



Marie Curie International Incoming Fellowship UCD Help Pack

The following help notes must be used **in conjunction with** the [Guide for Applicants](#).

The internal deadline for receipt of applications by the UCD Research Office at research@ucd.ie is **August 1st 2012**

If you have any queries please email research@ucd.ie.

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Statistics:

The overall EU success rate for this scheme in 2011 was 16%.

The success rate for proposals from Ireland in 2011 was 14%.

The UCD success rate for this scheme in 2011 was 14%.



UCD Support

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UCD Research Office

Please contact the UCD Research Office at your earliest convenience if you intend to apply to the International Incoming Fellowship (IIF) by emailing research@ucd.ie.

The internal deadline for receipt of applications by the UCD Research Office at research@ucd.ie is **August 1st 2012**. We can assist with all aspects of the preparation of your proposal and provide feedback on your application on request.

Note: All applicants from the College of Science should contact Ms Susan Hedigan (susan.hedigan@ucd.ie or +353 1 716 2154) with details of their application at the earliest opportunity.

UCD Research Finance Office

A detailed budget is not required for the International Incoming Fellowship as it is a defined amount depending on the applicant's individual circumstances.

If you have any financial queries, please contact Tony Malone in the UCD Research Finance Office (anthony.malone@ucd.ie or +35317161083) for assistance.

UCD Research Ethics Office

In the Marie Curie programme there is a major emphasis on ethical principles which must be addressed in Part B6 of the application form.

Please read the [Marie Curie Guide for Applicants \(Ethics\)](#)

For assistance see the [Commission's Guidelines on "Getting Through Ethics Review"](#)

For advice and assistance with the UCD research ethics approval process, please visit the [UCD Research Ethics](#) website.

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Administrative Forms (A-forms)

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The following UCD institutional details are required to be entered in the Electronic Proposal Submission System (EPSS) A-forms for EU FP7 Marie Curie Fellowships (IEF, IIF, IOF) proposals. If you have any queries please contact research@ucd.ie.

Administrative Data

Participant Identification Code (PIC)	999974359
Organisation Legal Name	University College Dublin, National University of Ireland, Dublin
Organisation Short Name	NUID UCD
<u>Legal Address</u>	
Street name	Belfield Campus
Number	-
Town	Dublin
Postal Code/Cedex	4
Country	IE
Internet Homepage	http://www.ucd.ie/

Status of your Organisation

Non-profit organisation	yes
Public body	yes
Research organisation	no
Higher or secondary education establishment	yes
International organisation	no
International organisation of European interest	no
Joint Research Centre of the European Commission	no
Entities composed of one or more legal entities	no
Commercial Enterprise	no
Main area of activity (NACE code)	80.3
Is your number of employees smaller than 250? (full time equivalent)	no
Is your annual turnover smaller than € 50 million?	no
Is your annual balance sheet total smaller than € 43 million?	no
Are you an autonomous legal entity?	no
Do you conform to the Commission's definition of an SME?	no

Contact Point of the Host Organisation

Complete with details of UCD Principal Investigator

Authorised representative to sign the grant agreement or to commit the organisation for this proposal

Family name	Doolan
First name(s)	Donal
Title	Mr.
Sex	Male
Position in the organisation	Head of Financial Management
Department/Faculty/Institute/Laboratory name/...	Bursar's Office
Address	Same as legal address
Phone 1	+353 1 716 1656
Fax	+353 1 716 1216
E-mail	donal.doolan@ucd.ie

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B1 – Research & Technological Quality

Maximum 8 pages

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Note: Applicants must read carefully the [Guide for Applicants](#)

Research and technological Quality, including any interdisciplinary and multidisciplinary aspects of the proposal

Give a clear description of the state-of-the-art of the research topic. Provide a clear and specific description of the research objectives against the background of the state of the art, and the results hoped for. The most relevant bibliographical references should be provided, and must be included in the overall page count. If relevant, provide information on interdisciplinary/multidisciplinary and/or inter-sectoral aspects of the proposal.

Tips:

- ✓ Start off with a summary of the mobility and transfer of knowledge – applicant moving from Other Third Country location to UCD, to undertake knowledge sharing and bring their expertise to Europe, and to carry out research in the stated area.
- ✓ Define your research area
- ✓ Clearly state your objectives / aims of research
- ✓ Outline the state-of-the-art
- ✓ Outline your own research in the subject area to date, if appropriate
- ✓ Highlight interdisciplinary/ multidisciplinary and/ or inter-sectoral aspects, if appropriate

Appropriateness of research methodology and approach

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. Describe any relevant techniques, methods or analyses that will be applied.

Tips:

- ✓ Describe the research methodology
- ✓ Include background/ preliminary data if appropriate
- ✓ **Highlight any novel methods or techniques**

Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

Tips:

- ✓ What are the potential outcomes ?
- ✓ What relevance do they have to advance the research subject area ?
- ✓ Particularly mention if this research area has been relatively understudied.
- ✓ Highlight any novel methods or techniques
- ✓ Will the incoming Fellow bring a unique expertise to Europe that currently does not exist here?

Timeliness and relevance of the project

Describe the appropriateness of the research proposed against the state of the art and why it is timely. Outline the benefit that will be gained from undertaking the project at European Research Area (ERA) level and how the fellowship will contribute to enhance ERA research excellence and reintegrate the researcher. Describe the scientific, technological, socio-economic or other reasons for carrying out further research in the field covered by the project

Tips:

- ✓ Will the research lead to the development of new research areas ?
- ✓ What are the knowledge “gaps” in the subject area, and how will this research address them?
- ✓ Will the research lead to the development of new legislation/regulations or policies ?
- ✓ You may find the following references useful when preparing this section, to describe the benefit of undertaking the project at European Research Area (ERA) level:
 - [European Research Area \(ERA\)](#) – description of the ERA

- [Europe 2020](#) – European strategy for smart, sustainable and inclusive growth (March 2010)
- [Policy Areas of the European Union](#)
- [Horizon 2020](#) – the European Commission’s website on the future Framework Programme for Research and Innovation
- [Innovation Union](#)
- [European Economic Recovery Plan \(2008\)](#)
- [European Partnership for Researchers](#) – site which explains the benefits of the partnership to researchers working in the ERA
- [New Jobs, New Skills](#) – the European Commission’s agenda for matching the labour market and skills needs
- [Expert Group on Future skills needs](#)
- [Preparing Europe for a New Renaissance – A Strategic View of the European Research Area](#)

Host research expertise in the field

The host institution must explain its level of experience on the research topic proposed and document its track record of work, including the main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

Tips:

- ✓ [UCD Description](#) – A general description of UCD, also including UCD’s track record in EU FP7 and general research funding
- ✓ Highlight UCD’s track record in hosting Marie Curie Fellows, using the information provided in this document: [UCD’s Track Record in the Marie Curie Programme](#)
- ✓ Describe the host research group and/or School/Institute, outline the staff and student numbers, outline its research funding, specify its research projects in the area, publications, major outputs, etc. and participation in international collaborations
- ✓ [UCD Research Strategy](#) – how does the proposed research project fit in with the UCD Institutional Strategy?
- ✓ [UCD International Links](#) – describes UCD’s links to International Networks and international collaborations

Quality of the group/Scientist in charge

Similar information as above should be provided for the scientist in charge of the supervision of the project. Where relevant, show that any gender issues associated to the proposal have been adequately taken into account. The host institution must demonstrate its track record of previous training achievements especially at an advanced level within the field of research.

Tips:

- ✓ Outline a summary of the research expertise and experience of the Scientist in charge, their research group and School/Centre where located. Detail a list of research projects, including the amount of funding, number and impact of publications and other research outputs in the proposed research area. You need to provide clear, hard evidence of the expertise of the Scientist in charge.
- ✓ Briefly list the major relevant publications of the Scientist in charge
- ✓ Name the collaborators who are associated with the Scientist in charge, especially if they are leaders in the research field
- ✓ Outline the current compliment of Post Docs in the research group and highlight if there are any current or past Marie Curie Fellows in the group
- ✓ To show that gender aspects have been taken into account, state that UCD’s has a policy on Equality and Diversity, and is outlined [here](#). Also state the gender balance of the research group. You may wish to refer to the following document: [SHE Figures 2009](#)

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B2 – Transfer of Knowledge

Maximum 2 pages

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Note: Applicants must read carefully the [Guide for Applicants](#)

Clarity and quality of the transfer of knowledge objectives

What are the objectives for the transfer of knowledge?

Tips:

- ✓ Detail the unique skills and expertise that the Fellow possesses
- ✓ Outline the experience of the incoming Fellow
- ✓ Detail how the incoming Fellow will pass on their knowledge and experience
- ✓ Detail how the expertise of the incoming Fellow is not currently available in UCD and how this Fellow, with their unique expertise, will develop the research project proposed
- ✓ Who will benefit from the transfer of knowledge
- ✓ How will they benefit from the transfer of knowledge in the short and medium term

Potential for transferring knowledge to European host and/or bring knowledge to Europe

Explain how the proposed research will serve the purpose of transferring knowledge to the European host and/or to bring knowledge to Europe

Tips:

- ✓ What specific skills or expertise will the applicant bring to the Host research group?
- ✓ Will the research group be able to progress the research area in a new direction, or significantly advance the research topic as a result of the inputs from the incoming Fellow?
- ✓ How do the incoming Fellow and the Scientist-in-charge complement each other, in their research experience and knowledge?
- ✓ How will the knowledge be transferred to the Host research group e.g. seminar series, presentations, Summer schools, co-supervision, lecture courses, guest lectures
- ✓ How will the knowledge be transferred to Europe e.g. conference presentations, workshops, publications, visits to other institutions, end-of-project symposium

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B3 – Researcher

Maximum 7 pages

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Note: Applicants must read carefully the [Guide for Applicants](#)

Research experience

The applicant must present a comprehensive description of his/her research experience. A scientific/professional CV must be provided and should mention explicitly:

- Academic achievements
- List of other professional activities
- Any other relevant information

Research results including patents, publications, teaching etc.

Outline the major achievements of the researcher. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc., taking into account the level of experience. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (**around 250 words**) of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

Tips:

- ✓ This might include research funding obtained over the Fellows career to date, specific ground-breaking research projects undertaken especially in the subject area, highlight a specific, highly-cited book or other publication, international collaborations, invited conference presentations, Head of Faculty, Director of Research or other leadership position etc.

Independent thinking and leadership qualities and the capacity to transfer knowledge

Describe the activities that reflect initiative, independent thinking, project management skills and leadership. Describe the potential that the researcher has for increasing and reinforcing these qualities. Describe the potential that the researcher has for transferring knowledge.

Tips:

- ✓ Examples might include: ground-breaking research undertaken; establishing a research group; membership of a professional body, especially at a senior level (eg Committee member etc); organisation of conferences; Policy advisor to Governmental agencies; Head of Faculty, Director of Research or other leadership positions.
- ✓ Supervision of postgraduate or postdoctoral projects; management of research staff
- ✓ List any Awards you have received
- ✓ Outline any outreach activities that you have undertaken, eg School talks or visits, demonstrations, public lectures, articles in newspapers or magazines, radio slots etc.
- ✓ For your potential future development in independent thinking/leadership qualities, see the [UCD Training](#) document. You should use examples of specific training courses provided in this document and explain how they will benefit your future development.

Match between the fellow's profile and project

Show that the applicant's skills and experience are suitable for the project proposed.

Tips:

- ✓ Outline your experience and skills acquired in your research area
- ✓ Detail Collaborators/Mentors that you have worked with
- ✓ Detail research groups/individuals that you have collaborated with
- ✓ Enumerate your publications in the research area
- ✓ Detail any other research outputs you have been responsible for in your research area
- ✓ Summarise how your unique blend of skills and experience make you the ideal candidate to carry out this research project.

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B4 – Implementation

Maximum 6 pages

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Note: Applicants must read carefully the [Guide for Applicants](#)

Quality of infrastructures/facilities and international collaborations of host

The host institution needs to specify the available infrastructures and whether these can respond to the needs set by the project.

Tips:

- ✓ [UCD Description](#) – A general description of UCD, also including UCD's track record in EU FP7 and general research funding
- ✓ [UCD Facilities](#) – describes the equipment/ facilities available in UCD for the execution of your project. It also details the laboratory equipment that is available in UCD. If you need to use this equipment for your research, it is important that you clearly specify that the equipment is available here for your use. In addition to laboratory equipment, you should also detail the IT Resources and Library resources and collections that are available.
- ✓ [Major Research Programmes](#) – details the Major and Multidisciplinary Research Institutes and Centres that are located in UCD. You should include details of any that are relevant to your research project. This will highlight to the evaluators that there is a critical mass of researchers already located within UCD in your research area, that your proposed research project will be located within one of these Centres and will benefit from the knowledge and experience already available here.

The host institution should further indicate to which extent the applicant can benefit from the host institution's participation in the international collaboration described in section B1.

Tips:

- ✓ Outline the host research group and/or School/Institute's research funding and participation in international collaborations, and specify how these will benefit the Fellow
- ✓ Outline the international collaborators of the Scientist in Charge and specify how these will benefit the Fellow
- ✓ [UCD Research Strategy](#) – how does the proposed research project fit in with the Institutional Strategy?
- ✓ [UCD International Links](#) – details UCD's links to International Networks

Practical arrangements for the implementation and management of the research project

The applicant and the host institution must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

Tips:

- ✓ See the [UCD Services](#) document for details of the many Institutional support units that are available in UCD to assist with the implementation and management of the grant. This section should include details of the support units and how they will be able to assist with the management of your research project. For example, UCD Research - set up a specific Research Account for the Award; Bursar's Office - Financial Administration; UCD HR - employment of Research Staff, assistance with obtaining Visas; Research Finance Office - preparation of Cost Statements and management of Audits; Research Ethics Office – Ethical approval; Nova UCD – Intellectual Property protection and exploitation; IT Services – IT resources and support; CSTAR – provision of statistical support; Office of Corporate and Legal Affairs – legal support. This section of your proposal should expand on the details above, using the information provided in the UCD Services document.
- ✓ Outline any support available locally through the research group and/or at School/Institute/College level (eg a School/Centre administrator who will assist you with implementation and management issues)
- ✓ Refer to the [Project Management](#) document, to get tips on the tasks and responsibilities to be carried out to manage the project
- ✓ Outline the steps that you will take to ensure that the project adheres to the project plan and timetable.
- ✓ Detail any possible risks in carrying out the research project and outline any contingency plan or alternative strategy that could be followed, if necessary

- ✓ Specify the equipment and facilities that will be available to you in UCD and any agreements that might be in place for the use/allocation of time to these resources

Feasibility and credibility of the project, including work plan

Provide a work plan that includes the objectives and milestones that can help assess the progress of the project. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project.

Note: The return phase for IIF is optional. If your proposal provides for a return phase, your work plan must include a description of tasks carried out during the return period.

Tips:

- ✓ Refer back to the original aims and objectives, and expand them in this section to give full details of the work plan that you will undertake to achieve these aims and objectives
- ✓ Use the [Gantt chart generator](#) for assistance in creating a work plan
- ✓ Break the project down into specific work packages, if appropriate
- ✓ Each work package should have specific milestones and deliverables
- ✓ Ensure that you also incorporate your knowledge transfer plans into the work packages
- ✓ Include a schedule of meetings between the Scientist in charge and the Fellow
- ✓ This section should also refer to the [European Charter for Researchers - Code of conduct for the Recruitment of Researchers](#). The **Charter** outlines a framework for career management for researchers, by outlining the roles, responsibilities and entitlements of researchers and their employers or funding organisations. The **Code** aims to improve recruitment, to make selection procedures fairer and more transparent and proposes different means of judging merit. These documents detail 40 “good-practice” principles for researchers and employers and/or funders of researchers. Together they guarantee attractive research careers and improve employment and working conditions for researchers throughout Europe.
- ✓ UCD has signed up to this Charter and Code and supports and endorses the principles set down therein and aims to build on them. You should refer to some of the principles in the Charter and/or Code in this section, and clearly state the UCD has signed up to and endorses these principles.
- ✓ NovaUCD is the Technology Transfer Office for UCD which assists with the management/exploitation of any intellectual property arising. See the section on NovaUCD in the [UCD Services](#) document for details
- ✓ Also read the [Commission’s Guide to Intellectual Property Rules for FP7 Projects](#)

Practical and administrative arrangements and support for the hosting of the fellow

Describe what practical arrangements are in place to host a researcher coming from another country. What support will be given to him/her to settle into their new host country (in terms of language teaching, help with local administration, obtaining permits, accommodation, schools, childcare etc.)

Tips:

- ✓ State that you will utilise the services of the [EURAXESS Ireland Services Centre](#), which helps researchers and their family to plan and organise their move to a foreign country, providing help in all matters related to mobility. This portal contains a wealth of information and advice, specifically in the areas of: Visas, Work Permits, Accommodation, Legal Issues, Social security, Medical care, Pension rights and Taxes, Family support, Language courses, Day care, Schooling, Research funding, as well as some Social and Cultural aspects of living in Ireland
- ✓ See the [UCD Services](#) document for details of the many Institutional support units that are available in UCD to assist with the practical and administrative supports for the grant. This section should include details of the support units and how they will be able to assist with the practical management of your research project. For example, UCD Research - set up a specific Research Account for the Award; Bursar’s Office - Financial Administration; UCD HR - employment of Research Staff, assistance with obtaining Visas; Research Finance Office - preparation of Cost Statements and management of Audits; Research Ethics Office – Ethical approval; Nova UCD – Intellectual Property protection and exploitation; IT Services – IT resources and support; CSTAR – provision of statistical support; Office of Corporate and Legal Affairs – legal support. This section of your proposal should expand on the details above, using the information provided in the UCD Services document.
- ✓ UCD HR facilitates a [new staff Induction Process](#), which comprises two elements: The Local Induction Process and The UCD Orientation Programme. A Manager or Head of School /Unit takes responsibility for managing and co-ordinating a new staff member's local induction.
- ✓ UCD HR provides a one day [UCD Orientation Programme](#). This programme is aimed at staff who have recently joined UCD and provides participants with information on payroll, benefits, strategy, organisational structure and services across the University. A huge benefit of this programme is that it enables new staff members to meet with fellow

colleagues from across the University for future support and collaboration.

- ✓ See the [UCD Facilities](#) document for details of additional practical supports available in UCD such as UCD Oakmount Creche for childcare arrangements, the Applied Language centre for language courses
- ✓ State that there are [Residences](#) on the UCD Campus, which may be available for the Fellows use
- ✓ Outline any support available locally through the research group and/or at School/Institute/College level (eg a School/Centre administrator who will assist you with practical and administrative issues, such as being setup on the Payroll system, getting a UCD email address, getting access to the UCD Intranet (UCD Connect), getting a UCD Staff card etc.

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B5 – Impact

Maximum 4 pages

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Note: Applicants must read carefully the [Guide for Applicants](#)

Potential for creating long term collaborations and mutually beneficial co-operation between Europe and the *Other Third Country*

What is the likelihood of creating long term collaborations between the European host and the Other Third Country after the end of the fellowship?

Tips:

- ✓ Outline existing relationship with Third Country institutions and plan for future interactions
- ✓ Are further visits to/from Third Country institutions planned, after the fellowship period is over?
- ✓ Have funding opportunities been uncovered as a means to fund future collaborations beyond the fellowship?
- ✓ Development of new collaborations and linkages as a result of this project (through conference presentations and networking etc)
- ✓ Are there plans for further joint publications and/or conference presentations or evidence of previous joint publications between the incoming Fellow and Scientist in charge?

Contribution to European Excellence and European Competitiveness through valuable transfer of knowledge

Describe the extent to which the transfer of knowledge will contribute to European excellence and European competitiveness and produce long-term synergies and/or structuring effects

Tips:

- ✓ How will this research project develop European excellence in the research area?
- ✓ What unique skills / experience will the Fellow transfer to Europe and how will this benefit Europe ?
- ✓ Use information from the following links to detail the relevance of this research to European excellence and competitive objectives:
 - [European Research Area \(ERA\)](#) - homepage describing the ERA
 - [Horizon 2020](#) – the European Commission’s website on the future Framework Programme for Research and Innovation
 - [Innovation Union](#) – in particular see the December 2011 progress report
 - [Europe 2020](#) - A European strategy for smart, sustainable and inclusive growth (March 2010)
 - [Policy Areas of the European Union](#)
 - [European Economic Recovery Plan \(2008\)](#)
 - [European Partnership for Researchers](#) - site which explains the benefits of the partnership to researchers working in the ERA
 - [New Jobs, New Skills](#) - report by the Expert Group on New Skills for New Jobs prepared for the European Commission
 - [Expert Group on Future skills needs](#)
 - [Preparing Europe for a New Renaissance – A Strategic View of the European Research Area](#)

Impact of the proposed outreach activities

Describe the outreach activities of the proposal to be implemented by the researcher during the project duration.

Tips:

- ✓ [Dissemination and outreach](#) - This document details a number of possible dissemination and outreach channels. Specify which outreach methods you will use and who your target audience will be
- ✓ Describe how any of the above measures will increase the impact of the project

- ✓ Read carefully Annex 4 of the Guide for Applicants particularly the section on “Outreach Activities within Marie Curie Projects”
- ✓ For more information on communication guidance, see http://ec.europa.eu/research/science-society/science-communication/index_en.htm

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B6 – Ethics Issues

No page limit

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Note: Applicants must read carefully the [Guide for Applicants \(Ethics\) 2012](#)

Ethical issues

Describe any ethics issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject.

Tips:

- ✓ In the Marie Curie programme there is a major emphasis on ethical principles which must be addressed in Part B6 of the application form.
- ✓ It is advisable to include a short paragraph on Ethics at the beginning of this section, summarising any issues, or stating that there are no Ethical Issues
- ✓ Refer to the [Guide for Applicants \(ethics\) 2012](#) for details of what should be included in this section
- ✓ For additional assistance, see the [Commission's Guidelines on "Getting Through Ethics Review"](#)
- ✓ For advice and assistance with the UCD research ethics approval process, please visit the [UCD Research Ethics](#) website.
- ✓

Ethics Issues Table

Complete the Ethics Issues table for all proposals, even if there are no Ethical issues identified.

If any Ethics Issues are identified, enter the page(s) of your proposal where this is referred to, into the "Page" column of the Ethics Table.

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