

**GUIDE FOR APPLICANTS
COFUND-2012 INdAM INCOMING FELLOWSHIPS
IN MATHEMATICS AND/OR APPLICATIONS
COFUNDED BY MARIE CURIE ACTIONS
(INdAM IF)
Call 3 (deadline 10 December 2015, 17:00 Rome local time)**

Istituto Nazionale di Alta Matematica "F. Severi"

This Guide explains the principles of INdAM COFUND-2012 Incoming Fellowships in Mathematics and/or Applications Cofunded by Marie Curie Actions.

Disclaimer: the Guide has no legal value in itself, and thus does not supersede the Call Announcement (“Bando”).

Contents

1	The essentials	5
2	Getting started	9
3	About INdAM IF	11
3.1	General aspects	11
3.2	Eligible organisations	12
3.3	Eligible researchers	12
3.4	Typical Activities	14
3.5	Fellow obligations	15
3.6	Financial Regime	15
3.7	The Project Phase	16
4	How to apply	19
4.1	Turning your idea...	19
4.2	Proposal submission	20
5	What happens next	23
A	Annex 1 – Timetable	25
B	Annex 2 – Evaluation criteria	27
B.1	General	27

B.2	Before the evaluation	28
B.3	Individual evaluation of proposals	29
B.4	Panel review	31
C	Annex 3 – Instruction for part A	33
D	Annex 4 – Instructions for part B	37

Chapter 1

The essentials

What are the INdAM Incoming Fellowships in Mathematics and/or Applications cofunded by Marie Curie actions?

They are fellowships offered by INdAM in the framework of the European programme “Co-funding of Regional, National and International Programmes”. These fellowships offer to researchers from an EU Member State (other than Italy), an Associated Country (AC) or a Third Country the opportunity to be trained and to acquire new knowledge in an Italian high-level research organisation. Eligible researchers are encouraged to plan their period of international mobility within the framework of a coherent professional project, thus enhancing the possibility of future collaborative research links with Italian researchers and research organisations in their future research career.

Which countries are Associated Countries, and which ones are Third Countries?

Third Countries are countries which are neither EU Member States nor Associated Countries; the list of EU Member States is available in Table 1.1, and the list of Associated Countries is available in Table 1.2.

Who can apply?

Researchers who are not Italian nationals, and who at the date of the deadline are in possession of a doctoral degree or have at least 4 years full-time equivalent research experience after obtaining the degree which allows them to embark on a doctorate.

Which research topics are supported?

All domains of research in mathematics and/or its applications are eligible.

How does it work?

Proposals are submitted to INdAM by the individual researcher within the specified deadlines. Eligible proposals are evaluated by external independent experts against a series of predetermined criteria. Financial support will be provided to the selected proposals for a period of 24 months.

What does the funding cover?

Austria	Germany	Poland
Belgium	Greece	Portugal
Bulgaria	Hungary	Romania
Croatia	Ireland	Slovakia
Cyprus	Italy	Slovenia
Czech Republic	Latvia	Spain
Denmark	Lithuania	Sweden
Estonia	Luxembourg	United Kingdom
Finland	Malta	
France	Netherlands	

Table 1.1: List of the 28 EU Member States; see http://europa.eu/abc/european_countries/eu_members/index_en.htm

Albania
 Bosnia & Herzegovina
 Faroe Islands
 Iceland
 Israel
 Liechtenstein
 The Former Yugoslav Republic of Macedonia
 Republic of Moldova
 Montenegro
 Norway
 Serbia
 Switzerland
 Turkey

Table 1.2: List of FP7 Associated Countries, October 2011 version; see ftp://ftp.cordis.europa.eu/pub/fp7/docs/third_country_agreements_en.pdf

Funding includes a salary for the researcher and a contribution towards research-related costs.

How much funding is involved per fellowship?

The average annual funding will be € 50850 including a living allowance, a mobility allowance, a travel allowance and a research cost contribution, according to the following scheme:

- a living allowance:
it amounts to € 31200/year;
- a mobility allowance:
this is a payment of a fixed amount to cover expenses related to the mobility (relocation, family expenses, language courses, etc).
The mobility allowance amounts to € 8400/year, increased by an additional € 3600/year for researchers with family.
Supposing that 2/3 of fellows are with family and 1/3 are without family, the average amount can be estimated to € 10800/year.
- a travel allowance:
as in Table 3.2 in Annex 3 of the 2008 FP7 People Work Programme, it will be based upon the direct distance between the location of origin of the researcher and the host institution. Fellows are entitled to 2 travel allowances.
By considering the distribution of the distance of the current INdAM-COFUND fellows, the average amount of the travel allowance can be estimated to about € 1030/year.
- a research cost contribution (RCC1) to be paid by INdAM to the Host institution, either by a direct transfer or as a payment of invoices, in order to assure that the Host actually provides appropriate conditions to the fellow, such as: office/lab space, access to equipment, material and consumables, fees for scientific journals, hardware and software facilities (in particular for scientific computing), access to libraries, access to seminars, conferences, workshops and other scientific activities and events taking place in the Host Institution.
The RCC1 contribution amounts to € 5800 per year.
- a research cost contribution (RCC2) to be paid by INdAM directly to the fellow as reimbursement of expenses for the direct purchase of any material (excluding hardware) or consumable goods needed for his research, and of travel and living expenses for participation to scientific events.
The RCC2 contribution amounts to € 2000 per year.

How to apply?

This Guide contains the essential information for you to prepare and submit a proposal. You should also consult the relevant legal document (Call announcement) in order to better understand the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically.

Detailed instructions are available in this Guide.

Chapter 2

Getting started

Proposals must be submitted using a special web-based service before a strictly-enforced deadline. The Panel in charge of the selection evaluates all eligible proposals in order to identify those whose quality is sufficiently high for funding.

The basis for this evaluation is a peer-review carried out by independent experts. The successful candidates are those who enter within the number of offered fellowships.

This Guide for Applicants contains the essential information to guide you through the mechanics of preparing and submitting a proposal.

Chapter 3

About the INdAM Incoming Fellowships in Mathematics and/or Applications cofunded by Marie Curie Actions (INdAM IF)

3.1 General aspects

Purpose

The specific objectives of the INdAM IF can be described as follows.

This action aims to reinforce the scientific excellence of Italy inside the European Research Area (ERA) through knowledge sharing with incoming top-class researchers from Member States different from Italy, or Associated Country (AC) or Third Country to work on research projects in Italy, with the view to developing mutually-beneficial research co-operation between Italy and Member States different from Italy, Associated Country (AC) and Third Country. It aims to encourage these researchers to plan their period of international mobility within the framework of a coherent professional project and thus enhances the possibility of future collaborative research links with Italian researchers and research organisations in their future research career.

Researchers applying to this action need to identify and develop a research training project that will provide the means to reach professional maturity and independence and to add different/complementary scientific competencies to their careers (such as inter/multi-disciplinary research, research management skills and inter-sectoral mobility). A fundamental concept underlying this action is that of advanced training and life-long learning. In essence, the fellowship should enable the researcher to progress in the development of his/her career and should not represent a temporary solution. The fellowship is expected to be part of a structured, long-term professional development plan that is coherent with past achievements and clearly defines the future aims of the researcher.

Size

Proposals for INdAM IF involve a Host organisation established in Italy. The project proposals are presented by researchers who meet the eligibility criteria.

Duration

The fellowships have a duration of 24 months.

The topic of the Project

All domains of research in Mathematics and/or its applications are eligible for funding.

3.2 Eligible organisations

What type of organisations can be eligible as Host organisations?

Many different types of organisations can be chosen as Host organisation in INdAM IF:

- National organisations (e.g. universities, research centres etc);
- Commercial enterprises, especially those of small and medium size (SMEs);
- Non-profit or charitable organisations;
- International European interest organisations.

The Host organisation must be located in Italy.

3.3 Eligible researchers

To be able to participate in a INdAM IF, a number of eligibility criteria must be fulfilled at the time of the deadline for proposal submission. After the deadline, submitted proposals will be checked for eligibility. Those proposals that do not meet the criteria will not undergo scientific evaluation and will be rejected.

These eligibility criteria will be checked based on the information given by the applicant in the proposal. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal or because the applicant has not been awarded his or her PhD or has insufficient post-graduate research experience), the proposal will be immediately rejected.

Level of Experience

INdAM IF are directed exclusively at experienced researchers, defined as persons who either:

- i) have at least 4 years of research experience (full-time equivalent) after obtaining the university diploma that formally gives them access to doctoral studies (without having to acquire any further qualifications) in the country in which the degree/diploma was obtained or in the country where the fellowship is taking place;
- or
- ii) are already in possession of a doctoral degree.

The time limit to fulfil the above conditions is the date of the relevant call deadline. Once a researcher has obtained a diploma entitling her/him to commence doctoral studies the “clock” starts ticking. In the event that a researcher has taken a break from their research career for whatever reason (e.g. working outside research, family reasons, etc.), then the clock is stopped and only starts once they resume their research career.

Examples of eligible and ineligible applicants

There are two possible scenarios that can be illustrated by the following examples:

Scenario 1: At least 4 years research experience and no PhD

Example of an eligible applicant:

- graduated 4 years ago having obtained the degree allowing the researcher to commence doctoral studies. The researcher does not have a PhD but has worked full-time in research for the last 4 years prior to the deadline for proposal submission.

Example of an ineligible applicant:

- graduated 7 years ago having obtained the degree allowing the researcher to commence doctoral studies. The researcher does not have a PhD and has been working in research since graduation but only to a full-time equivalent of 3 years up until the deadline for proposal submission.

Scenario 2: Less than 4 years research experience but holding a PhD

Examples of eligible applicants:

- Awarded a PhD 2 years ago. The researcher has not been working in research ever since and has a total full time research experience of only 3 years.

- Graduated 3 years ago having obtained the degree allowing her/him to commence doctoral studies. The researcher obtains a PhD at the latest on the date of the deadline for proposal submission.

Example of an ineligible applicant:

- graduated 3 years ago, having obtained the degree allowing the researcher to commence doctoral studies. The researcher expects to obtain a PhD 2 months after the deadline for submission of applications.

Nationality conditions

Applicants to Incoming fellowships must not be Italian nationals and at the deadline for submission of proposals they must not have resided or carried out their main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately prior to the Call deadline. Short stays such as holidays are not taken into account.

Incompatibility

The fellowships are not cumulative with any other salary or income of any form. Fellowship holders may not under any circumstances receive income or expenses from the Institute other than what prescribed by Allegato 3 of the Call.

Full professors, associate professors and “ricercatori” in Italian universities, research workers of the State research institutions, permanently employed professors of foreign universities (“tenured positions”) are all excluded from entering the competition.

Candidates which, on the deadline for proposal submission, have received one or more fellowships offered under the terms of Law n. 240 of 30 December 2010 Art. 22 Comma 1 (“Assegno di ricerca”), for more than four years in total, are excluded from the competition, as well as applicants which have been offered an INdAM-COFUND or INdAM-COFUND-2012 fellowship from a previous call.

3.4 Typical Activities of a INdAM Incoming Fellowship

Training activities

The main activities of a INdAM IF fellow might include:

- Primarily, training-through-research under supervision by means of an individual personalised project
- Hands-on training activities for developing scientific (new techniques or instruments, etc.) and complementary skills (proposal preparation to request funding, patent applications, project management, tasks coordination, technical staff supervision, etc.)
- Inter-sectoral or interdisciplinary transfer of knowledge

- Capacity to build collaborations
- Taking active part in the scientific and financial management of the research project
- Developing organisational skills through organisation of training or dissemination events.

3.5 Fellow obligations

The winner of the fellowship should:

- start work within the date indicated in the appointment letter;
- work regularly on the research project at the host center, in particular by regularly attending scientific events held there;
- within 13 months after the start of the fellowship, submit to the President of INdAM a report on the research work performed during the first year of the fellowship.

The fellow, although expected to take part in some of the activities of the Istituto Nazionale di Alta Matematica, will be able to pursue their research work freely, without fixed working hours and mainly on the premises of the host institution.

From the start of the fellowship, the successful candidate is given the title of “Marie Curie fellow of the Istituto Nazionale di Alta Matematica”. In her/his scientific publications related to the research activity carried out while the fellowship is being awarded, the fellow must be mentioned as “Marie Curie fellow of the Istituto Nazionale di Alta Matematica”.

3.6 Financial Regime

The average annual funding will be € 50850, according to the following table:

Living allowance (€/year)	31200
Mobility / Travel allowance (estimated average €/year)	11850
Research cost contribution (€/year)	7800
Total (€/year)	50850

- travel allowance: as in Table 3.2 in Annex 3 of the 2008 People Work Programme, it will be based upon the direct distance between the location of origin of the researcher and the host institution. Fellows will receive 2 travel allowances.
- mobility allowance: a fixed amount to cover expenses related to the mobility (relocation, family expenses, language courses, etc). Mobility allowance amounts to € 8400/year, increased by an additional € 3600/year for researchers with family.

- research cost contribution 1 (RCC1): to be paid by INdAM to the host Institution either by a direct transfer, or as a payment of invoices, in order to assure that the Host actually provides appropriate conditions to the fellow, such as: office/lab space, access to equipment, material and consumables, fees for scientific journals, hardware and software facilities (in particular for scientific computing), access to libraries, access to seminars, conferences, workshops and other scientific activities and events taking place in the Host Institution;
- research cost contribution 2 (RCC2): to be paid by INdAM directly to the fellow as reimbursement of expenses for the direct purchase of any material (excluding hardware) or consumable goods needed for his research, and of travel and living expenses for participation to scientific events.

Researchers will be appointed under a status equivalent to a fixed amount fellowship (“assegno di ricerca”).

3.7 The Project Phase

Objective of the INdAM IF programme

INdAM IF are individual fellowships which aim at reinforcing the scientific excellence of Italy inside the ERA through knowledge sharing with incoming top-class researchers from Member States different from Italy, or Associated Country (AC) or Third Country to work on research projects in Italy, with the view to developing mutually-beneficial research co-operation between Italy and Member States different from Italy, Associated Country (AC) and Third Country. It aims to encourage these researchers to plan their period of international mobility within the framework of a coherent professional project and thus enhances the possibility of future collaborative research links with Italian researchers and research organisations in their future research career.

Project suspension

INdAM must be informed immediately of interruptions of fellows’ stays and appropriate justifications should be provided.

Stays away from host institution

The project must take place at the Host organisation premises. However, in some cases, stays away may be justified as part of collaboration.

As a general rule, researchers may not stay more than 30% of the duration of the fellowship away from the Host organisation unless such stays are indispensable to the execution of the project and have been explicitly foreseen in the proposal.

For stays away from the host premises not foreseen in the original proposal, permission should be requested in advance providing appropriate justifications. A written approval by the President of INdAM should be received before the stay is deemed authorised.

As an exception to this rule, there is no need to request permission from INdAM for short stays (maximum 10 working days per stay) such as conference attendance, training seminars etc. provided that they do not cumulatively exceed 10% of the duration of the project.

Chapter 4

How to apply

4.1 Turning your idea into an effective proposal

Focusing your planned work

Refer to the description of the INdAM IF in Chapter 3 of this Guide to check the eligibility criteria and any other special conditions that apply.

Refer also to the evaluation criteria against which your proposal will be assessed. These are given in Annex 2. Keep these in mind as you develop your proposal.

Other sources of help

A member of the administrative staff of INdAM will be available to answer to administrative and procedural questions regarding the application through an on-line help desk. A list of advisors will be made available to provide scientific assistance.

Finally INdAM will be available to contact perspective host institutions.

Ethical principles

Activities in INdAM IF should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union. Proposals which do not respect the ethical principles applied in FP7 will not be funded.

Experience tells that it is not very likely that in a research proposal in mathematics and/or its applications ethical issues might appear. If this will be the case, INdAM will follow the rules dictated by the Italian laws, when applicable, and the EU Commission ethical principles for FP7. In any case the fellowship proposals include an

ethical issue table, modelled on that of the Marie Curie fellowships, to be filled by the applicants. Proposals which do not respect the ethical principles applied in FP7 will not be funded. In particular the following fields of research shall not be financed (neither directly nor indirectly) under the INdAM-COFUND-2012 Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable;
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- research activities destroying human embryos, including for the procurement of stem cells.

Presenting your proposal

A proposal has three parts:

Part A will contain the administrative information about the proposal. The information requested includes a brief description of the work, contact details and characteristics of the applicant. This information will be encoded in a structured database for further computer processing to produce, for example, statistics, and evaluation reports. This information will also support the INdAM staff and the Panel during the evaluation process.

The information in Part A is entered through a set of on-line forms.

Part B is a “template”, or list of headings, rather than an administrative form (see *Annex 4* of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. Only black and white copies are used for evaluation and you are strongly recommended, therefore, not to use colour in your document.

Part B of the proposal is uploaded by the applicant into the web space dedicated to his/her proposal.

Part C is a scanned copy of a signed statement from the Legal Representative or the Director the Host institution, confirming the intention of hosting the candidate as a COFUND-2012 Fellow in case the selection is successful.

Part C of the proposal is uploaded by the applicant into the web space dedicated to his/her proposal.

Proposal language

The working language of the expert evaluators is English and proposals must be prepared in English.

4.2 Proposal submission

Proposals must be submitted electronically, using the INdAM website

<http://cofund.altamatematica.it>

and following the on-line instructions.

Proposals arriving at INdAM by any other means are regarded as “not submitted”, and will not be evaluated.

All the data that you upload is securely stored on a central server, and will not be examined by the panel or by any expert until the deadline expires.

As an applicant you should:

- register as interested in submitting a proposal to this call, by writing an e-mail to cofund@altamatematica.it;
- complete all the forms in Part A, pertaining to the proposal in general, and to your own administrative details;x
- following the template in Annex D, write Part B of the proposal, and when it is completed, upload the finished Part B;
- obtain a copy of the signed statement for Part C;
- submit the complete proposal, i. e. Part A, Part B and Part C.

Submitting the proposal

Completing the Part A forms in the website and uploading Part B and Part C does not yet mean that your proposal is submitted. Once you are happy with the current version of the proposal, you must expressly submit it by selecting “Submit”.

There are also restrictions to the name you give to the Part B and Part C file. You should only use alphanumeric characters. Special characters and spaces must be avoided.

When successfully submitted, the website displays a message that indicates that the proposal has been submitted.

If “Submit” is never selected, INdAM considers that no proposal has been submitted.

For Part B of the proposal you must use exclusively PDF (“portable document format”) compatible with Adobe version 3 or higher, with embedded fonts. Other file formats will not be accepted by the system.

The Part C file can be either in PDF format or in any commonly used image file format, such as JPG or PNG.

INdAM does not accept responsibility in case any uploaded file is not readable with commonly available tools.

About the deadline

Proposals must be submitted on or before the deadline specified in the Call announcement.

Part C of the proposal is subject to a later deadline, as specified in the Call announcement.

After the expiration of the deadline, it will be impossible to submit an application into the INdAM website.

Call deadlines are absolutely firm and are strictly enforced.

In the unlikely event of a failure of the INdAM web service due to breakdown of the server during the last 24 hours of this call, the relevant deadline will be extended by a further 24 hours. This will be notified by e-mail to all the applicants who had registered for this call by the time of the original deadline, and also by a notice on the Call page.

Ancillary material

Only a single PDF file comprising the complete Part B can be uploaded. The same applies to Part C. Unless otherwise specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will not be considered.

Chapter 5

What happens next

Shortly after the call deadline, the INdAM staff will send an acknowledgement of receipt to the e-mail address of the researcher given in the submitted proposal.

The sending of an acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

The INdAM staff will check that your proposal meets the eligibility criteria that apply to this call.

The selection committee in charge of the final decision will be a Panel appointed by the *Consiglio di Amministrazione* of INdAM (INdAM Board of Directors).

All eligible proposals will be evaluated by independent experts. Evaluation criteria and procedures are described in Annex 2 of this Guide.

Soon after the completion of the evaluation, the results will be finalised and all applicants will receive a letter containing information on the results of the evaluation, including the report giving the opinion of the experts on their proposal.

Based on the results of the evaluation by experts, the Panel draws up the final list of proposals for funding. The successful candidates are those who enter within the number of offered fellowships. Each applicant will receive a communication containing the final ranking and the comments of the Panel.

A redress procedure is available. The redress procedure is concerned with how the proposal was handled in the evaluation and eligibility-checking process, and is not an automatic re-evaluation; the judgement of appropriately qualified experts will not be called into question. The redress requests will be examined by a Committee appointed by the Consiglio di Amministrazione (Board of Directors) of INdAM.

Appendix A

Annex 1 – Timetable and specific information for this call

Notice: the following timetable is an indicative forecast; actual dates may slightly differ.

October 2015	Publication of call
10 December 2015 17:00 Rome local time	Deadline for submission of proposals
December 2015-April 2016	Evaluation of proposals
May 2016	Referees Evaluation Reports sent to applicants
May 2016	Final ranking and comments from the Panel sent to applicants
May-June 2016	Appointment letters sent to successful applicants
1 July 2016	Start of fellowships

Appendix B

Annex 2 – Evaluation criteria and procedures to be applied for this call

B.1 General

The selection committee in charge of the final decision will be a Panel appointed by the Consiglio di Amministrazione of INdAM (INdAM Board of Directors) according to the following guidelines.

The composition of the Panel must ensure:

- A high level of expertise;
- An appropriate range of competencies in mathematics and/or its applications;
- One or more representatives of private organisations;
- A gender balance (at least one third for each gender);
- Two or more non-national experts, and at least one third;
- At least five voting members.

Each Panel is in charge only for one call.

The composition of the Panel must avoid any possible conflict of interests.

In constituting the Panel, the Consiglio di Amministrazione takes into account the ability to appreciate the industrial and/or societal dimension of the proposals. Members of the Panel must also have the appropriate language skills required for the proposals to be evaluated.

The Panel establishes a list of national and international experts (referees) sufficiently ample to cover all the fields of interest for the call.

The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies in mathematics and/or its applications;
- A reasonable gender balance (at least one third for each gender);
- A reasonable balance of national and non-national experts;
- Regular rotation of experts.

In constituting the lists of experts, the Panel also takes account of their abilities to appreciate the industrial and/or societal dimension of the applicant proposals.

The Panel allocates each proposal to two referees, taking account of the fields of the candidate proposals and avoiding conflicts of interest.

Referees perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign a confidentiality and conflict of interest declaration before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation. Under no circumstance may an expert attempt to contact an applicant on his own account, either during the evaluation or afterwards.

Referees are acting individually; they do not discuss the proposal with each other, nor with any third party. Referees record their individual opinions giving scores and also comments against the evaluation criteria. When scoring proposals, referees will only apply the above evaluation criteria. Referees will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal. Concise but explicit justifications will be given for each score.

B.2 Before the evaluation

On receipt by the INdAM staff, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by the INdAM staff before the evaluation begins. Proposals which do not fulfil eligibility criteria will not be included in the evaluation.

For this call a proposal will only be considered eligible if it meets all of the following conditions:

- It is received by the INdAM before the deadline given in the call announcement
- It is complete (i.e. both the requested administrative forms and the proposal description are present)
- At the date of the Call deadline, the researcher either
 - (i) is in possession of a doctoral degree (independently of the time taken to acquire it)or
 - (ii) has at least four years of full-time equivalent research experience, including the period of research training, after obtaining the degree/diploma which formally allowed her/his to embark on a doctorate in the country in which the degree/diploma was obtained or or in the country where the fellowship is taking place (irrespective of whether or not a doctorate was envisaged)

- The researcher is not an Italian national
- At the deadline for submission of proposals, the researcher must not have resided or carried out his/her main activity (work, studies, etc.) in Italy for more than 12 months in the 3 years immediately prior to the Call deadline.

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the experts will be instructed to disregard any excess pages.

B.3 Individual evaluation of proposals

This part of the evaluation may be carried out on the premises of the experts concerned (“remotely”).

At the beginning of the evaluation, experts will be briefed by the Panel, covering the evaluation procedure, the experts’ responsibilities, and other relevant material.

Each proposal will first be assessed independently by at least two experts, chosen by the Panel from the list of experts taking part in this evaluation.

The proposal will be evaluated against pre-determined evaluation criteria: five criteria, each of them containing subcriteria. Evaluation scores will be given for each of the five criteria, and not for the sub-criteria. The subcriteria are issues that the expert should consider in the assessment of the relevant criterion. They also act as reminders of issues to raise later during the discussions of the proposal.

Each criterion will be scored out of five. Scores will be awarded with a resolution of one decimal place.

The criteria and the subcriteria are described in Table B.1.

The scores indicate the following with respect to the criterion under examination:

- 0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information
- 1 - Very poor. The criterion is addressed in a cursory and unsatisfactory manner.
- 2 - Poor. There are serious inherent weaknesses in relation to the criterion in question.
- 3 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
- 4 - Good. The proposal addresses the criterion well, although certain improvements are possible.
- 5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The thresholds and weightings for the different criteria are summarized in Table B.2.

Referees perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including a confidentiality and conflict of interest declaration

<i>S&T Quality</i>	<i>Training</i>	<i>Researcher</i>	<i>Implementation</i>	<i>Impact</i>
Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Scientific and technological quality of previous research	Quality of infrastructure/facilities and international collaborations of the Host organisation	Potential of acquiring competencies during the fellowship to improve the prospects of reaching a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training
Research methodology	Additional scientific training offered, including acquisition of complementary skills	Results including publications, teaching etc., taking into account the level of experience	Feasibility and credibility of the project, including work plan	Contribution to career development, or reestablishment after a career break where relevant
Originality and innovative nature of the project and relationship to the “state of the art” of research in the field			Practical and administrative arrangements, and support for the hosting of the fellow	Potential for creating long term collaborations and mutually beneficial co-operation between Italy and the country of origin
Timeliness and relevance of the project		Match between the fellow’s profile and project		

Table B.1: Criteria and subcriteria for Incoming fellowships.

before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

The referees are acting individually; they do not discuss the proposal with each other, nor with any third party. The referees record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, referees will *only* apply the above evaluation criteria.

Referees will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Evaluation criterion	S&T Quality	Training	Researcher	Implementation	Impact
Threshold	3	3	3	N/A	N/A
Weighting (in %)	15	10	60	5	10

Table B.2: Thresholds and weightings

Concise but explicit justifications will be given for each score. Recommendations for improvements will be given, if needed.

The referees will also comment on strengths and weaknesses of the proposal under examination.

Signature of the IAR also entails a declaration that the expert has no conflict of interest in evaluating the particular proposal.

Examples of the evaluation forms and reports that will be used by the referees in this call will be made available on INdAM website.

B.4 Panel review

This is the final step of the evaluation.

The main task of the Panel is to establish a ranked list of the proposals which passed all evaluation thresholds.

The final score of each proposal is computed by averaging the overall score assigned by each referee, which in turn is given by the weighted average of the scores of the five criteria, according to the weights reported in the above table.

There is no consensus meeting between the two referees; the average of all scores is computed.

In order to consider the merit of reentries in the scientific activity after career breaks, the overall scores of candidates who document career breaks in their curricula will be increased of 0.5% per each year of career break (and proportionally for fraction of year) up to 4 years (i.e. 2% maximum increase of score)

The tasks of the Panel will also include:

- Deciding about eligibility of candidates without a doctorate who must have the required alternative scientific experience.
- Reviewing cases where there are strongly different opinions between the referees. In such cases the Panel can allocate the proposal to a third referee, in particular when the difference between the scores of the referees is greater than 1.5 (e.g. 30 per cent of the maximum possible score), provided that the proposal passes all the thresholds for at least one of the two referees.
- Deciding a priority order for proposals with the same score.

The Panel final report should record:

- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the Panel priority order
- A list of evaluated proposals having failed one or more thresholds
- A list of any proposals having been found ineligible during the evaluation by experts

- A summary of any the deliberations of the Panel
- In case the percentage of successful candidates of a gender is less than one half of the percentage of the candidates of the same gender, the selection Panel will be asked to mention and if possible to give some explanation of such large difference in the final report.

The successful candidates are those who enter within the number of offered fellowships.

In case for any reason one or more of the successful candidates withdraw, they are replaced by the candidates in a reserve list (the list of proposals having passed all thresholds), following the Panel priority order. Each call contains information about the time of validity of the reserve list.

Appendix C

Annex 3 – Instructions for completing “part A” of the proposal

In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the Host organisation, section A3 gives details of the applicant researcher.

How to complete the forms (A1 to A3)

The following notes are for information only. They should assist you in completing the A part of your proposal. On-line guidance will also be available.

Section A1 – Information on the Proposal

Proposal Title The title should be no longer than 200 characters.

Proposal Acronym The short title or acronym will be used to identify your proposal efficiently in this call. It should be of no more than 20 characters (use standard alphabet and numbers only; no symbols or special characters please).

The same acronym should appear on each page of part B of your proposal.

Keywords Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is a limit of 200 characters.

Abstract The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, and how they will be achieved. This summary will be used as the short description of the

proposal in the evaluation process. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. There is a limit of 2000 characters.

Ethical Issues in Part B Please choose YES or NO on the following basis. In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table “RESEARCH ETHICAL ISSUES”. If your proposal involves any of the sensitive ethical issues detailed in the table, please choose “YES” in this field; otherwise, choose “NO”.

Similar project submitted in a previous INdAM-COFUND call Please choose YES or NO on the following basis.

If you did not submit any project in a previous INdAM COFUND or INDAM COFUND-2012 call, then choose “NO”.

If you submitted a similar project in a previous INdAM COFUND or INDAM COFUND-2012 call, then choose “YES”.

If you submitted one or more projects in previous INdAM COFUND or INDAM COFUND-2012 call, but none of them are similar to this project, then choose “NO”.

Section A2 – Information on the Host organisation

Organisation Legal name For Public Law Body, it is the name under which the organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body;

For Private Law Body, it is the name under which the organisation is registered in the national Official Journal (or equivalent) or in the national company register.

Organisation Short Name Choose an abbreviation of the Organisation Legal Name, only for use in this proposal and in all related documents.

This short name should not be more than 20 characters exclusive of special characters (. / ; '), e.g. “CNRS” and not “C.N.R.S.”. It should be preferably the one as commonly used, e.g. “IBM” and not “Int.Bus.Mac.”.

Legal address For Public and Private Law Bodies, it is the address of the entity’s Head Office.

If the address is specified by an indicator of location other than a street name and number, please insert this instead under the “street name” field and “N/A” under the “number” field.

Status Please select one of the following options:

Non-profit organisation A legal entity qualified as such when it is recognised by national or international law.

Public body Any legal entity established as such by national law.

Research organisation A legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.

Higher or secondary education establishment An organisation only or mainly established for higher education/training (e. g. universities, colleges, etc.).

International Organisation An intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation.

International European Interest Organisation An international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

Entity composed of one or more legal entities European Economic Interest Groups, Joint Research Units, Enterprise Groupings, Decision DL/2003/3188 27.11.2003

Commercial Enterprise Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

Authorised representative to commit the organisation for this proposal Please indicate the contact details of the person in the Host Organisation who would be authorised to commit the organisation for this proposal

Title Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.

Phone and fax numbers Please insert the full numbers including country and city/area code.

Valid examples:

- +32-2-2991111
- (+32) 2 2991111
- +3222991111

Personal supervisor (optional)

Each candidate will identify a scientific staff member of the hosting structure as contact point and supervisor of his/her project. If the application does not contain any indication, then the supervisor will be assigned by INdAM, in agreement with the fellow and the Director of the Host Institution after the selection. In any case the indication of a supervisor will not have any impact on the evaluation. If the application is successful, the personal career plan of the fellow will be implemented with the help of the supervisor.

Section A3 – Information on the Researcher

Nationality Not Italian.

Contact Address Fill in only the fields forming your complete postal address.

If your address is specified by an indicator of location other than a street name and number, please insert this instead under the “street name” field and “N/A” under the “number” field.

University Degree Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications.

Wrong or missing information may cause your proposal to be ineligible.

Doctorate Please specify the date of award of a doctoral degree using the format (YYYY-MM-DD).

Wrong or missing information may cause your proposal to be ineligible.

Doctorate expected before the deadline If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience on the date of the relevant deadline for submission of proposals.

Wrong or missing information may cause your proposal to be ineligible.

Full-time postgraduate research experience The information provided in these fields should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal.

Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications.

Wrong or missing information may cause your proposal to be ineligible.

Number of months Indicate the number of equivalent full-time months.

Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since their graduation, this time will not count as "full-time post graduate research experience".

Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time).

Description Provide a description of the research experience.

Please note that the applicant may be asked to produce evidence of this experience at any stage.

Place of activity/place of residence (previous 5 years) Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies) during the last 5 years up until the deadline for the submission of the proposal. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).

From / To Indicate the starting date and the end date of each period using the format: YYYY-MM-DD, starting with the most recent period. The first date must be the call deadline. There must be no gaps between the periods.

Country Indicate the name of the country where the place of activity or residence for each period is located.

Appendix D

Annex 4 - Instructions for drafting “part B” of the proposal

The fellowships are described in Chapter 3 of this Guide; please read it carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you in presenting important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see Annex 2).

The maximum length of part B is 25 pages (excluding table of contents, as well as start and end pages).

The font should correspond to Times New Roman, size 12 pt, with single line spacing and standard margins of 2 cm.

Please make sure that:

- you use the correct template to prepare your proposal;
- Part B does not exceed the maximum number of pages;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. We recommended using the numbering format “Part B - Page X of Y”.

PART B

“PROPOSAL ACRONYM”

Table of Contents

(To draft PART B of proposals applicants should take into account the following structure. If required for an adequate description of their project, applicants may wish to add further headings.)

- **B.1 SCIENTIFIC AND TECHNOLOGICAL QUALITY**
 - Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
 - Research methodology
 - Originality and Innovative nature of the project, and relationship to the “state of the art” of research in the field
 - Timeliness and relevance of the project
- **B.2 TRAINING**
 - Clarity and quality of the research training objectives for the researcher
 - Additional scientific training offered, including acquisition of complementary skills
- **B.3 RESEARCHER**
 - Scientific and technological quality of previous research
 - Research results including publications, teaching, etc., taking into account the level of experience
 - Match between the fellow’s profile and project
- **B.4 IMPLEMENTATION**
 - Quality of infrastructure/facilities and International collaborations of the Host
 - Feasibility and credibility of the project, including work plan
 - Practical and administrative arrangements, and support for the hosting of the fellow
- **B.5 IMPACT**
 - Potential of acquiring competencies during the fellowship to improve the prospects of reaching a position of professional maturity, diversity and independence, in particular through exposure to complementary skills training
 - Contribution to career development, or re-establishment after a career break where relevant
 - Potential for creating long term collaborations and mutually beneficial cooperation between Italy and the country of origin.
- **B.6 ETHICAL ISSUES**

B.1 SCIENTIFIC AND TECHNOLOGICAL QUALITY

(maximum 8 pages)

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

Outline the research objectives against the background of the state of the art, and the results hoped for. Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or socio-economic reasons for carrying out further research in the field covered by the project. If relevant, provide information on interdisciplinary / multidisciplinary and/or inter-sectorial aspects of the proposal.

Research methodology

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

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.

Timeliness and relevance of the project

Describe the appropriateness of the research proposed against the state of the art and outline the benefit that will be gained from undertaking the project.

B.2 TRAINING

(maximum 2 pages)

Clarity and quality of the research training objectives for the researcher

Explain in detail which will be the training objectives of the proposal and how these can be beneficial for the development of an independent research career.

Additional scientific training offered, including acquisition of complementary skills

How will the training provided contribute to adding different/complementary scientific competencies to the career of the fellow? Outline complementary training and skills expected during the execution of the project (such as research management, presentation skills, etc.).

B.3 RESEARCHER

(maximum 7 pages which includes a CV and a list of main achievements)

Scientific and technological quality of previous research

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 publications, teaching etc., taking into account the level of experience

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 (250 words) of maximum three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

Match between the fellow's profile and project

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

B.4 IMPLEMENTATION

(maximum 6 pages)

Quality of infrastructure/facilities and International collaborations of the Host

The proposal must explain the level of experience of the host institution on the research topic proposed, including international collaborations.

The facilities available in the host and their adequacy to the research project should be mentioned.

Information on the capacity to provide training in complementary skills that can further aid the fellow should be included.

The host's qualities and capabilities to absorb and make use of the experience gained by the fellow should be described.

Feasibility and credibility of the project, including work plan

Provide a work plan that includes the goals that can help assess the progress of the project.

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

The applicant should describe what practical arrangements are in place to host him/her, including what support will be given to her/him to settle in Italy.

B.5 IMPACT

(maximum 2 pages)

Potential of acquiring competencies

Describe the fellow's potential of acquiring (complementary) competencies and skills during the fellowship and which impact this will have on the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.

Explain how the newly acquired skills and knowledge will be absorbed by the Host organisation.

Contribution to career development or re-establishment

How will the fellowship contribute in the medium and long-term to the development of the Fellow's career?

In the case of a fellow returning to research, how will his/her re-establishment be helped by the fellowship?

Potential for creating long term collaborations and mutually beneficial co-operation between Italy and the country of origin

What is the likelihood of continuing the collaboration between the Host and the researcher's country of origin after the end of the fellowship?

B.6. ETHICAL ISSUES

The Programme is devoted to support research in “mathematics and/or its applications”; therefore proposals which contemplate experiments on humans, animals and human embryonic stem cells will be ruled out as they are not included in the range of research themes of the Programme.

In case the proposed research needs experimental data to be processed, they should be acquired through scientific literature or scientific communications.

In any case the following fields of research shall not be financed (neither directly or indirectly) under the INdAM-COFUND-2012 Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable;
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- research activities destroying human embryos, including for the procurement of stem cells.

In this section, you should describe any ethical issues that may arise in your proposal, either directly or indirectly. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject.

The following special issues should be taken into account:

- **Informed consent:** when describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of individuals leaving the study prematurely.
- **Data protection issues:** avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identity of the data is protected.
- **Use of animals:** where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments.
- **Human embryonic stem cells:** research proposals that will involve human embryonic stem cells (hESC) will have to comply with the rules dictated by the Italian law and the ethical principles applied in FP7.

Proposals which do not respect the ethical principles applied in FP7 will not be funded.

Note: any ethical review will be performed solely on the basis of the information available in the proposal.

	YES/NO	PAGE NUMBER(S)
Informed Consent		
Does the proposal involve children?		
Does the proposal involve patients or persons not able to give consent?		
Does the proposal involve adult healthy volunteers?		
Does the proposal involve Human Genetic Material?		
Does the proposal involve Human biological samples?		
Does the proposal involve Human data collection?		
Research on Human embryo/foetus		
Does the proposal involve Human Embryos?		
Does the proposal involve Human Foetal Tissue / Cells?		
Does the proposal involve Human Embryonic Stem Cells?		
Privacy		
Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
Does the proposal involve tracking the location or observation of people?		
Research on Animals		
Does the proposal involve research on animals?		
Are those animals transgenic small laboratory animals?		
Are those animals transgenic farm animals?		
Are those animals cloning farm animals?		

Are those animals non human primates?		
Research Involving Developing Countries		
Use of local resources (genetic, animal, plant, etc.)		
Benefit to local community (capacity building, i. e. access to healthcare, education, etc.)		
Dual Use		
Research having potential military / terrorist application		
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		