Marie Sklodowska-Curie Actions COFUND | C2W

3rd Call 2024

Guide for applicants January 2024 – v.4

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Candidates are invited to regularly check the C2W website for any updates of the guides and templates.

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1 Introduction

1.1 C2W in brief

C2W is an individual-driven research training and career development programme for Experienced Researchers (ERs), based on incoming mobility. C2W aims to provide ERs with the expertise and experience needed to become the next generation of leaders with strong expertise and interdisciplinary skills. **C2W will offer 30 fellowships of 24 months each.** C2W will have a bottom-up approach, which means that Fellows will be **free to choose their research topic** (provided it falls within the competence of UMONS or UNamur) and their principal supervisor (more than 400 possible Principal Investigators (PIs)). C2W also offers a free choice between UMONS and UNamur as host institution. This choice will ensure that the proposed individual project meets the Fellows' individual training needs, and thus supports their career development. To ensure the interdisciplinary nature of the research, the Fellow will be supervised by a co-PI with skills in a discipline other than that of the PI.
For this 3rd call, the breakdown will be 3 UMONS grants due to the financial balance remaining in the programme.

Profiles of the 15 Fellows selected during the first call are available on this page of the C2W website : https://cometowallonia.eu/fellows/
Profiles of the 13 Fellows selected during the 2nd call will be soon available on the same page.

C2W will offer a competitive contract and excellent research conditions. The evaluation and selection process will follow the principles of the Charter & Code, following the OTM-R (Open, Transparent and Merit-based Recruitment) principles, and will use international peer review.

1.2 Call timeline

The timeline of the 3rd call of C2W is the following:

- ⇨ Call opening: Monday, January15th 2024 at 14:00 Brussels time (UTC + 2)
- ⇨ Call closing: Wednesday, March 20th 2024 at precisely 16:00 Brussels time (UTC + 2)
- ⇨ Eligibility check : March 20-22th 2024
- ⇨ Evaluation: End March – June 2024
- ⇨ Information to applicants: End June 2024
- ⇨ Start of projects: Sept – Nov 2024

Fellowship duration: 24 months

2 Eligibility

- Applicants of any age and of any nationality are eligible.

- Eligible applicants are experienced researchers:

⇨ In possession of a doctoral degree at the call deadline, or
⇨ Have at least four years of full-time equivalent research experience.

Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, a study certificate. Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited).

- Eligible applicants cannot have resided or carried out his/her main activity (work, studies, etc.) in Belgium for more than 12 months in the three years before the deadline of the call.

- Applicants must be fluent in English.

! To be eligible, applications must be complete as described in part 3.1. "Requested documents". All ineligible proposals will be no further evaluated.

3 Submission

Applications are submitted online on the dedicated platform that is accessible through the C2W website (https://cometowallonia.eu/). Applications sent via other means (e-mail, post, etc.) will not be considered. It is the responsibility of the applicant to submit the application on time in order to avoid last minute delays due to the high number of submissions. **The submission platform will be automatically deactivated at precisely 16:00 (UTC+2) on Wednesday, March 20th, 2024** and will not be able to accept further submissions. No extension will be granted unless there is an unequivocal technical issue with the submission platform, in which case all applicants will be notified accordingly.

3.1 Requested documents

Applications must be written in English and made by the call deadline through the online proposal submission system. Applicants may submit one proposal per call.

To be eligible, applications must be complete, which means as follows:

Part A – Administrative forms

- ✓ Personal data
- ✓ Place of activity of the last 3 years

The applicant must indicate the period(s) and the country/countries in which she/he has legally resided and/or had her/his main activity during the last 3 years up until the deadline for the submission of the proposal.

- ✓ Copy of the PhD degree (or a certificate confirming that all the requirements related to the PhD programme in the home institution are fulfilled prior to the call deadline).

Researchers without a doctorate at the call deadline must clearly explain how the full-time equivalent research experience is calculated. A table is added in the CV template.

Part B – Project proposal of max 10 pages

- ✓ A research and training project of maximum 10 pages describing the quality and pertinence of the project's research and innovation objectives, the interdisciplinary aspect of the project, the quality and appropriateness of the secondment, the appropriateness of the training and of the two-way transfer of knowledge between the researcher and the hosting group, the appropriateness of the supervision and the hosting arrangements (quality of the PI and Co-PI), the quality of the strategy for the dissemination, communication and exploitation of project results and activities, the project's contribution to the expected scientific, societal and economic impacts, the coherence, feasibility and effectiveness of the work plan, the appropriateness of management

structure and procedures, including risk management and the information on ethics issues (this last one is not included in the 10 pages).

- ✓ A detailed CV, including a selected publication list; a template is joined within the template of the research project proposal.

A compulsory template is available at the call website. Applicants are required to read carefully and comply with the layout instructions at the top of the template (font, font size, margins, line spacing included). Projects exceeding the 10-page limit will be declared ineligible.

Apart from the above document to be uploaded, the applicant is requested to complete the following actions through the online form on the submission platform:

- ✓ Fill in the proposal Acronym
- ✓ Fill in the proposal Title
- ✓ The applicant must indicate a primary and possibly secondary thematic panel in which the proposal should be evaluated (Social Sciences and Humanities; Life sciences; Sciences and Technology)
- ✓ Fill in the abstract of the proposal (max 1000 characters, blanks included).
- ✓ Introduce 5-7 keywords.
- ✓ Propose a list of non-grata evaluators (max 5) excluded by the applicant
  - Title & Name
  - Institution (if applicable)
  - Email Address

<u>Part C – Name, Research unit of the host PI and co-PI</u>

- ✓ A letter of Support (LoS) by the host PI/co-PI with both signatures must be uploaded on the online proposal submission system (.pdf)

<u>Part D - Secondment</u>

Applicants must include a secondment in their research project. A section will be dedicated in the project proposal.
Secondments should add an intersectoral and/or interdisciplinary and, as far as possible, an international dimension, be relevant, feasible, and beneficial for the researcher and the project. They may be undertaken to academic and non-academic partners. Secondments may last between 1 and 6 months, and may be split in several shorter ones, and must be implemented between M4 – M18 of the fellowship.
The PI and co-PI shall support the applicant in finding a suitable secondment.

- ✓ Organization of the secondment
- ✓ Name of the secondment supervisor

- ✓ A letter of support from the secondment supervisor with her/his signature must be uploaded on the online proposal submission system (.pdf)

3.2 Submission process

The submission platform is accessible via the C2W website by clicking on "Apply" Submissions will be accepted only if all requested documents are uploaded and all necessary fields are filled in. The names of the files should contain the name of the candidate (e.g. "Surname_proposal"). A confirmation of submission will be sent to the applicant after the submission.

4 Evaluation

The evaluation and selection process follow the OTM-R principles to ensure equal opportunities.

Submission - Following completion and successful submission of her/his application via the online proposal submission system, the applicant will immediately receive an automatic confirmation of receipt.

Eligibility check (1 week) – The C2W Team will check all applications received via the online proposal submission system for eligibility.
An email indicating the eligibility status of the application will be send to all applicants.
All ineligible proposals will be no further evaluated, all eligible proposals will automatically proceed to the review stage.

Classification in scientific panels (1 day) - The C2W Team will classify the proposals in three scientific panels (Social Sciences and Humanities; Life sciences; Sciences and Technology), as indicated by the applicant in their application.

Peer review and consensus meetings (10 weeks) – The C2W Team will match each proposal with **3 non-Belgian external evaluators** (EEPs) selected from the C2W Evaluator Database in concerned discipline.
The external experts will receive the complete application file together and a guide for the evaluator. They will also receive a briefing on ethics guidelines to help them assess whether ethical implications of the projects have been properly addressed.

This phase of the evaluation process will take place remotely. Each evaluator will review the proposal according to the evaluation and selection criteria, will give a score for each of the 3 criteria and will write an Individual Evaluation Report (IER) which will be submitted through the online evaluation system.
The three main evaluation criteria are Excellence, Impact and Implementation with a respective weight of 60, 25 and 15 % in the final score. The sub-criteria corresponding to each criterion are described in Annex 1.
Each External Evaluator Panel (EEP) will reach a **consensus score** for each of the three criteria for each proposal. Following MSCA practice, this will be a score between 0 – 5 for each criterion, decimal points may be given. They are briefed to not score each sub-criterion, but to use these to help them make an assessment for the overall criterion.

The 3 evaluators will get together in a teleconferencing consensus meeting to reach consensus on the score and comments (strengths and weaknesses of the proposal). One evaluator will be appointed as rapporteur, who will write an Evaluation Summary Report (ESR).

Scoring corresponds to the following options :

- 0 - Proposal fails to address criterion or cannot be assessed due to missing or incomplete information
- 1 - Poor. The criterion is inadequately addressed or there are serious inherent weaknesses
- 2 - Fair. Proposal broadly addresses the criterion, but there are significant weaknesses
- 3 - Good. Proposal addresses the criterion well, but several shortcomings are present
- 4 - Very Good. Proposal addresses criterion very well, small number of shortcomings are present
- 5 - Excellent. Proposal addresses all relevant aspects of the criterion. Any shortcomings are minor

A weighting percentage will be applied to the scores given for each evaluation criterion for the peer evaluation phase resulting in a weighted score. A weighted total score will be calculated based on the scores of the three individual criteria and converted into a percentage of the maximum score. To ensure overall quality of ranked (retained) proposals, **a score value equal to 0 or 1 in one criterion automatically leads to the rejection of the proposal**. Moreover, C2W will apply a **threshold of 70% of the total score**. The final score will be calculated based on the results of peer review and interview phases with a weighting of 80% for the peer review and 20% for the interview.

Peer evaluation phase			
	Excellence	**Impact**	**Implementation**
Weighting	60%	25%	15%
Priority in case of ex aequo	1	2	3

Ranked lists (1 day) – The C2W Team will prepare for each panel a ranked list of all eligible proposals that proceed to the Ethic check and interview phase: based on the weighted score of each proposal after evaluation by the EEP. It will list all proposals in descending order of scores (maximum 10 ranked proposals per panels).

Ethics check (4 weeks) – Each ranked proposal, and where ethics issues apply (either indicated by the applicants themselves or indicated in an IER by external evaluators) will undergo an ethics review. The relevant Ethics Committee will consider whether the applicant has addressed ethics issues adequately and whether the proposal follows the C2W ethics policy (please see section 7.1).

The relevant Ethics Committee will provide :

- Ethics clearance : ethics issues addressed well, proposal remains on ranked list;
- Temporary ethics clearance : the applicants needs to clarify issues, proposal remains on ranked list but additional information must be provided before project start;
- No ethics clearance : the proposal addressed topics that are ineligible, proposal removed from ranked list.

For each reviewed proposal, the Ethics Committee will write a short report that will be added to the existing ESR by the PM.

Interview (3 days) – Applicants of ranked proposals will be invited for an interview to present their project (3 slides, 5 minutes) to EEP's (external evaluators). The interview will allow the external evaluators to clarify eventual unclear issues or other critical information not included in the proposal and to evaluate the ability of the applicant to present and defend its project (15 minutes). Interview will be conducted in English and remotely. Each evaluator will give a score (0-5) and the Panel reaches a consensus score for each applicant. The rapporteur will write the Interview report.

Final ranked lists and funding decision (1 week) – The PM will take the 3 ranked lists as above with weighted scores given by the EEP's (assigning the weighting of 80% for the proposal and 20% for the interview), update this with ethics clearances / declarations of ineligibility, and constitutes 3 categories.

1) **Main list** : with proposals that will be funded: the top-1st applicant of each panel will be offered a fellowship*;

2) **Reserve List** : applicants above threshold of the combined final ranked lists will be placed on the reserve list for each panel. They will be informed thereof and of following procedures. They will be offered a fellowship in case an applicant on the Main list decides not to accept the fellowship. There will be one Reserve List per panel per call, which will be kept until 6 months after the funding decision for that call.

3) **List** with the proposals that scored '**below threshold**' which are non-fundable. Applicants on the non-funded list will be informed thereof.

The final lists will then be formally approved and actioned by the Project Steering Committee.

***If the outcome of the assessment (or an insufficient number of submitted applications) does not allow for the selection of one candidate in each thematic panel, the PSC reserves the right to allocate funding to the highest-ranked applications exceeding the 70% threshold in the two other panels.**

5 Results

5.1 Communication of the evaluation outcome

Applicants will receive written feedback during the evaluation and selection process. All feedback will be through a letter sent by email. First, all applicants will receive an acknowledgement of receipt after the submission of their application. After the eligibility check, all applicants will receive feedback on the eligibility status of themselves and/or the proposal. Applicants will be informed about reasons why their application was deemed ineligible. At this first point of feedback, applicants will be informed about the Redress procedure.
After the peer review evaluation, ethics review if relevant, and interview, applicants will be notified of the funding decision; they will be offered a fellowship / be informed of their position on the reserve list / be informed that their proposal will not be funded. They will all receive feedback in the form of the ESR (including the Interview report and an ethics report if relevant). The ESR will contain not only the score, but also a description of strengths and weaknesses that the applicant may benefit from for a resubmission to C2W or a submission to another fellowship programme or professional position.

For each panel, the 1st best-ranked application will be offered a fellowship (considering the remark on the previous page (*))**. Selected applicants will be informed in end June 2024** (possibly early July)**. They will be given 2 months to relocate to Belgium and start their fellowships between September – November 2024.**

They will be asked to **confirm their acceptance of the fellowship within 10 working days**. Passed this deadline, they will receive a second and final notification to confirm acceptance of the fellowship within five (5) working days. If the second notification does not receive a reply, it will be concluded that the applicant is not interested in the fellowship and therefore we will invite the next candidate in the ranking list.

5.2 Appeal

A redress procedure (4 weeks) will be allowed in cases where the applicants perceive unjust procedural or eligibility issues (see Art. 2, p5; Art. 3, p.6-8; Art. 4, p9) **not in cases where the applicants perceive unjust scientific judgement during the evaluation process.**

The complaint must be described in max 2 A4, and should be addressed to the Project Manager (PM), no later than 5 working days after notification of the eligibility status / funding decision. The communication should have as subject "Redress_C2W_Surname_Firstname" and clearly state the reasons for the appeal.

The PM will convene the Redress Committee (RC), that will discuss the redress and provide its answer, recommending an appropriate course of action, within 5 working days of receipt of the redress. The applicant will be informed (letter sent by email) whether the request for redress is accepted. If the redress is accepted, the proposal will be re-evaluated / a new peer review and or ethics review will be arranged, and an interview (10 working days). The proposal will be ranked on the ranked list according to the new score, and the final reviewed list will then be formally approved and actioned by the Project Steering Committee.

The decisions of the RC are binding and may not be further appealed.

6 Recruitment

6.1 Starting date & duration

The starting date of the project is foreseen in September - November 2024.
The fellowships will last 24 months.

6.2 Remuneration

The financial structure of the fellowship is as follows:

Cost categories		Income Amount (€/month)
Fellow-related costs	Monthly Employer cost *Indicative net amount*	4260,00 €/month *2800€/month*
	Mobility allowance	500,00 €/month
	Family allowance	250,00 €/month
Research-related costs	Average Research costs *	400,00 €/month
	Training costs	2000€/2years

*As research costs differ widely according to scientific disciplines, an average research fee of €4800/Fellow/year (€400/person-month) is calculated considering €2400/Fellow/year for Social Sciences and Humanities, €5000/Fellow/year for Technical Sciences and €7000/Fellow/year for Life Sciences.

The living allowance is an indicative value and is subject to changes due to yearly indexation. It covers the amount of an untaxed fellowship contract that is equivalent to an employment contract. The net amount results from deducting all compulsory (employer/employee) Social Security contributions as well as direct taxes (e.g., income tax) from the gross amounts. Additionally, the remunerations may vary annually depending on the Social Security rates. The rate indicated above is for researchers working full-time.

The C2W fellows will be hired by UMONS as researchers of the COFUND Programme, under a local research employment contract and following the guidelines provided by the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (guaranteed by the HR award of UMONS).

The fellowship contract is subject to the Provisions of the Belgian Social Security System covering health insurance, maternity leave, sick pay in case of hospitalisation, disability insurance, national pension system (depending on the nationality), national unemployment system (depending on the nationality), insurance against workplace accidents, family benefits and provisions towards occupational diseases.

All candidates are entitled to the mobility allowance that is provided as a net amount. The family allowance is provided also as a net amount only to candidates that have family obligations. Family is defined as persons linked to the candidate:

1. by marriage or
2. by a relationship of a status equivalent to marriage recognised by the legislation of the country or region where this relationship was formalised
3. as dependent children who are actually being maintained by the researcher.

The family status will be determined at the deadline of the call and will not be revised during the fellowship.

6.3 Career development

Together with the PI and the Human Resources Department of each university, each Fellow will establish a Career Development Plan (CDP) in the first month of the fellowship. The Fellows shall detail their career objectives, scientific, technical, and non-research oriented transferable skills needed (skills analysis) and design the CDP from there. The CDP will include research or innovation objectives, training objectives and related planned training on transferable skills, teaching, and a planning for publications and participation in conferences, formalized in deliverables. The CDP will be used during supervisory meetings to monitor progress in the research and training objectives. The CDP will be formally reviewed every 6 months.

Each Fellow will have an individual training programme, which will be included in their CDP, based on the C2W training programme, which consists of the following broad lines:

1. Training through research – development of core and additional scientific skills
2. Secondment – development of core and additional research skills
3. Summer/winter school – for relevant transferable skills
4. Additional scientific and transferable skills training, including teaching
5. Presentation of research results at (inter)national meetings and conferences
6. Attendance of workshop / training on interdisciplinarity or leadership
7. Individual coaching in their career development through dedicated supervision

6.4 Administrative support

Both host universities provide excellent institutional administrative support.

The HR Departments will be involved in the preparation and signing of employment contracts, payment of wages and social security payments, but also in recruitment policies and activities relating to career development.

The research offices will provide support and training on topics such as technology transfer (IP protection, establishing links with stakeholders, exploitation), research promotion (dissemination, public outreach), legal issues, and Open Science.

The Financial Departments will provide support for budget management and financial reporting.

In addition to support provided by the universities, Fellows will also be informed of the services of the Belgian EURAXESS Centres. Both UMONS and UNamur host EURAXESS Centres.

Recruited fellows will be provided with a comprehensive "vade mecum" for new recruits containing:
▷ Rights and obligations as a member of the UNamur/UMONS community
▷ Key actions to ensure a regular monitoring of the progress during the fellowship
▷ Contacts of relevant personnel (names, e-mails, phone numbers)

7 Ethics, Opens science and research data management

7.1 Ethics

Proposals where ethics issues are flagged (either by the applicant as above, by an external evaluator during the external peer review, or by the Evaluation Committee members), will undergo an ethics review. These proposals will be evaluated by the relevant Ethics Committee of the recruiting university.

The relevant ethics committee will consider whether the applicant has addressed ethics issues adequately and whether the proposal follows the C2W ethics policy. The relevant ethics committee will provide ethics clearance (ethics issues addressed well, proposal remains on ranked list), temporary ethics clearance (the applicants needs to clarify issues, proposal remains on ranked list but additional information must be provided before project start) or no ethics clearance (the proposal addressed topics that are ineligible, proposal removed from ranked list). Only proposals with (temporary) ethics clearance will be included on the ranked list and could receive funding.

As part of their application file, applicants will be required to include an ethics-self assessment responding to questions on ethical implications of their project (see Annex 2). Candidates will be required to explain what the ethical issues are and how they are planning to deal with them. The ethics self-assessment and the explanations therein will not count towards the limit of 10 pages of the core proposal. Evaluators will be accordingly briefed to be able to assess if ethical concerns have been properly addressed.

7.2 Open Science & Research Data Management

C2W will comply with the Open Access (OA) policies of H2020, with national OA policies and with the OA policies of both universities. UNamur/UMONS Researchers, including the C2W Fellows must deposit their manuscripts published in scientific journals and conference proceedings of which they are the author, co-author or scientific editor in the UNamur repository (repository PURE - https://researchportal.unamur.be/) linked to OpenDOAR (directory of Open Access Repositories) or in the UMONS repository (DI-UMONS - http://di.umons.ac.be). C2W Fellows are free to deposit their research outputs in addition to larger repositories such as OpenAIRE or ROAR.

For Open Source software, researchers are free to choose an Open source license if IP rights are adhered to.

With regards to Open Data, both universities subscribe to dmponline.be to be compliant for H2020 projects. The Data Management Plan (DMP) Online Belgium

project's main goal is to promote good data management practices in research and education in Belgium. There is a dedicated section to FAIR data where researchers must prove that data are Findable, including provisions for metadata, Accessible, Interoperable and Re-usable (through clarifying licenses). C2W will benefit from this initiative; the Supervisory Board (SB) will develop a DMP template for the Fellows to use. Fellows will write an individual DMP within the first 6 months with the PI (and co-PI); it will be reviewed on a yearly basis and approved by the SB.
The DMP includes information on how research data are produced, in which form, how they are stored, backed-up and archived, who has access to them, if they are subject to any legal and ethical constraints, etc. The fellows will be supported in this procedure by the Department of Research Administration. The Data Management Plan is not required at submission stage.

For further documentation, candidates are invited to consult the official EU Open Science guidelines.

8 Contact information

For any questions related to C2W:
C2W Project Management
Department of Research Administration
Place du Parc, 22
7000 MONS, Belgium

E-mail: C2W@umons.ac.be

Privileged language for communication will be English, but support can be provided in French. This support will be preferably given through email exchange. In general, a policy of "answer within five (5) working days" will be applied in the framework of C2W. When a call is open the deadline for an answer by e-mail will be reduced to a maximum of two (2) working days.

9 Personal Data Protection

Université de Mons (UMONS)) – 20 Place du Parc, 7000 Mons is the Data Controller of the personal data collected in the context of applications to C2W. In their capacity, UMONS respects the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27/04/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation - GDPR).

The data collected by UMONS through the submission platform is solely processed for the purposes of evaluating the applications of research projects against the evaluation criteria and selecting projects in view of a contractual agreement with the candidate (lawfulness of processing: the performance of a contract). Personal data collected includes the first name, surname, nationality, e-mail address, postal address and family situation, as well as the data provided in the CV.
Applications will only be valid if the aforementioned personal data is provided. By submitting an application, candidates agree with the processing of this personal data as part of their application.

UMONS commits to taking the appropriate measures to guarantee its confidential treatment. It is stored on password-protected servers for maximum six months after the end of the call C2W for non selected applicants and one year after the end of the project for selected applicants.
UMONS's or UNamur's staff has access to this data only to the extent necessary for the execution of its corresponding tasks (e.g. submission of an application, evaluation of an application, recruitment of a candidate, conduct of the research project). Besides internal UMONS/UNamur services, the data is transmitted to external evaluators under confidentiality clauses, as part of the evaluation process.
The data is accessible to our IT subcontractor in a country outside EU, Tech Transfer Software | Wellspring https://www.wellspring.com/privacy-policy

The privacy charter is available via https://web.umons.ac.be/app/uploads/2019/12/Charte-Vie-privée-UMONS-20190605.pdf
Applicants can address their queries on the treatment of their Personal Data to the UMONS Data Protection Officer (DPO).
e-mail : dpo@umons.ac.be
UMONS, 20 Place du Parc, 7000 Mons.

10 Annex 1 - Evaluation form

Excellence (60%)

- Quality and credibility of the research/innovation project; appropriate consideration of gender aspects if any
- Specific focus on level of interdisciplinarity of the project (including relevance of co-PI and secondments)
- Specific focus on level of innovativeness of the project
- Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host
- Quality of the PIs and co-PI, of supervision and of the integration in the team/institution (including secondments)
- Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

Impact (25%)

- Enhancing the future career prospects of the researcher after the fellowship
- Quality of the proposed measures to exploit and disseminate the project results
- Quality of the proposed measures to communicate the project activities to different target audiences

Quality and efficiency of the implementation (15%)

- Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
- Appropriateness of the management structure and procedures, including risk management
- Appropriateness of the institutional environment (infrastructure) and relevance of the secondment in terms of complementarity

11 Annex 2 – Ethics Self Assesment

1. HUMAN EMBRYOS/FOETUSES

1.1 Does your research involve Human Embryonic Stem Cells (hESCs)? If Yes,

1.1.1 Are they previously established cell lines? If Yes:

- What is the origin and line of cells?
- Give details of the licensing and control measures by the competent authorities of the Member States involved

1.1.2 Does your research involve the use of human embryos? If Yes,

- What is the origin of embryos?
- Give details of the recruitment, inclusion and exclusion criteria and informed consent procedures.
- Confirm that informed consent has been obtained.

1.1.3 Does your research involve the use of human foetal tissues / cells? If Yes,

- What is the origin of human foetal tissues/cells?
- Give details of the informed consent procedures.
- Confirm that informed consent has been obtained.

2. HUMANS

2.1 Does your research involve physical interventions on the study participants? If Yes,

2.1.1 Does it involve invasive techniques (e.g. collection of human cells or tissues, surgical or medical interventions, invasive studies on the brain, TMS etc.)? If Yes,

- Detail risk assessment for each technique and overall.

2.1.2 Does it involve collection of biological samples? If Yes,

- What type of samples will be collected?
- What are your procedures for collecting biological samples?

2.2 Does your research involve human participants? If Yes

2.2.1 Are they volunteers for social or human sciences research? If Yes,

- Give details of the recruitment, inclusion and exclusion criteria and informed consent procedures.

2.2.2 Are they persons unable to give informed consent (including children/minors)? If Yes,

- Give details of the procedures for obtaining approval from the guardian/legal representative and the agreement of the children or other minors.
- What steps will you take to ensure that participants are not subjected to any form of coercion?

2.2.3 Are they vulnerable individuals or groups? If Yes,

- Give details of the type of vulnerability.

- Give details of the recruitment, inclusion and exclusion criteria and informed consent procedures. These must demonstrate appropriate efforts to ensure fully informed understanding of the implications of participation.

2.2.4 Are they children/minors? If Yes,

- Give details of the age range.
- What are your assent procedures and parental consent for children and other minors?
- What steps will you take to ensure the welfare of the child or other minor?
- What justification is there for involving minors?

2.2.5 Are they patients? If Yes,

- What disease/condition/disability do they have?
- Give details of the recruitment, inclusion and exclusion criteria and informed consent procedures.
- What is your policy on incidental findings?

3. HUMAN CELLS / TISSUES

3.1 Does your research involve human cells or tissues (other than from Human Embryos/Foetuses)? If Yes,

3.1.1 Are they available commercially? If Yes,

- Give details of the provider (company or other).

3.1.2 Are they obtained within this project? If Yes,

- Give details of the source of the material, the amount to be collected and the procedure for collection.
- Give details of the duration of storage and what you will do with the material at the end of the research.
- Confirm that informed consent has been obtained.

3.1.3 Are they obtained from another project, laboratory or institution? If Yes,

- What is the country where the material is stored?
- Give details of the legislation under which material is stored.
- How long will the material be stored and what will you do with it at the end of the research project?
- Give name of the laboratory/institution.
- In which country the laboratory/institution is located?
- Confirm that material is fully anonymised or that consent for secondary use has been obtained.

3.1.4 Are they obtained from a biobank? If Yes,

- What is the name of the biobank?
- In which country the biobank is located?
- Give details of the legislation under which material is stored.

- Confirm that material is fully anonymised or that consent for secondary use has been obtained.

4. PERSONAL DATA

4.1 Does your research involve personal data collection and/or processing? If Yes,

- Give details of the technical and organisational measures to safeguard the rights of the research participants. For instance: For organisations that must appoint a DPO under the GDPR: Involvement of the data protection officer (DPO) and disclosure of the contact details to the research participants. For all other organisations: Details of the data protection policy for the project (i.e. project-specific, not general).
- Give details of the informed consent procedures.
- Give details of the security measures to prevent unauthorised access to personal data.
- How is all of the processed data relevant and limited to the purposes of the project ('data minimisation' principle)?
- Give details of the anonymisation /pseudonymisation techniques.
- Give justification of why research data will not be anonymised/ pseudonymised (if relevant).
- Give details of the data transfers (type of data transferred and country to which it is transferred – for both EU and non-EU countries).

4.1.1 Does it involve the processing of special categories of personal data (e.g. genetic, health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction.)? If Yes,

- Give justification for the processing of special categories of personal data.
- Why can the research objectives not be reached by processing anonymised/ pseudonymised data (if applicable)?

4.1.2 Does it involve processing of genetic, biometric or health data? If Yes,

- Confirm that you will obtain a declaration confirming compliance with the laws of the country where the data was collected.

4.1.3 Does it involve profiling, systematic monitoring of individuals or processing of large scale of special categories of data, intrusive methods of data processing (such as, tracking, surveillance, audio and video recording, geolocation tracking etc.) or any other data processing operation that may result in high risk to the rights and freedoms of the research participants? If Yes,

- Give details of the methods used for tracking, surveillance or observation of participants.
- Give details of the methods used for profiling.
- Describe risk assessment for the data processing activities.
- How will harm be prevented and the rights of the research participants safeguarded? Explain.
- Give details on the procedures for informing the research participants about profiling, and its possible consequences and the protection measures.

4.2 Does your research involve further processing of previously collected personal data (including use of pre-existing data sets or sources, merging existing data sets)? If Yes,

- Give details of the database used or of the source of the data.
- Give details of the data processing operations.

- How will the rights of the research participants be safeguarded? Explain.
- How is all of the processed data relevant and limited to the purposes of the project ('data minimisation' principle)?
- Give justification of why the research data will not be anonymised/ pseudonymised (if relevant).

4.3 Does your research involve publicly available data? If Yes,

- Confirm that the data used in the project is publicly available and can be freely used for the project.

4.4 Is it planned to export personal data from the EU to non-EU countries? If Yes,

- Details of the types of personal data to be exported.
- How will the rights of the research participants be safeguarded?

4.5 Is it planned to import personal data from non-EU countries into the EU? If Yes,

- Details of the types of personal data to be imported.

5. ANIMALS

5.1 Does your research involve animals? If Yes,

- Give details of the species and rationale for their use, numbers of animals to be used, nature of the experiments, procedures and techniques to be used.
- Give justification of animal use (including the kind of animals to be used) and why alternatives cannot be used.

5.2 Are they vertebrates? If Yes,

5.2.1 Are they nonhuman primates (NHP) (e.g. monkeys, chimpanzees, gorillas, etc.)? If Yes,

- Why are NHPs the only research subjects suitable for achieving your scientific objectives?
- What is the purpose of the animal testing?
- Where do the animals come from?

5.2.2 Are they genetically modified? If Yes,

- Give details of the phenotype and any inherent suffering expected.
- What scientific justification is there for producing such animals? Give details.
- What measures will you take to minimise suffering in breeding, maintaining the colony and using the GM animals?

5.2.3 Are they cloned farm animals? If Yes,

- Give details of the phenotype and any inherent suffering expected.
- What scientific justification is there for producing such animals?
- What measures will you take to minimise suffering in breeding, maintaining the colony and using the GM animals?

5.2.4 Are they an endangered species? If Yes,

- Why is there no alternative to using this species?
- What is the purpose of the research?

6. THIRD COUNTRIES

6.1 In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues? If Yes,

- Describe risk-benefit analysis.
- What activities are carried out in non-EU countries?

6.2 Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? If Yes,

- What type of local resources will be used and how exactly?

6.3 Do you plan to import any material from non-EU countries into the EU? If Yes,

- What type of materials will you import?
- Specify the materials and countries involved.

6.4 Do you plan to export any material from the EU to non-EU countries? If Yes,

- Give details of the type of materials to be exported.
- Specify the materials and countries involved.

6.5 Does your research involve low and/or lower middle income countries? If Yes,

6.5.1 Are any benefits-sharing actions planned? If Yes,

- Give details of the benefit sharing measures.
- Give details of the responsiveness to local research needs.
- Give details of the procedures to facilitate effective capacity building.

6.6 Could the situation in the country put the individuals taking part in the research at risk? If Yes,

- Give details of the safety measures you intend to take, including training for staff and insurance cover.

7. ENVIRONMENT & HEALTH and SAFETY

7.1 Does your research involve the use of elements that may cause harm to the environment, to animals or plants? If Yes,

- Describe risk-benefit analysis.
- Show how you apply the precautionary principle (if relevant).
- What safety measures will you take?

7.2 Does your research deal with endangered fauna and/or flora and/or protected areas? If Yes,

- Declare you will obtain specific authorisations (if required).

7.3 Does your research involve the use of elements that may cause harm to humans, including research staff? If Yes,

- Give details of the health and safety procedures.

8. DUAL USE

8.1 Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for

which an authorisation is required? If Yes,

- What goods and information used and produced in your research will need export licences?
- How exactly will you ensure compliance?
- How exactly will you avoid negative implications?

9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS

9.1 Could your research raise concerns regarding the exclusive focus on civil applications? If Yes,

- Explain the exclusive civilian focus of your research.
- Justify inclusion of military partners or military technologies (i.e. explain how they relate to civilian applications, e.g. in the context of law enforcement activities).

10. MISUSE

10.1 Does your research have the potential for misuse of research results?If Yes,

- Describe risk-assessment.
- Give details of the applicable legal requirements.
- Details of the measures to prevent misuse.

11. OTHER ETHICS ISSUES

11.1 Are there any other ethics issues that should be taken into consideration? If Yes,

- Please specify.

For more information about Ethics Self-Assessment, please see:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

12 Annexe 3 – Non binding example of letter of support

Letter of Commitment for MSCA-COFUND C2W from the <*Name of Partner Organisation*>supervisor

Name of supervisor: <*Name of supervisor*>
Position in the Organisation: <*Position in the Organisation*>
Department: <*Department*>
Institution: <*Institution*>
Address: <*Address*>
Email: <*email*>
Phone number: <*Phone number*>

I, <*Name of Supervisor*> confirm my commitment to support and supervise <Name of Researcher> during the whole project.

Free text:
<*It is mandatory to indicate the active participation in the project and the precise role of the researcher and the supervisor*>

Date: <*Date*>

Signature: <*Signature*>

Letter of Commitment for MSCA-COFUND C2W from the UMONS/UNamur PI and from the UMONS/UNamur Co-PI

Name of PI: *<Name of supervisor>*
Position in the Organization: *<Position in the Organisation>*
Research Unit/Institute: *<Department/Institute>*
Email: *<email>*
Phone number: *<Phone number>*

Name of Co-PI: <Name of supervisor>
Position in the Organization: <Position in the Organisation>
Research Unit/Institute: <Department/Institute>
Email: <email>
Phone number: <Phone number>

We *<Name of PI>,<Name of Co-PI>* confirm our commitment to support and supervise *<Name of Researcher>* during the whole project.

Free text:

<It is mandatory to indicate the active participation in the project and the precise role of the researcher and the PI/Co-PI>

Date: <*Date*>

Signature PI: <*Signature*> SignatureCc-PI <Signature>