Corso di Formazione in
Progettazione nelle Azioni Marie Curie – bandi Individual Fellowships

GoToTraining Platform, 18, 21, 22 May 2020

This course aims at providing participants with key tools and tips to build successful Marie Curie project proposals, in response to the recently published Individual Fellowship call for proposal. The thorough analysis of the proposal templates will allow participants to acquire the competences needed to complete the administrative, technical and financial sections of the proposals.
During the course templates and ready-made sections will be shared with participants, so as to facilitate the drawing up of their application forms.

MAIN CONTENTS
- Introduction to Marie Curie Actions and presentation of IF Actions' features
- Analysis of the relevant websites (e.g. Funding and Tenders Portal) and support tools made available by the European Commission (e.g. EURAXESS) to prospective beneficiaries
- Analysis of the structure of the calls for proposals and hints to quickly identify suitable calls
- Analysis of the proposal submission procedure: functioning of the Participant Portal Submission Service (PPSS)
- Filling in the Administrative Forms: data of the Fellow and of the Host institution, budget, ethics issues and calls specific sections
- Indications to draw up the Technical Annex of the proposal: guided analysis of the application form, with particular focus on the:
  - ✓ elaboration of the *Excellence* Section: identification of project objectives and structuring of Work-packages, paying particular attention to the definition of *Training* and *Knowledge-sharing* activities
  - ✓ elaboration of the *Impact* Section: identification of impacts as well as of methods and tools for disseminating, communicating and exploiting project results
  - ✓ elaboration of the *Implementation* Section: identification of Work-packages, Deliverable and Milestones; definition of project management structures; risks analysis and contingency measures.
- How to identify and address ethics issues
- Evaluation criteria for Marie Curie project proposals.

TRAINER:

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Course Programme

Monday 18th May 2020

14.00-14.10	Registration of participants
14.10-15.00	Introduction to the Marie Curie Actions and of the features of the Individual Fellowships
15.00-15.10	Break
15.10-16.00	Project configuration: Beneficiaries and Partner organisations. Overall eligibility criteria
16.00-16.10	Break
16.10-17.00	How to register the project and how to fill in the administrative section of the proposal
17.00-17.10	Break
17.10-17.40	Information to be requested to the Host Institutions and to Partner Organisations (if any) Short guidance on how to identify and address ethic related issues and what to request to participating organisations
17.40-18.00	Questions and answers

Thursday 21st May 2020

14.00-14.10	Registration of participants
14.10-15.20	How to write the CV (Section 4)
15.20-15.30	Break
15.30-16.20	How to write the Excellence section: identification and description of the research project
16.20-16.30	Break
16.30-17.20	How to write the Excellence section: identification and description of the training programme; how to finalise the section project Questions and answers on the Excellence Section
17.20-17.30	Break
17.30-18.00	Section Impact: how to write the Impact Section with respect to the Fellows' career prospects

Friday 22nd May 2020

14.00-14.10	Registration of participants
14.10-15.00	Section Impact: how to disseminate, communicate and exploit project results
15.00-15.10	Break
15.10-16.00	Section Implementation: how to identify Work-packages, Deliverables, Milestones, Timescales. Analysis of some Work-packages derived from successful projects
16.00-16.15	Break
16.15-17.00	Section Implementation: how to describe the project overall management and the risk mitigation measures
17.00-17.10	Break
17.10-17.40	How to write the project abstract and how to finalise the project Concise information regarding the evaluation process
17.40-18.00	Questions and answers

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