fixed monthly unit contribution for the recruited researcher and a fixed monthly institutional unit contribution. Each of these two budget categories are divided into several categories, as shown in the table below.

## Budget

### Let's look closer at these two budget categories and their respective sub-categories:

1. Contributions for recruited researchers – This budget category refers to the budget allocated for the employment costs and other costs paid to the recruited researchers. The EU contribution for the researcher is transferred to the beneficiary. The beneficiary recruits the researcher under an employment contract and pays them all costs which are directed at the researcher's living and well-being, as follows:
  - a. **Living allowance** – The living allowance covers the beneficiary's cost of employment and is aimed to provide the researcher with financial security throughout the project. To ensure equality for all recruited researchers, and account for the different costs of living in different countries, the living allowance is adjusted according to a **country coefficient**, depending on the country where the recruiting beneficiary is located. The country correction coefficient list can be found at the end of the MSCA Work Programme<sup>6</sup> and it is calculated in automatic way by the electronic system. The living allowance is a gross amount, which means that all compulsory social security contributions, direct taxes, and any other compulsory deductions under national legislation are deducted from this gross amount. The recruiting beneficiary may choose to add extra payment on top of the grant contribution.
  - b. **Mobility allowance** – The mobility allowance is aimed at covering private mobility-related costs of the recruited researcher, including travel and accommodation costs. This contribution does not cover travel for professional or research purposes.
  - c. **Family allowance** – Should you have a family at the time of the MSCA-PF call deadline, you are entitled to add a fixed family allowance of 500 Euro per month. For the purposes of the MSCA, family is defined as a "person linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognized by the legislation of the country or region where this relationship was formalized) or dependent children who are actually being maintained by the researcher". **Should the fellow's personal status (marriage, children) change during the action, they will become eligible for family allowance as well.**
  - d. **Long-term leave allowance** – The long-term leave allowance covers the costs of a researcher's leave for a long period due to personal circumstances, such as maternity or paternity leave, long sick leave, or other

special leaves longer than thirty consecutive days. The contribution will be provided against a reported need.

e. **Special needs allowance** – The special needs allowance is provided for researchers with disabilities, whose long-term physical, mental, intellectual, or sensory impairments are certified by a national authority. The allowance covers costs related to the fellow’s disability which are necessary for participation in the action. The special needs allowance will be provided against a reported need.

2. **Institutional unit contributions** – This budget category refers to the budget allocated for the costs of the work performed in the project and its execution. The following sub-categories are included in this category:

- a. **Research, training and networking contribution** – This contribution covers the costs of the project activities related to the research work and the various training and networking events and activities. This includes:
  - i. Career development activities such as conference participation, publication costs, hard and transferable/soft-skills courses, requiring registration fees and/or travel costs.
  - ii. Research expenses such as consumables, or the use of facilities or infrastructures.
  - iii. Visa-related fees and travel expenses
  - iv. Additional costs for travel and accommodation arising from secondments which require physical mobility.
- b. **Management and indirect contribution** – This contribution covers the costs related to project management and additional institutional costs related to the project, such as indirect costs or personnel costs for the project’s management and coordination.

The example here below, shows a screen of the MSCA-GF-PF budget you have to fulfill indicating:

- if you are eligible for family allowance;
- the duration of the project.

For a MSCA-EF-PF you can insert a project duration ranging from 12 and 24 months.

For a MSCA-GF-PF you can insert a duration of outgoing phase ranging from 12 and 24 months. You have a 12 months compulsory incoming phase.

- the country where the action will take place for the MSCA-EF-PF
- the country in which the outgoing phase will take place and the country in which the return will take place for the MSCA-GF-PF

**According to the amount of months and the coefficient of the country/ies inserted the system will calculate in automatic way: the Contribution for the recruited researcher, the Institutional Contributions and the Project Total**

< Participants & contacts
Budget
Ethics >

---

Table of contents
Validate form
Save form
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Application forms

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Acronym prova

3 - Budget

Is the Researcher eligible for family allowance?  Yes  No

Duration of outgoing phase (12 to 24 months) *	Country in which outgoing phase will take place *
13	United States

Country in which return phase will take place
Italy

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
Outgoing phase	1.023	13	67558.92	7800.00	0.00	13000.00	8450.00	96808.92
Return phase	0.974	12	59375.04	7200.00	0.00	12000.00	7800.00	86375.04
<b>Total</b>			126933.96	15000.00	0.00	25000.00	16250.00	183183.96

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.

**Note:** for all activities funded by the European Union, **ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve real research excellence.** There is clear need to make a thorough ethical evaluation from the conceptual stage of the proposal not only to respect the legal framework but also to enhance the quality of the research. **Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research.** The process to assess and address the ethical dimension of activities funded under Horizon Europe is **called ethics appraisal process**

**PLEASE READ CAREFULLY this PPT in order to give you the useful info and practical examples on how to complete the TABLES BELOW.**

Link: [https://www.bbmri-eric.eu/wp-content/uploads/The-Ethics-Appraisal-Scheme- BBMRI-webinar-september-2021\\_version-for-dessimination.pdf](https://www.bbmri-eric.eu/wp-content/uploads/The-Ethics-Appraisal-Scheme- BBMRI-webinar-september-2021_version-for-dessimination.pdf)

This Table should be completed as an essential part of your proposal. Please go through the table and indicate which elements concern your proposal by **answering Yes or No.** If you answer Yes to any of the questions, indicate in the adjacent box at which page in your technical annex further information relating to that ethics issue can be found, and provide additional information on that ethics issue in the Ethics Self-Assessment section. For more information on each of the ethics issues and how to address them, including detailed legal references, see the guidelines : [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)

The screenshot shows a web-based application form for 'Ethics & Security'. At the top, there are navigation links: '< Budget', 'Ethics & Security', and 'Other questions >'. Below these are four buttons: 'Table of contents', 'Validate form', 'Save form', and 'Save & exit form'. The main content area is titled 'Application forms' and shows 'Proposal ID SEP-210872797' and 'Acronym prova'. The current section is '4 - Ethics & security', which includes an 'Ethics Issues Table'. This table has 24 rows, each with a question, a 'Page' column, and radio buttons for 'Yes' and 'No'. The 'No' option is selected for all questions. The questions are grouped into six sections: 1. Human Embryonic Stem Cells and Human Embryos; 2. Humans; 3. Human Cells / Tissues (not covered by section 1); 4. Personal Data; 5. Animals; and 6. Non-EU Countries. At the bottom of the form, it says 'MSCA-PF-FORMSET ver 1.00 20220519', 'Page 1', and 'Last saved 03/07/2022 17:25'.

## Application forms

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Does this activity involve low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)  Yes  No

Could the situation in the country put the individuals taking part in the activity at risk?  Yes  No

### 7. Environment, Health and Safety Page

Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants, (during the implementation of the activity or further to the use of the results, as a possible impact) ?  Yes  No

Does this activity deal with endangered fauna and/or flora / protected areas?  Yes  No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity, (during the implementation of the activity or further to the use of the results, as a possible impact) ?  Yes  No

### 8. Artificial Intelligence Page

Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).  Yes  No

### 9. Other Ethics Issues Page

Are there any other ethics issues that should be taken into consideration?  Yes  No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)  7

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Page 2

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If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf) and complete the table below

Ethics-self-assessment

## Application forms

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Acronym prova

Ethics Self-Assessment 7

If you have entered any issues in the ethics issue table, you must perform an ethics self-assessment in accordance with the guidelines [How to Complete your Ethics Self-Assessment](#) and complete the table below.

### Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters 5000

### Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters 5000

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Please indicate, by answering **Yes or No** to all the questions in the below table, if the proposed activity **will use and/or generate information which might raise security concerns**. If an answer is Yes, then indicate in the adjacent box at which page in your technical annex further information relating to that issue can be found.

For further info on this topic you can visit this link: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-handle-security-sensitive-projects\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-handle-security-sensitive-projects_en.pdf)

## Application forms

Proposal ID **SEP-210872797**

Acronym **prova**

### Security issues table

1. EU Classified Information (EUCI) <sup>2</sup>	Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Misuse	Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Other Security Issues	Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No

<sup>2</sup>According to the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information, European Union classified information (EUCI) means any information or material designated by an EU security classification, the unauthorised disclosure of which could cause varying degrees of prejudice to the interests of the European Union or of one or more of the Member States.

<sup>3</sup>Classified background information is information that is already classified by a country and/or international organisation and/or the EU and is going to be used by the project. In this case, the project must have in advance the authorisation from the originator of the classified information, which is the entity (EU institution, EU Member State, third state or international organisation) under whose authority the classified information has been generated.

<sup>4</sup>EU classified foreground information is information (documents/deliverables/materials) planned to be generated by the project and that needs to be protected from unauthorised disclosure. The originator of the EUCI generated by the project is the European Commission.

Security  
Issues Table

Other  
questions

In the following table you are requested to give some further info on your personal data and on optional SECONDMENT you foresee in the project proposal



## 5 - Other questions

### Information on the Researcher (future fellow)

1. Were you in the last 3 years in compulsory national service?  Yes  No

2. Did you spend time, in the last 3 years, on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country to Horizon Europe?  Yes  No

3. Are you a national of a Member State or Associated Country?  Yes  No

Country

### Other Questions

4. Is there a secondment envisaged in Part B of this proposal?  Yes  No

The following are not considered as secondments:- outgoing phase of a Global Fellowship- optional six-months placement in the non-academic sector- short visits or field work

5. Are the research and training activities proposed addressing topics related to nuclear sciences and technology, as outlined in the Guide for applicants for this call and the Euratom Research and Training Programme (ERTP)? \*\*  Yes  No

Answer "Yes" ONLY IF all three conditions below are fulfilled:

- The proposal's research area is covered by the ERTP

- The host organisation (and, if applicable, the Associated Partner for the additional Placement period) is/ are established in a Member State or Associated Country to the ERTP

- The researcher is a national or a long-term resident of a Member State or Associated Country to the ERTP

6. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission?  Yes  No

7. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation?  Yes  No

If you have foreseen **SECONDMENT** you can tick YES and insert the total duration of the secondment.

### Part A

### Other Questions

4. Is there a secondment envisaged in Part B of this proposal?  Yes  No

The following are not considered as secondments:- outgoing phase of a Global Fellowship- optional six-months placement in the non-academic sector- short visits or field work

Total duration of the secondments - up to 1/3 of total project duration (in months):

To make sure that your PART A meets the requirements run a validation of your draft proposal. To do so, you click on the button at the bottom of the Edit Forms application. Any errors will be displayed as indicated below:

< Other questions      Validation result      Exit form >

Table of contents    Validate form    Save form    Save & exit form

Application forms

## Validation result

**Show Error** The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

**Show Warning** The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	This section has not been validated yet	Show Error
CNR	This section has not been validated yet	Show Error
Heart Valve Society of America	This section has not been validated yet	Show Error
Budget	This section has not been validated yet	Show Error
Ethics	Declaration - missing entry	Show Warning
Other questions	'Were you in the last 3 years in compulsory national service?' is required. Please select yes or no.	Show Warning
Other questions	'Did you spend time, in the last 3 years, on procedures for obtaining refugee status?' is required. Please select yes or no.	Show Warning
Other questions	'Total duration of the secondments' is required.	Show Warning

**Part A-  
Validation  
Result**

You have links for the errors and warnings. Clicking on them will expand the details for the error with new links. By clicking on these new links, you will access the affected parts in the form

## EUROPEAN FELLOWSHIPS VS GLOBAL FELLOWSHIPS

EUROPEAN POSTDOCTORAL FELLOWSHIPS		GLOBAL POSTDOCTORAL FELLOWSHIPS	
STANDARD DURATION	From 12 to 24 months	STANDARD DURATION	From 24 to 36 months: · Outgoing phase of minimum 12 and maximum 24 months in a nonassociated Third Country; · Mandatory 12-month return phase in MS / AC.
ELIGIBILITY CRITERIA RESEARCHER	<b>Doctoral Degree:</b> The researcher must be in possession of a doctoral degree or have successfully defended their doctoral thesis before call deadline.	ELIGIBILITY CRITERIA RESEARCHER	<b>Doctoral Degree:</b> The researcher must be in possession of a doctoral degree or have successfully defended their doctoral thesis before call deadline.
	<b>Nationality:</b> Any		<b>Nationality:</b> Nationals or long-term residents of MS or AC
	<b>Mobility:</b> The researcher cannot have resided or carried out his/her main activity (work, studies, etc.) in the country of the beneficiary for more than 12 months in the 36 months immediately prior to the call deadline.		<b>Mobility:</b> The researcher cannot have resided or carried out his/her main activity (work, studies, etc.) in the country of the associated partner hosting the outgoing phase for more than 12 months in the 36 months immediately before the call deadline.
	<b>Research experience (fulltime equivalent):</b> <ul style="list-style-type: none"> <li>- <b>Maximum 8 years</b> from date of award of the (first) doctoral degree. This limit can be extended (in days) for the following reasons:</li> <li>- <b>Maternity leave</b> (18 months – i.e. 548 days per child born after the PhD award date, or</li> </ul>		<b>Research experience (fulltime equivalent):</b> <ul style="list-style-type: none"> <li>- <b>Maximum 8 years</b> from date of award of the (first) doctoral degree. This limit can be extended (in days) for the following reasons:</li> <li>- <b>Maternity leave</b> (18 months – i.e. 548 days per child born after the PhD award date, or</li> </ul>

	<p>the exact duration of maternity leave taken, whichever is longest);</p> <ul style="list-style-type: none"> <li>- <b>Paternity leave</b> (exact duration per child born after the PhD award date);</li> <li>- <b>Research in a non-associated TC</b> (only for nationals or long-term residents of MS or AC, wishing to reintegrate in Europe);</li> <li>- <b>Compulsory national service;</b></li> <li>- <b>Time spent not working in research;</b></li> <li>- Long-term sick leave (periods &gt; 30 days).</li> </ul>		<p>the exact duration of maternity leave taken, whichever is longest);</p> <ul style="list-style-type: none"> <li>- <b>Paternity leave</b> (exact duration per child born after the PhD award date);</li> <li>- <b>Research in a non-associated TC</b> (only for nationals or long-term residents of MS or AC, wishing to reintegrate in Europe);</li> <li>- <b>Compulsory national service;</b></li> <li>- <b>Time spent not working in research;</b></li> </ul> <p>Long-term sick leave (periods &gt; 30 days).</p>
PARTICIPATING ORGANISATION	<b>Beneficiary:</b> Single independent legal entity established in an EU MS or HE AC	PARTICIPATING ORGANISATION	<b>Beneficiary:</b> Single independent legal entity established in MS or AC. <b>Associated partner hosting the outgoing phase:</b> Single independent legal entity established in a non-associated Third Country.