



FP6 Marie Curie Research Training Network

European Virtual Anthropology Network

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Handbook

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This handbook provides a short description of the most important administrative issues reflected of EVAN. It does not lay claim to completeness and **under no circumstances can it be considered proper replacement for studying the official documents of EVAN (Proposal, EVAN Contract) as well as relevant documents of the European Commission** regarding instructions for RTNs and financial issues.

You can find more publications on:

http://europa.eu.int/comm/research/fp6/mariecurie-actions/information/publications_en.html

Literature used:

- EVAN-Contract
- Consortium Agreement
- Annex I
- Annex II
- Annex III
- Marie Curie Research Training Networks (RTN) Handbook, 4th Edition, June 2005
- Negotiation Guide
- Reporting Guide
- Financial Guidelines

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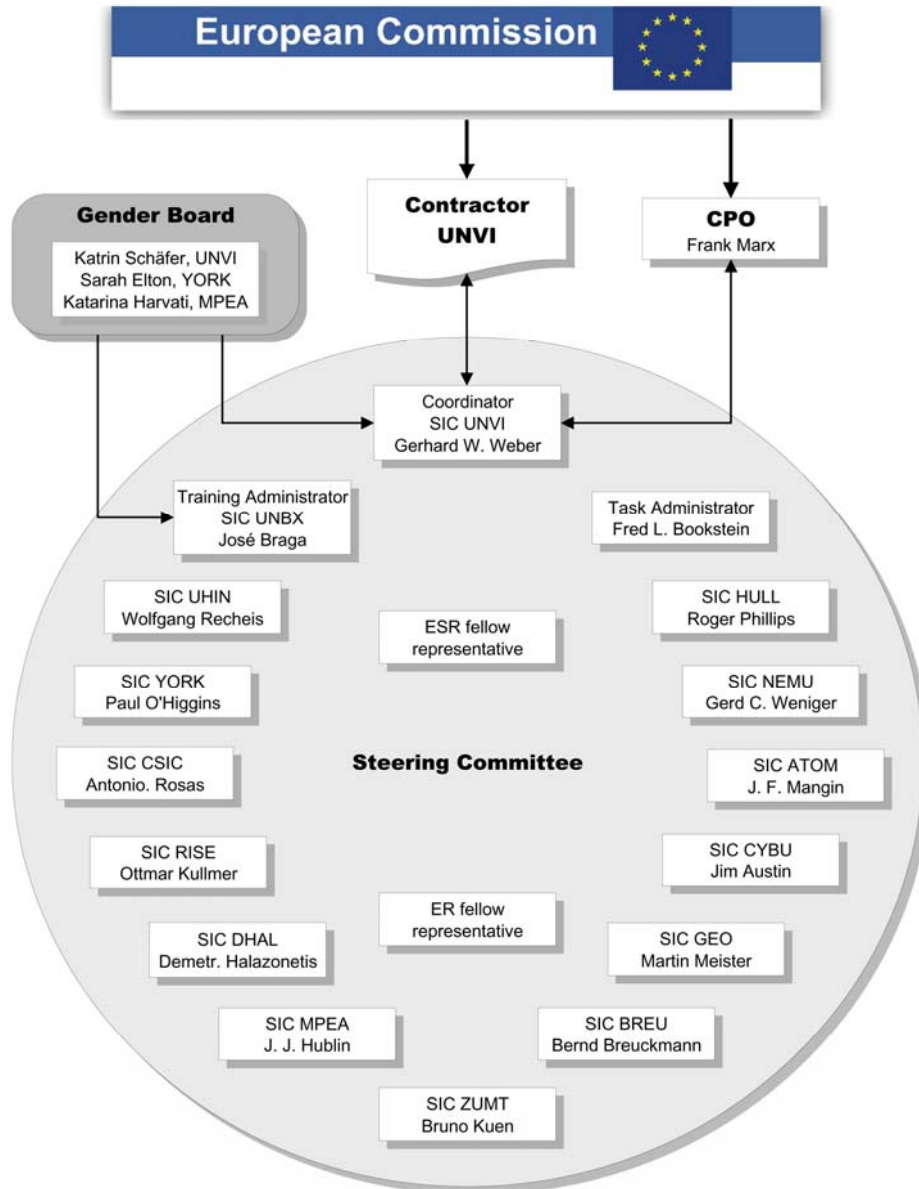


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2. EVAN Management



3. Appointment of Fellows

During the negotiations, we defined (CPF) how many person month early-stage researchers (ESR) and experienced researchers (ER) have to be appointed by each partner. We planned 356 person-months or 18 Early Stage Researchers and 168 person months or 14 Experienced Researchers.

3.1. Eligible researchers

Early-stage researchers are defined in the Work Programme section 2.5.3 Annex as follows:

“Early-stage researchers are defined as researchers in the first 4 years (full-time equivalent) of their research activity, including the period of research training.

The reference period to qualify for an early stage training activity:

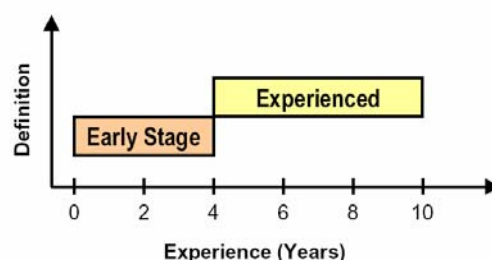
- *Is counted from the diploma giving access to doctoral studies (the degree must entitle the holder to embark on doctoral studies, without having to acquire any further qualifications) in the country in which the diploma was obtained,*
- *Covers the first 4 years of experience in research or the period until a doctoral degree is obtained, whichever is shorter.*

Persons who have obtained a doctoral are ineligible for the early stage actions, independently of the time taken to acquire it.”

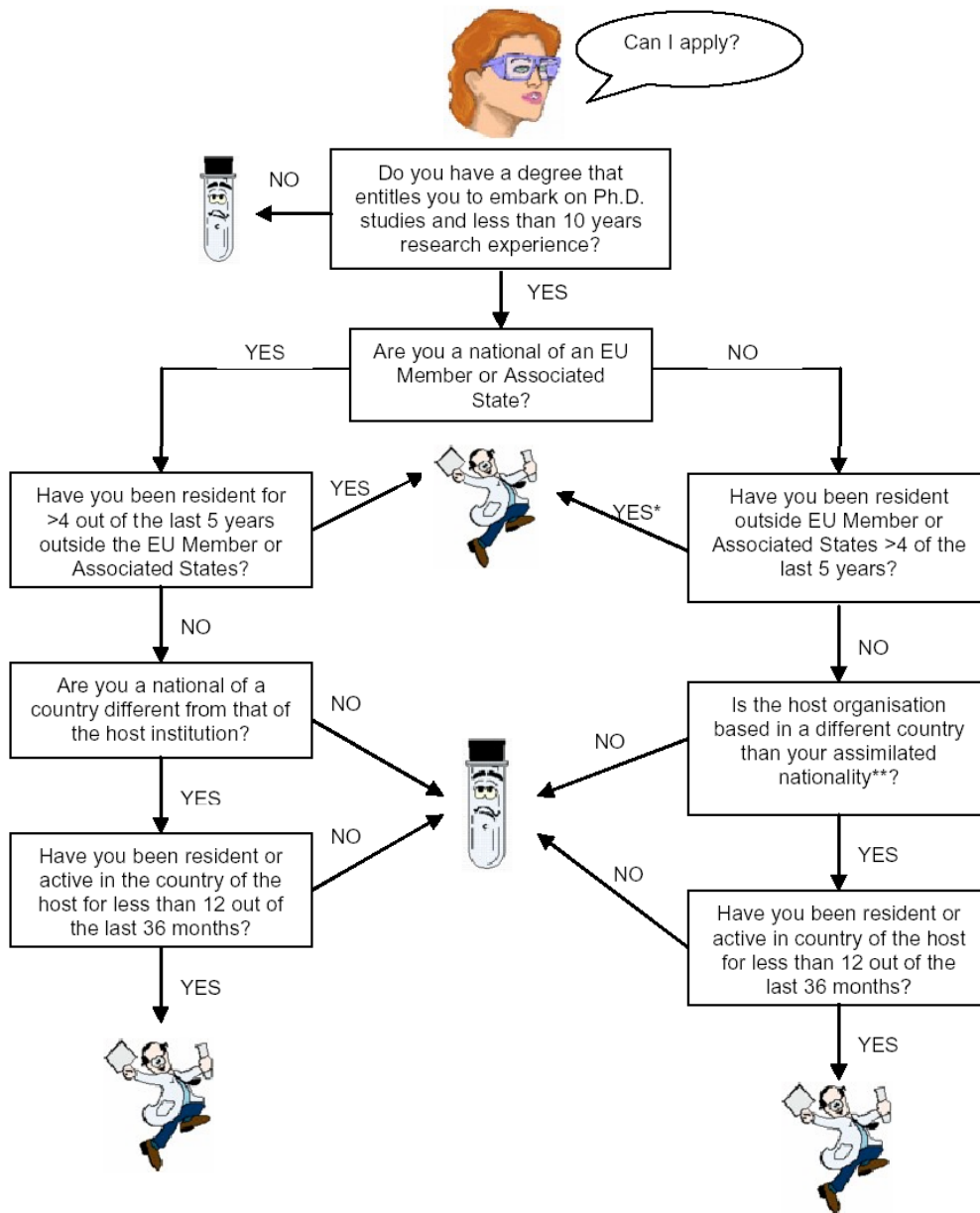

Experienced researchers are defined in the Work Programme section 2.5.3 and 2.3.1.1 as follows:

“Experienced researchers are defined as researchers having at least 4 years of research experience (full-time equivalent) since gaining a university diploma giving them access to doctoral studies (the degree must entitle the holder to embark on doctoral studies, without having to acquire any further qualifications), in the country in which the degree/diploma was obtained or researchers already in possession of a doctoral degree, independently of the time to acquire it.

Researchers with more than 10 years of research experience (full-time equivalent), counting from the time the degree/diploma was obtained and giving access to embark on a doctorate in the country where it was awarded will not be eligible for selection.”



INDICATIVE CONDITIONS FOR APPOINTMENT ON RTN FUNDING

.....not eligible



.....eligible

3.2. EU Member and Associated States

Member States	Countries associated to FP6	
	Candidate Countries	Other countries
Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom	Bulgaria, Romania and Turkey.	Iceland, Israel, Liechtenstein, Norway and Switzerland.

Two balances are very important for EVAN to be successful:

- Not more than 30% of the number of funded researcher-month can be used for third country fellows.
- Take all necessary and reasonable measures to select at least 40 % woman researchers in the project. That is also an important quality indicator for the success of the project.

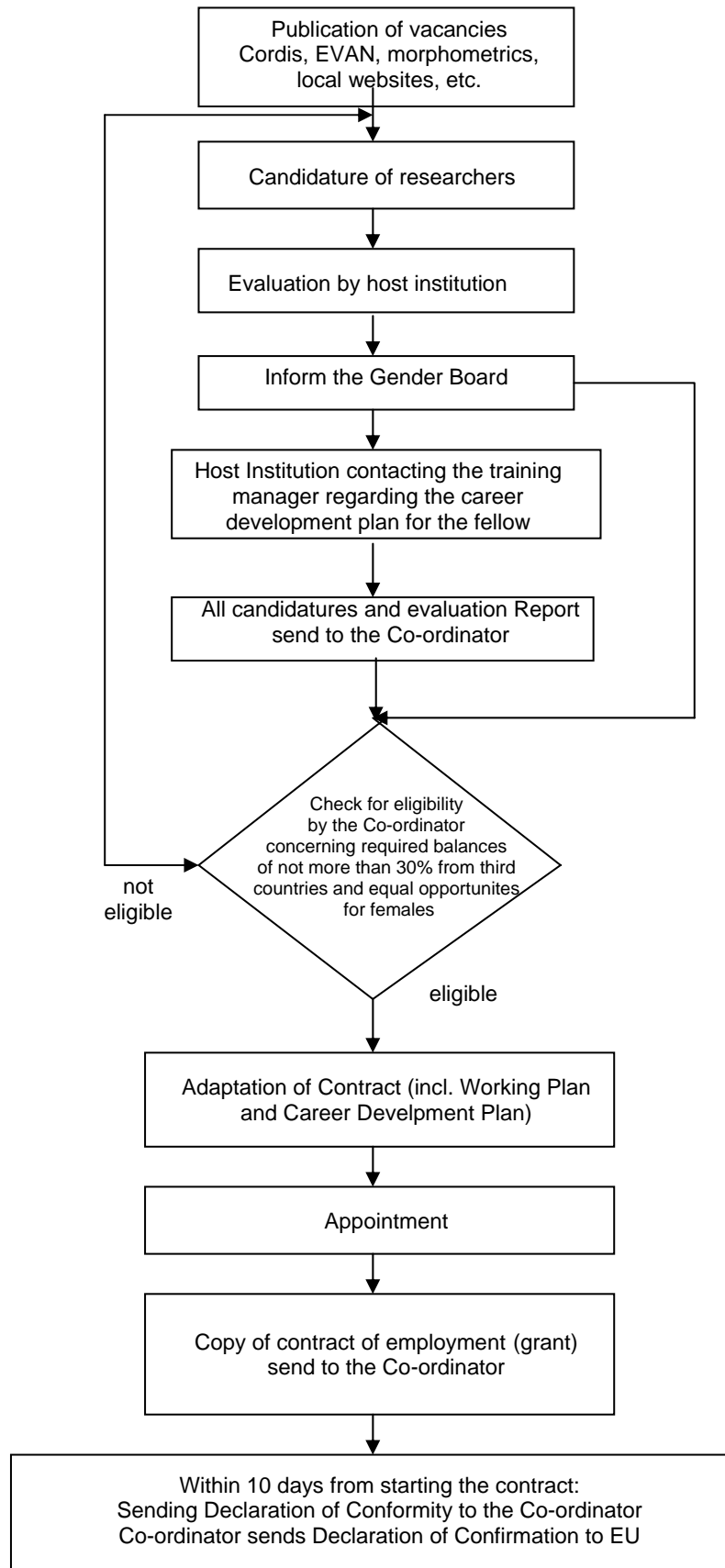
3.3. Appointment procedure

For the appointment of fellows the following procedure has to be undertaken:



EVAN
setting landmarks
in science ●●

APPOINTMENT PROCEDURE



3.4. Contract of the fellow

For the contract of the fellows, Annex III.4 is a very important source of information. It is essential to study these provisions carefully. All appointments have to be implemented into the contract. It is highly recommended to use the template, because all the necessary provisions are already included. For the European Commission, the fellows are considered as a third-party, meaning that there is no direct contractual link between the fellow and the European Commission.

Annex III.4:

The *contract with the fellows* shall specify in particular:

- a) the name of the scientist(s) in charge of supervising the *researcher human resources and mobility activities* as well as a description (abstract) of these activities when a *Personal Career Development Plan* is not required; I Career development plan is not required if the contract lasts less than 6 months.
- b) the amounts that the *researcher* is entitled to receive from the *contractor* pursuant to this *contract* and the arrangements for payment of the amounts due to the *researcher*;
- c) any additional contribution paid by the *contractor* to the *researcher* for the purpose of this *project* and the arrangements for payment of this amount;
- d) any amount deducted, subject to a legal justification;
- e) that, the *researcher* shall not be allowed to receive, for his/her *researcher human resources and mobility activities*, other incomes than those received from the *contractor* pursuant to points b) and c) of this paragraph;
- f) the conversion and exchange rate(s) used, including the reference date(s) and source(s), when payments are made in a national currency other than the Euro;
- g) the law applicable to the *agreement*;
- h) the social security coverage provided to the *researcher*, in conformity with Article III.2.2.c);
- i) the provisions for annual and sickness leave according to the internal rules of the *contractor*;
- j) that the *researcher* must devote him/herself full-time to his/her *researcher human resources and mobility activities* unless there are duly justified reasons connected to personal or family circumstances;
- k) the description and the timetable for the implementation of the *researcher human resources and mobility activities*, in case that those activities are split in several separate periods;
- l) the total duration of the *agreement*, the nature and the date of the appointment of the *researcher* in terms of status, provided that the requirements set forth in Article III.2.2.c) and d) as well as in Article III.8.1.a) are respected and that the working conditions are comparable to those awarded to local researchers holding a similar position;
- m) the location(s) where the *researcher human resources and mobility activities* will take place;
- n) that the *researcher* shall inform the *contractor* as soon as possible of circumstances likely to have an effect on the performance of the *contract* or the *agreement*, such as:
 - where applicable, any significant modification relating to his/her *Personal Career Development Plan*;
 - a pregnancy or a sickness that may directly have an effect on the implementation of the

agreement;

o) the arrangements between the *contractor* and the *researcher* during and after the *researcher human resources and mobility activities* relating to intellectual property rights, in particular the access to the *pre-existing know-how*, the use of *knowledge*, publicity and confidentiality provided that they are compatible with the provisions in Articles II. 9, 12, 29, 30, 31, 32, 33 and Articles III. 6, 7, 9 and 10;

p) that the *researcher* shall commit him/herself to complete, sign and transmit to the *contractor* the evaluation and follow-up questionnaires referred to in points k) and l) of Article III.2.2;

q) that the *researcher* shall commit him/herself to keep the *contractor* informed for three years following the end of the *project* of any change in his/her contact details;

r) that the *researcher* will acknowledge the support of the *Community* under a *Marie Curie Research Training Network* in any related publications or other media in accordance with Article III.7.

Within 20 days of the appointment of the *researcher*, the *contractor* shall transmit to the *Commission*, via the *co-ordinator*, a signed declaration on the conformity of the *agreement* with this *contract*. The *co-ordinator* shall register the appointment and update the list and description of vacancies available, following the layout and procedures communicated by the *Commission*.

The “Declaration of Conformity” can be found in the annex of this handbook and on the EVAN webpage.

3.5. Secondments

Fellows can take up to 30 % of their time for secondments.

4. Eligible Expenses

Each partner can find his own budget for each cost category in his CPF-Forms. Crucial is the question, what costs are eligible, because otherwise money has to be paid back after audit or evaluation.

4.1. *Basic do's and don'ts*

At the beginning of the RTN contract, an initial payment will be made by the Commission services to enable the teams to start working. Initial payment = 0,8 * (total costs 2006 + ½ total costs 2007). The teams are required to report regularly on the expenses that have been incurred. Some basic conditions apply regarding the charging of those expenses to the RTN contract:

- they must be **actual, economic and necessary** for the implementation of the project;
- they must be determined in accordance with **the usual accounting principles** of each research organisation;

- they must be incurred **within the duration** of the project, except when otherwise provided for in the contract;
- they must be **recorded in the accounts** of the organisation or, when provided for in the contract in the case of resources made available by third parties on the basis of a prior agreement, in the corresponding accounts of those third parties;
- they must **exclude any indirect taxes, duties, interest**, costs incurred in respect of **another Community project**, and must **not give rise to profit**. **Therefore it is necessary that you get back these costs. Please try to get a front end financing from your government!**

Note that under the exception of the conditions under which the early-stage and experienced researchers will be appointed and the exclusion of indirect taxes, there will be no predefined eligible cost categories. Importance will be placed, however, upon meeting the deliverables as set out in the Annex I of the contract.

4.2. Cost categories

Eligible expenses for activities carried out by the fellows	-A-	Monthly living allowance	Paid monthly.
	-B-	Travel Allowance	This allowance is paid once upon taking up employment and yearly thereafter. It is based on the direct distance between the place of origin and the host institution of the fellow
	-C-	Mobility Allowance	This allowance is paid monthly. It is depending on the family situation of the fellow.
	-D-	Career exploratory allowance	€ 2000,- / fellow: only for fellows selected for stays of at least one year. This money should be used by the fellow for his own career and it should help to find a job after the fellowship.
	-E-	Contribution to the participation expenses of eligible researchers	This is <i>administrated by the host institution</i> according to the real cost of their training, networking and transfer of knowledge activities (meetings, conferences, training actions, secondments)
Eligible expenses for the activities carried out by the host organisation	-F-	Contribution to the research / training / transfer of knowledge programme expenses	<ul style="list-style-type: none"> ➤ Network meetings ➤ Secondments ➤ Conferences ➤ Transfer of knowledge ➤ Training actions ➤ Publication costs ➤ Seminars ➤ Exchange of information/material ➤ Publication of vacant positions ➤ Web site ➤ Consumables



	<p>-G- Management</p>	<p>Management of the consortium activities of the project may include:</p> <ul style="list-style-type: none">- <i>obtaining audit certificates by each of the contractors.</i>- <i>implementation of competitive calls by the consortium for the participation of new contractors, in accordance with the provisions of the contract.</i>- <i>maintenance of the consortium agreement if it is obligatory</i>- <i>obtaining any financial security such as bank guarantees when requested by the Commission ;</i>- <i>any other management activities at the consortium level not covered by any other activity, such as:</i><ul style="list-style-type: none">- <i>coordination of the technical activities of the project;</i>- <i>the overall legal, contractual, ethical, financial and administrative management;</i>- <i>coordination of knowledge management and other innovation-related activities;</i>- <i>overseeing the promotion of gender equality in the project;</i>- <i>overseeing science and society issues related to the research activities conducted within the project;</i>- <i>any other management activities foreseen by the annexes.”</i> <p>The costs of these management activities are reimbursed at a rate of 100% to all contractors regardless of their cost model, up to a limit of 7% of the Community financial contribution to the project: (third paragraph of Article 14 of the RP89, and the final paragraph of Article II.25 of Annex II (general conditions) to the FP6 model contract):</p> <p><i>“The costs relating to management activities identified in Article II.2 [definitions] may be charged, up to the maximum level of Community reimbursement for management activities [7% of the Community financial contribution- see table of Article II.25].</i></p> <p><i>Where the costs incurred for management activities exceed the limit of 7% of the Community financial contribution, such costs may be charged to the other relevant activity to which they correspond if they meet the conditions of Articles II.19[eligible costs of the project], II.20 [direct costs], and II.21 [indirect costs] applicable to those activities.”</i></p> <p>Once the limit of 7% of the Community financial contribution is reached, a management activity that is linked to another activity of the project can be charged under this activity if that activity is necessary to carry out the project. In that case, the maximum reimbursement rate of eligible costs for that activity per cost model applies.</p>
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		<p>The limitation of 7% of the Community financial contribution does not apply to each individual contractor but to the project as a whole.</p> <p>89 RP: Article 14 – third paragraph: <i>“Costs for management of the consortium shall be reimbursed up to 100 % of the costs incurred and shall include the cost of audit certificates. In this case legal entities which participate in the indirect action on an additional cost basis may claim the full costs they have incurred for management, in so far as they can produce detailed evidence of them. The contracts shall lay down a maximum percentage of management costs in relation to the Community contribution. A share of no more than 7 % shall be reserved for management costs by the consortium.”</i></p> <p>Finally, management of the consortium activities also cover activities carried-out by organisations specialised in project management which are allowed to participate in FP6 projects, even if they do not carry out specific RTD tasks.</p> <p>It is important to know that the management costs refer to management functions of the consortium and should not be used for management functions of the partners!</p>
	-H- Overhead	

The amounts of the cost categories are fixed! It is **not possible to shift** from one category to another, and amounts are **maximum contributions**. That means only if everything is fulfilled according to the plan, then the maximum amounts will be paid by the EC.

Regarding category B and C: the budget in this categories will decline because the travel allowance is dependent on the distance (range from 250 to 1500 €) and most of the fellows coming from nearer destinations. The mobility allowance is dependent on the family status (800 € x Corr. Factor with family, 500 x Corr. Factor without family), perhaps fewer fellows are married as calculated.

Example: 524 person months in total, planned rate of married fellows: 50 %; If there are only 20 % married, then the budget will be reduced by 157,2 person month * 300 € (multiplied with Corr. Factor) equals 47.160 € or 1.47 % of the total budget. The category A-E must be at least 65 % of the budget, so if this budget will be decreased by 1.47 %, the overall budget also will be decreased by the same percentage. As compensation a prolongation of contracts can be suggested by the Coordinator as compensation to the EC.

Taxation of the budget categories B and C benefited with lower rates in Austria. In many other European countries there might apply similar conditions. Please ask your finance department.

Money for category E should be spent to the full range of 400 €/month. It is not allowed to shift the money from one category to another as well as from one fellow to another (with minor exceptions).

Tuition fees:

They are not eligible per se. The host administration should be able to describe to which general expenses they relate and, if these expenses are eligible, all or part of them could be charged under the relevant categories of costs.

For example, if the administration can provide the following estimations: 20 % of tuition fees are for office, heating, standard PC etc. (budget category H), 50 % to cover training expenses including access to libraries (budget category E), 30 % to specific research expenses (access to specific scientific equipment, consumables or other research costs) (budget category F).

Language course:

The expenses of language courses are normally eligible; if it is the work language of the host team of the local courses or the work language of the network events, the costs are eligible under category E (training-networking costs). For category E, the host administration will ask a receipt in order to justify the expenses (needed for the audit certificate).

The costs for the fellows are dedicated as follows:

(a) Basic Living Allowance (cost of living index 100)

For each eligible researcher, the host organisation can opt between recruiting him/her under an employment contract or a fixed-amount stipend.

Categories	Researchers appointed under an employment contract/fellowship with full social security coverage (€/year)²	Researchers receiving a fixed-amount fellowship with minimum social security coverage (€/year)³
Early stage researchers (<4 years experience)	30 550	15 275
Experienced researchers (4-10 years experience)	47 000	23 500

(b) Travel Allowance

Distance* (km)	Fixed-amount contribution (€)
< 500	250
500 – 1.000	500
1.000 – 1.500	750
1.500 – 2.500	1 000
2.500 – 5.000	1 500
5.000 – 10.000	2 000
>10.000	2 500

(c) Mobility Allowance

- 800€ per person-month for a researcher with family obligations (i.e. researcher is married or has an equivalent status as recognised by the national legislation of the country in which the host is located and/or has charge of children);
- 500€ per person-month for a researcher that has undertaken transnational mobility but is not married or equivalent;
- No mobility allowance is paid to researchers that have not undertaken physical transnational mobility (e.g. for those researchers working in an International Organisation in their country of origin).

Please note that the correction factor is also applied to the mobility allowance.

Important note:

The **prior agreement of the Commission** shall be required **at least one month in advance** for **any travel to/from the territory of a third country** unless a contractor is established in the third country concerned, or if it is provided for in Annex I. The approval of the Commission shall be deemed as given even in the absence of observations within one month of receipt of the request made by the coordinator (Annex III.8 d).

In order to **estimate the budget for a fellow**, it is important to start with an estimate of the expenses associated with the appointment of early-stage and experienced researchers. The number of person-months to be provided will determine the maximum total Community contribution and the contribution that would be available for other activities such as the research, training and networking.

Referring to the example shown below, the monthly living allowance is calculated according to the level of experience of the researcher and whether the gross amount will be subject to compulsory social security deductions (normally an “employment contract”) or not (normally

a “stipend”). In the latter case, the host research organisation must nevertheless ensure that the researcher has the compulsory national social security cover.

Taking the example of a 36 month appointment for an early-stage researcher that is under a stipend (30,550€ per year) for three years gives a starting point of:

$$3 \text{ years} * 30,550\text{€} = 91,650\text{€}$$

To this basic allowance, we need to include the monthly mobility allowance that takes into account the family status of the researcher as shown below.

Assuming that the early stage researcher will undertake transnational mobility and is entitled to family allowances in the country of the host organisation:

$$(3 \text{ years} * 30,550\text{€}) + (36 \text{ months} * 800\text{€}) = 120,450\text{€}$$

Now we need to take into account the correction coefficient according to the country in which they are being appointed. These coefficients are listed in the table shown below and applied to both the monthly living allowance and mobility allowance.

Assuming that the researcher will be appointed in France (104.7%):

$$((3 \text{ years} * 30,550\text{€}) + (36 \text{ months} * 800\text{€})) * 104.7\% = 126,111\text{€}$$

Finally, to conclude the calculation of the allowances that will be paid directly to the researcher, the annual travel allowance and one-off career exploratory allowance of 2000€ need to taken into account.

Including the yearly travel and career exploratory allowances (not subject to the country dependent coefficient) gives:

$$((3 \text{ years} * 30,550\text{€}) + (36 \text{ months} * 800\text{€})) * 104.7\% + (3 \text{ years} * 750\text{€}) + 2000\text{€} = 130,361\text{€}$$

Now the basic monthly contribution towards the training, networking and transfer of knowledge expenses incurred by the researchers appointed by the network must be taken into account (400€ per person-month). This monthly amount only defines a financial envelope to be administered by the host institution (i.e. not directly paid to the researcher).

It is paid according to the actual cost incurred. Taking into account this contribution:

$$((3 \text{ years} * 30,550\text{€}) + (36 \text{ months} * 800\text{€})) * 104.7\% + (3 \text{ years} * 750\text{€}) + 2000\text{€} + (36 \text{ months} * 400\text{€}) = 144,761\text{€}$$

It is possible to slightly exceed the contracted number of Person Month.

"There is no time constraint except that expenses for a recruited researcher must be incurred during his/her recruitment period: depending on the duration of the stay, you know the maximum amount available for each recruited researcher. A one year appointment means up to 4800 € available:

It can be spent at any time during the stay. As already said, limited amount of unspent budget can be shifted to another researcher within the same node.



Furthermore, it is your responsibility as SIC, to arrange the reimbursement, if a researcher spends all budget in the first 6 months and leaves the network earlier than expected or to cover them by external funding. This is similar to the career exploratory allowance of 2000 € which, in particular for those recruited for 12 months, is usually paid before the 12 months have elapsed.

For the cost category E it is important to mention that the 400 €/month are strict limit at partner level. Small discrepancies among recruited researchers within the same partner would be acceptable: if one ESR or ER has not spent the maximum allowed, the other may benefit from the unspent money.

Please be aware that the budget is not fixed for each partner. Due to differences between the estimated amount of mobility allowance and travel allowance real cost there will be savings in the cost categories A – E. These differences between planned and actual cost will affect the whole budget and cause recalculation of the budget for each reporting period.



CORRECTION COEFFICIENT:

Austria	104	Belgium	100	Cyprus	95,1	Czech Republic	92	Denmark	129,1
Estonia	74,3	Finland	115,9	France	104,7	Germany	103,8	Greece	87,6
Hungary	69	Ireland	108,2	Italy	99,3	Latvia	80,7	Lithuania	76,6
Luxemburg	100	Malta	103	Netherlands	103,9	Poland	88,7	Portugal	88,7
Slovakia	68,8	Slovenia	76,4	Spain	93,7	Sweden	110,7	United Kingdom	112,5
Bulgaria	72,1	Iceland	118,9	Israel	121,6	Norway	134,2	Romania	55,1
Switzerland	124,8	Turkey	81,3						
Albania	97,3	Angola	115,9	Argentina	129,4	Australia	93,9	Bangladesh	77,9
Barbados	142,5	Belize	103,2	Benin	88,4	Bolivia	74,3	Bosnia and Herzegovina	87,5
Botswana	55,4	Brazil	82,4	Burkina Faso	78,5	Cameroon	96,1	Canada	84,5
Cape Verde	75,6	Central African Republic	109,8	Chad	112,5	Chile	86,2	China	107,3
Colombia	82,9	Congo	103,9	Costa Rica	104,7	Côte d'Ivoire	106,1	Croatia	97,3
Democratic Rep. of the Congo	144,9	Djibouti	141,8	Dominican Republic	92,4	Egypt	73,4	Equatorial Guinea	95,8
Eritrea	46,3	Ethiopia	80,2	Fiji	71,1	FYROM	77,5	Gabon	116,1
Georgia	111,2	Ghana	89,5	Guatemala	93,8	Guinea	87,1	Guinea-Bissau	132,2
Guyana	70,7	Haiti	98,4	Hong Kong	121,9	India	61,2	Indonesia	88,5
Jamaica	126,4	Japan	161,3	Jordan	99,2	Kazakhstan	117,9	Kenya	98,5
Lebanon	110,9	Lesotho	44,1	Madagascar	96,1	Malawi	105	Mali	86,6
Mauritania	72,8	Mauritius	84,5	Mexico	102,4	Morocco	89,6	Mozambique	81,7
Namibia	48,4	Netherlands Antilles	121	New Caledonia	122,2	Nicaragua	99,4	Niger	87,7
Nigeria	102,7	Pakistan	59,3	Papua New Guinea	68,3	Peru	112,4	Philippines	68,7
Russia	133,6	São Tomé and Príncipe	74,4	Senegal	81,5	Solomon Islands	97,2	South Africa	41,9
South Korea	108,3	Sri Lanka	77,8	Sudan	48	Surinam	81,5	Swaziland	42,3
Syria	108,4	Tanzania	80,9	Thailand	70,9	The Comoros	103,3	The Gambia	60,5
Togo	96,3	Tonga	72,7	Trinidad and Tobago	90,7	Tunisia	83,6	Uganda	99,2
Ukraine	123,9	United States	132,5	Uruguay	109,3	Vanuatu	121,9	Venezuela	115,6
Vietnam	68,9	West Bank and Gaza Strip	112,9	Serbia and Montenegro	63,6	Zambia	66	Zimbabwe	88,5

5. Project Deliverables

A project deliverable represents a verifiable output of the project which is subject to review by the Commission. The deliverables and the timing of their submission are specified in Annex I to the contract. Deliverables are often written reports but can also take another form, for example the completion of a prototype, the publishing of proceedings, etc. In such cases the deliverable should also be documented in a written record of the achievement of the deliverable, including any available supporting material.

Deliverables are submitted to the Commission electronically and on paper as for project reports, unless otherwise specified in Annex I to the contract. Each deliverable has a standard front page.

Deliverables should be submitted together with the annual report at the end of the reporting period.

2.5. List of Deliverables and Milestones

Reporting Period	Start Date (months)	Subject	Responsible	Comments
	13	Kick-off meeting	DHAL	Administrative meeting
	17	Summer school	UNVI	Multivariate techniques for growth and evolution of form
	18	Intensive Training Course	NEMU	NESPOS Training
	19	Exhibition	MPEA	Roots - Wurzeln der Menschheit
	110	Intensive Training Course	MPEA	Dental Tissue: 2D and 3D insights into hominid origin
	111	Intensive Training Course	ZUMT	Rapid prototyping technology
	213	Intensive Training Course	UHIN + HULL	Medical imaging processing & analysis + Imaging and virtual environments in VA
	213	Annual meeting	HULL	Meeting of the Steering Committee
	213	Periodic Activity Report	ALL	Reporting Period P1 (1-12)
	216	Intensive Training Course	UNBX	Techniques for quantification of growth and evolution of form
	217	Intensive Training Course	CYBU	AURA C++/Cortex II hardware
	219	Intensive Training Course	GEO	Communication with broad public and journalists
	222	Intensive Training Course	NEMU	NESPOS Training
	223	Intensive Training Course	RISE	Functional morphology and evolution of mammalian dentition
	224	Exhibition	RISE	3D imaging in Anthropology, temporary exhibition at Senckenberg Museum
	325	Intensive Training Course	ATOM	Brain evolution, development and morphometrics
	325	Annual meeting	ATOM	Meeting of the Steering Committee
	325	Periodic Activity Report	ALL	Reporting Period P2 (13-24)
	325	Mid Term Review	ALL	Mid Term Review Period
	329	Intensive Training Course	CSIC + DHAL	Bone histology & growth + Growth & development of the craniofacial complex
	330	Intensive Training Course	BREU	Surface scanning of soft and hard tissue
	331	Summer school	UNVI	Multivariate techniques for growth and evolution of form
	334	Intensive Training Course	GEO	Communication with broad public and journalists
	437	Intensive Training Course	UNBX	Forensics & diagnosis in orthodontics & maxillofac.surgery
	437	Annual meeting	UNBX	Meeting of the Steering Committee
	437	Periodic Activity Report	ALL	Reporting Period P3 (25-36)
	441	Intensive Training Course	NEMU	NESPOS Training
	442	Intensive Training Course	MPEA	Archaic to modern transition
	444	Exhibition	UNBX	Human Evolution and Virtual Anthropology (Musée National de Préhistoire Les Eyzies)
	445	Intensive Training Course	YORK	Applying EVAN toolkit in VA, medicine, industry
	448	Final conference	UNVI	Summary meeting, final administrative meeting
	448	Final Activity Report	ALL	Final report

6. Indicators of Progress and Success

6.1. *Quantitative Indicators of progress and success to be used to monitor the project*

6.1.1. Research Activities

In reporting on progress with the implementation of its research plan the network will provide information and data on the following:

- organisation of or participation in and presentations to external specialist workshops and conferences (number; dates, places, title of event)
- specialist exchange among network teams (number, nature, when, where, who)
- **individual and joint publications** (they have to be acknowledged, e.g. “supported by EC, Marie Curie Research Training Network), fellows should also take part on joint publications, directly related to the work undertaken within the contract (number, references); first author publications are also very welcomed
- patents or patent applications directly related to the contract (number, references)
- development of new scientific and/or industrial collaborations (number, references)
- scientific awards and prizes obtained from the work directly related to the contract (number, details)
- interest expressed in the networks’ dedicated Website (number of hits; number of participants to the scientific forum, if any)
- visit of Senior Researchers from inside and/or outside the network (number, name, place and time of visit)
- contacts with relevant users groups whether academic or industrial/commercial (number, name)

6.1.2. Training / Transfer of Knowledge (ToK) Activities

In reporting on progress with the implementation of its training and ToK Plan the network will provide information and data on the following:

- the rate of recruitment of ESR and ER for each participant and for the network as a whole (ratio person-months filled/offered)
- the nature and justification for adjustments, if any, to the original overall number of person-months of ESR and ER as well as to the breakdown of this overall number among the participants
- the time and duration of each individual appointment
- the number, names and level of involvement of senior researchers directly associated with the tutoring/supervision of the recruited ESR or ER at each participant
- the number of ESR that are expected to present their PhD thesis and when

- the number and place of the short visits and secondments, placement in company premises undertaken by each individual ESR or ER, either within or outside of the network
- number of visits of the ESR and ER to their home scientific community
- attendance at network meetings by the ESR and ER (number, names, place, date)
- participation in and presentations to workshops and conferences by ESR and ER (number, names, place, date)
- organisation of training events (e.g. schools, training workshop/seminar, hands-on training session on specialised instrument/techniques) at individual participant sites (number, attendees' names, place, date)
- organisation of network-wide training events (number, attendees' names, place, date)
- participation in training events organised outside the network (number, attendees' names, place, date)
- number of internet tutorial and computer based training courses developed/used
- number, place, purpose of any meeting (e.g. workshop) organised by the ESR or ER themselves

6.2. *Qualitative Indicators of progress and success to be used to monitor the project*

6.2.1. Research Activities

In reporting on progress with the implementation of its research plan the network will provide information and data on the following:

- general progress with research activities programmed at individual, participant team and network level
- highlights on more particularly innovative developments (novel concepts, approaches, methods and / or products)
- citation index for individual and joint publications directly related to the work undertaken within the contract
- expected scientific / technological breakthroughs
- overall progress and possible problems encountered with individual work packages and/or network-wide research activities
- nature and justification for adjustments, if any, to the original research work plan and/or timetable
- progress on cross interaction between academic and industrial partners
- progress on cross interaction among disciplines represented within the network
- progress on cross interaction between academic and industrial partners
- progress regarding interaction with industrial/commercial/economic interests outside the network
- access to / use of state-of-the-art infrastructure and facilities

- highlights on wider societal and/or ethical components of the project, such as public outreach activities
- highlights on the scientific community recognition of the network research contribution (awards, invitation to conferences,...)

6.2.2. Training / Transfer of Knowledge Activities

In reporting on progress with the implementation of its training plan and ToK the network will provide information and data on the following:

- general progress with training and ToK activities programmed at individual, participant team and network level (type of guidance, supervision, coaching or mentoring in place to support ESR and ER)
- highlights on the development of more particularly innovative approaches to training and ToK (e.g. specific training packages of network-wide relevance)
- highlights on the exploitation of the "complementarities" between network participants with respect to training and ToK
- nature and justification for adjustments, if any, to the original training / ToK plan and/or timetable (e.g. opportunities for new collaborations regarding training activities)
- career development plans as elaborated by the ESR and ER involved in the project
- career development opportunities/prospects for ESR and ER involved in the project
- achievements regarding the acquisition of complementary skills such as communication, language skills, computer skills, project management, ethics, team building, etc.
- achievements regarding the training/ToK on specialised instruments/equipment's
- level of satisfaction of the trainees (e.g. as expressed in response to questionnaires)

6.2.3. Management

In reporting on progress with its management the network will provide information and data on the following:

- effectiveness of the "internal" communication and decision making between the coordinator, team leaders, supervisors, down to the ESR and ER, including feedback processes
- effectiveness of the communication between the network and the Commission Services (frequency, efficiency, timely feedback's), particularly regarding the conformance with contractual provisions and the implementation of contingency plans where needed
- effectiveness of network communication with industrial and other stakeholders (anticipation of outcomes and possible end-users interests, contract preparation, follow-up and contractual agreement where appropriate)
- network self-assessment through benchmarking activities (exchange of best practices among participants and/or development of ad hoc performance indicators regarding cost management, staff selection, measurement of research/training/ToK outputs, young researchers' involvement, etc.)

- overall quality and efficiency of the "external" communication strategy of the network (Cordis; personal, team and network web sites updates; newsletters; etc.)
- effectiveness of the recruitment strategy of the network in terms of equal opportunities (including gender balance) and open competition at international level
- development of any specific planning and management tool(s) and databases
- management of intellectual property and commercialisation of network research output

7. Reporting

EVAN is designed to run over 48 months. It will be divided into four reporting periods as follows:

- P1: from month 1 to 12
- P2: from month 13 to 24
- P3: from month 25 to 36
- P4: from month 37 to 48.

1. All reports and deliverables shall be submitted to the coordinator till **mid of January** .
2. The *consortium* shall submit the following reports to the *Commission* for each reporting period:
 - a) **a periodic activity report** containing an **overview of the activities** carried out by the *consortium* during that period, a description of progress toward the objectives of the *project*, a description of progress towards the milestones and deliverables foreseen, the identification of the problems encountered and corrective action taken;
 - b) **a periodic management report** on that period including:
 - i) a justification of the resources deployed by each *contractor*, linking them to activities implemented and justifying their necessity;
 - ii) the Form C Financial statement provided by each *contractor* for that period; (Costs incurred in currencies other than the Euro shall be reported in Euro on the basis of the conversion rate that would have applied on the date which the actual costs were incurred or the rate applicable on the first day of the month following the end of reporting period. The basis for the conversion rate used shall be indicated in Form C when reporting costs incurred.)
 - iii) **a summary financial report** consolidating the claimed costs of all the *contractors* in an aggregate form, based on the information provided in Form C.
 - c) a report on the distribution between *contractors* made during that period of the *Community* financial contribution.
 - d) **supplementary reports** required by any Annex to the contract.
3. The *consortium* shall submit the audit certificates provided by each *contractor* for each period for which the audit certificate is required (every period).
4. Ad Mid Term (between 24th – 30th months) a **Mid-Term-Review Report** (complementing the last periodic reports) and organisation of Mid Term Review Meeting has to be sent to the Commission. The assessment of the implementation of the contract will be stated according the following aspects:
 - Training and networking aspects

- Structure of the network
- Contract's work programm.

In addition there will be a **midterm assessment questionnaire** filled out only by fellows. The coordinator should invite the fellows who are currently employed by the Network to complete the mid-term assessment questionnaire. This questionnaire is designed to provide to the EC some feedback **on the overall impact of the network's activity**. It contains 5 sections:

- personal profile;
- host assessment;
- integration into the research environment & training;
- work assessment;
- career impact;

Some of the questions are:

a. Host Assessment

Rate the assistance of your host institution concerning:

work/residence permits?

● Very poor ● Poor ● Fair ● Good ● Very good

work contract?

● Very poor ● Poor ● Fair ● Good ● Very good

social security?

● Very poor ● Poor ● Fair ● Good ● Very good

taxation?

● Very poor ● Poor ● Fair ● Good ● Very good

housing?

● Very poor ● Poor ● Fair ● Good ● Very good

language issues?

● Very poor ● Poor ● Fair ● Good ● Very good

other issues?

● Very poor ● Poor ● Fair ● Good ● Very good

Rate the following scientific infrastructure available to you:

Computing facilities:

● Very poor ● Poor ● Fair ● Good ● Very good

Office-laboratory space:

● Very poor ● Poor ● Fair ● Good ● Very good

Experimental equipment:

● Very poor ● Poor ● Fair ● Good ● Very good

Sources of information (access to online databases, libraries, etc.):

● Very poor ● Poor ● Fair ● Good ● Very good

Integration into the research environment and training

Rate the level of your integration in the research team and the host institution in terms of:

Participation in meetings and seminars

● Very poor ● Poor ● Fair ● Good ● Very good

discussions of results and project-related topics:

● Very poor ● Poor ● Fair ● Good ● Very good

co-operation with other team members:

- Very poor ● Poor ● Fair ● Good ● Very good

co-operation with other researchers of the host institution

- Very poor ● Poor ● Fair ● Good ● Very good

co-operation with other researchers of partner institutions in the same country

- Very poor ● Poor ● Fair ● Good ● Very good

co-operation with other researchers of partner institutions in other country:

- Very poor ● Poor ● Fair ● Good ● Very good

Do you train and/or supervise students/other researchers?

- Yes ● No

If yes, how many?

Undergraduates

Postgraduates, PhD students

Post-doctoral fellows

The complete questionnaire can be found at the end of this handbook.

5. The *consortium* shall submit the following final reports to the *Commission* after the end of the *project*:

- a) a **final activity report** covering all the work, objectives, results and conclusions including a summary of all these aspects;
- b) a **final management report** covering the full duration of the *project* including a summary financial report consolidating the claimed costs of all the *contractors* in an aggregate form covering the entire duration of the *project*, based on the information provided in Form C by each *contractor*;
- c) **supplementary final reports** required by any Annex of the *contract*;
- d) a report on the distribution between *contractors* made after the end of the *project* of the *Community* financial contribution, which shall be submitted 60 days after receipt of the final tranche of the *Community* financial contribution to the *consortium*.

6. The *consortium* shall transmit these documents to the *Commission* electronically. However, the originals of each of these documents and the audit certificates should be signed by the coordinator and a paper version should be sent to the *Commission*.

The layout and content of the reports shall conform to the instructions and guidance notes established by the *Commission*.

The reports for publication should be of a suitable quality to enable direct publication.

7. Where the *Community* financial contribution is a lump sum the references to financial statements above are replaced by payment requests. None of the provisions in the *contract* relating to eligible costs apply in such cases.

8. Audit Certificates

1. Each year each *contractor* shall provide an audit certificate prepared and certified by an external auditor following the guidelines communicated by the *Commission*, certifying that the costs incurred during that period meet the conditions required by this *contract*. The certificate should state the amounts that were subject to verification. Where third parties' costs are claimed under the *contract*, such costs shall be audited in accordance with the provisions of this Article. The cost of this certification is an eligible cost under the activity relating to Management of the *consortium*.

2. Each *contractor* **is free** to choose **any qualified external auditor**, including its usual external auditor, provided that she/he meets the cumulative following professional requirements:

- a) the external auditor must be independent from the *contractor*;
- b) the external auditor must be qualified to carry out statutory audits of accounting documents in accordance with the 8th Council directive 84/253/EEC of 10 April 1984 or similar national regulations;

3. A *contractor* that is a *public body* may opt for a competent public officer to provide an audit certificate, provided that the relevant national authorities have established the legal capacity of that competent public officer to audit that *public body*.

Certification by external auditors according to this Article does not diminish the liability of *contractors* according to this *contract* nor the rights of the *Community* arising from Article II.26.

II.26 – Controls and audits

1. The *Commission* may, at any time during the *contract* and up to five years after the end of the *project*, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the *Commission* departments themselves including OLAF. Such audits may cover scientific, financial, technological and other aspects (such as accounting and management principles) relating to the proper execution of the *project* and the *contract*. Any such audit shall be carried out on a confidential basis. Any amounts due to the *Commission* as a result of the findings of any such audit may be the subject of a recovery as mentioned in Article II.28.

The *contractor(s)* shall have the right to refuse the participation of a particular outside scientific or technological reviewer or auditor on grounds of commercial confidentiality.

2. The *contractors* shall make available directly to the *Commission* all the detailed data that may be requested by the *Commission* with a view to verifying that the *contract* is being properly managed and performed.
3. The *contractors* shall keep the original or, in exceptional cases, duly substantiated, authenticated copies, of all documents relating to the *contract* for up to five years from the end of the *project*. These shall be put at the *Commission's* disposal where requested during the execution of any audit under the *contract*.
4. In order to carry out these audits, the *contractors* shall ensure that the *Commission's* departments and any outside body(ies) nominated by it have on-the-spot access, notably to the *contractor's* offices, at all reasonable times and to all the information needed to carry out those audits.
5. The European Court of Auditors shall have the same rights as the *Commission*, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.
6. In addition, the *Commission* may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the *Commission* in order to protect the European Communities' financial interests against fraud and other irregularities¹³ and Regulation (EC) No 1073/1999 of the European Parliament and of the Council of 25 May 1999 concerning investigations conducted by the European Anti-Fraud Office (OLAF)¹⁴.
7. *Contractors* shall ensure that the rights of the *Commission* and the Court of Auditors to carry out audits are extended to the right to carry out any such audit or control on any *subcontractor* or third party whose costs are reimbursed in full or in part by the *Community* financial contribution, on the same terms and conditions as indicated in this Article.

8. Mailing list EVAN

In the following table you find the EVAN mailing list.

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EVAN
setting landmarks
in science ● ●

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UNBX, Jacques Trail
RISE, Friedmann Schrenk
DHAL, Aikaterini Karagianni
MPEA, Silke Streiber
ZUMT, Bruno Kuen
BREU, Hans Woerner
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CONTRACT of FELLOWS

Agreement

Between

the employer :

on the one side, and

the employee:

on the other hand

have agreed to a research employment contract having the following clauses:

1. **Starting date**

2. **End of agreement**

3. **Working place**

4. **Activities**

The employee will be employed as <ESR / ER> in the frame of the *Marie Curie Research Training Network* EVAN. She/He will be working on _____
A detailed working plan is annexed to this agreement. The scientists in charge of supervising these activities are <local SIC> and <representative local SIC>

The employee is expected to participate in various training activities as fixed by the employer.

The employee is rarely required to work overtime.

5. **Working time**

The normal working time is <local normal working time> hours per week, distributed over 5 days.

6. **Salary**

- **Monthly Living Allowance:** € <(Living Allowance * Corr.Factor Country – Employer's Contribution) / 12 (or 14) > paid monthly, subject to National Insurance and Income Tax deduction in accordance with <Country> National Insurance and Inland Revenue Tax Laws.
- **Mobility Allowance:** € <830,40 or 519> paid monthly, subject to National Insurance and Income Tax deduction.
- **Travel Allowance:** € <depending on distance> paid once on commencement of employment and yearly thereafter, subject to National Insurance and Income Tax deduction.
- **Career Exploration Allowance:** € 2.000,- paid once during a fellowship of at least one-year duration, subject to National Insurance and Income Tax deduction.

The amounts will be paid directly to the <Country> bank account of the employee on the last day of each month. Partners outside the Euro area have to declare a) if the fellow is paid in Euro or in local currency, and b) which exchange rate is used (rate at beginning of the project or rate at the end of reporting period).

The actual fees for travels which have been agreed to by the employer will be reimbursed.

7. Social security coverage

The employee is insured according to <Country> national laws.

8. Illness

If the employee is unable to work for illness, accident or other important reasons, he has to inform the employer immediately. If the illness or accident lasts longer than 3 days, a medical certificate has to be provided.

9. Special Clauses

According to the EU contract MRTN-CT-2005-019564 (EVAN) Marie Curie Research Training Networks:

- The employee must devote himself full-time to her/his researcher *human resources and mobility activities* unless there are duly justified reasons connected to personal or family circumstances.
- The employee is not allowed to receive, for her/his researcher *human resources and mobility activities*, other incomes than those mentioned above.
- The employee shall inform the employer as soon as possible of circumstances likely to have an effect on the performance of the contract or the agreement, such as:
 - any significant modification relating to her/his Personal Career Development Plan
 - a pregnancy or a sickness that may directly have an effect on the implementation of the agreement
- The employee commits her-/himself to complete, sign and transmit to the employer the evaluation and follow-up questionnaires which she/he will receive in the end of his stay and 2 years afterwards.
- The employee will inform the employer until December 31st, 2012 of any change in her/his personal contact details.
- The employee will acknowledge the support of the *Community* under a *Marie Curie Research Training Network* in any related publication or other media.

10. Non-Disclosure

The employee has to sign separate specific non-disclosure agreements with companies and institutes she/he will be working at for most of his stay.

11. Annexes

The enclosed *Working Plan*, the *Personal Career Development Plan* and the *EU Contract MRTN-CT-2005-019564 (EVAN)*.are part of this agreement.

12. Applicable law

Any disputes arising hereunder will be settled before a competent <Country> court of law.

13. Annual Leave

The employee is entitled to <number of local leave days> days paid leave per annum.

<Town>, <Date>

The employer

The employee

Declaration of Conformity

[on the Institution letterhead]

**DECLARATION OF CONFORMITY
OF THE AGREEMENT BETWEEN HOST INSTITUTION AND FELLOW WITH THE PROVISION
SET FORTH IN THE CONTRACT **MRTN-CT-2005-019564-EVAN****

The undersigned, as *legal representative* of [name of the host institution], declares that the agreement entered into by and between the [name of the host institution] and [name of the researcher] to determine the terms and conditions of the participation of [name of the researcher] in the project [name of the project] is in conformity with the provisions set forth in the contract [N° **MRTN-CT-2005-019564-EVAN**] signed between the Commission and the [name of the host institution].

The undersigned declares that the above mentioned agreement consists of [a contract of employment/contract letter/etc] between the [name of the host institution] and [name of the researcher] detailing all the information specified in [Article III._] .

The undersigned undertakes to register the appointment and to update the list and descriptions of vacancies available following the layout and procedures communicated by the *Commission*.

__ (Date)

__ (Name)

__ (Signature)



CAREER DEVELOPMENT PLAN

Trainee information

Surname:

First and middle names:

Date of birth: dd mm yyyy

Sex: male female

Marital status: single

married

University degree(s):

Position before the EVAN assignment:

.....

Description of work before the EVAN assignment:

.....

Brief overview of research project and major accomplishments expected (half page should be sufficient):

Long-Term Career Objectives (over 5 years):

1. Goals

.....

2. What further research activity or other training is needed to attain these goals?

.....

Short-Term Objectives (1-2 years):

A) Training at the hosting institution

Name of hosting institution:

Address of hosting institution:

Name of responsible supervisor/tutor:

Beginning of stay: dd mm yyyy **End of stay:** dd mm yyyy

Detailed description of training and work (should correspond to your career objectives!)

Expected results (please list and detail personal milestones with approximate dates: **anticipated publications, contributions to concrete project milestones**, learning of specific capabilities as for ex. Special equipment operation, use of specific software, ...)

Research management: (ability to successfully identify and secure possible sources of funding for personal and team research as appropriate. Project management skills relating to proposals and tenders working programming, supervision, deadlines and delivery, negotiation with funders, financial planning, and resource management; skills appropriate to working with others and in teams and in teambuilding)

Fellowship or other funding applications planned (indicate name of award if known; include fellowship with entire funding periods, grants written/applied for/received, professional society presentation awards or travel awards, etc.)

B) Training through participation in different events

EVAN network-wide measures for training and ToK: (intensive training courses, workshops, meeting of interest, summer schools, network conferences)

EVAN local measures: (regular teaching programme, lab courses, open academic seminars, ToK to the general public)

Other Conferences (please specify the conferences you plan to visit)
Title(s) and Date(s):

Complementary Training: (for instance, planned visits to other institutes or companies, technical English, research of information, basics of economics, project management, enterprise skills, intellectual properties skills, involvement in teaching, supervision or mentoring, etc.)

Communication Skills: (personal presentation skills, poster presentations, skills in report writing and preparing academic papers and books etc.)

Anticipated networking opportunities: (develop/maintain co-operative networks and working relationships as appropriate with supervisor/peers/colleagues within the institution and the wider research community)

Other activities (community, etc) with professional relevance: (issues related with career management, including transferable skills, management of own career progression, ways to develop employability, awareness of what potential employers are looking for when considering CV applications etc.)

Secondments at other institutes:

Trainee's signature and date

Supervisor's signature and date

Training Administrator's signature and date

APPROVAL FOR TRAVEL TO/FROM OUTSIDE THE EU

Procedure for requesting prior approval of the Commission for travel to/from a third country in conformity with Annex III, Articles 8.1.d and 8.2.a of the FP6 Marie Curie Research Training Network contract

The purpose of this note is to give guidelines to the Network Co-ordinator in planning the representation of the consortium at international events or for other networking/training and transfer of knowledge activities where the prior approval of the Commission for any travel is required. Prior approval is required for:

a) events or activities requiring travel to/from a non-EU Member or Associated State unless (i) a contractor is established in the third country concerned, or (ii) it is provided for in Annex I of the contract. Examples are representation of the project at international conferences, involvement of appointed researchers in field trips, observing campaigns.

b) inviting a researcher who is not a member of the consortium from outside the EU Member and Associated States, in order to participate in a network activity or event, e.g. teaching of appointed researchers at a network school/workshop/meeting.

The Commission will agree to such requests **only** when the relevant event or activity is consistent with the joint work programme set out in Annex I of the contract. Note that priority in a networks' expenditure should be for activities directly related to strengthening links within the consortium and exposing the appointed researchers in particular to all aspects of the networks' expertise for training and/or transfer of knowledge. Conversely, activities which are more to the benefit of a single contractor and which do not serve to strengthen the collaborative links within the consortium are not considered appropriate expenditure for a Marie-Curie Research Training Network.

All requests must come via the Network Co-ordinator who should group together requests for each individual event. A separate form must be completed for each proposed event or activity and then sent to your responsible Project Officer **at least one month before** the event. It is recommended to send a cover letter also providing further details of the researchers' participation, e.g. abstract of conference presentation, details of training/ToK event.

Note also that, as for any travel costs, they must be charged to the project on a real-cost basis and, referring to Annex II.18.1 of the contract, must be economic and necessary for the implementation of the project.

Finally, note that all notices, presentations or publications related to the proposed event or activity must acknowledge that the event /activity has received funding from the European Community's Sixth Framework Programme through a Marie Curie Research Training Network.

The Form to use for such requests is given overleaf.

(To be sent to the attention of the Commission's Project Officer)
Marie-Curie Research Training Networks - Approval of travel

1. Details of the proposed event or networking-related activity

HRM Network Contract No. : MRTN-CT-200x-yyyyy

Fax number for reply:

Details of the event or activity: *(place, objectives, Title and Internet address for events, etc.)*

Starting date: Duration *(days)*:

2. Details of proposed persons involved in event/activity

Names of person(s) attending, their status [Early Stage Researcher (ESR), Experienced Researcher (ER), Scientist-in charge (SC), researcher internal to consortium (INT), researcher external to consortium (EXT), invited scholar (IS)...] and their parent organisation:

NAME	STATUS	PARENT ORGANISATION

Name Status Parent organisation

a) Will all the persons named above:

- be members of the research teams of the consortium ? Yes/No*
- play an active role in the event ? Yes/No*
- represent and report back to the consortium as a whole ? Yes/No*
- acknowledge the European Community's Sixth Framework Programme through a Marie Curie Research Training Network? Yes/No

For those questions marked "", an explanation in the Cover Letter must be given if any of these questions are answered "No".*

b) Is the proposed event/activity directly related to the joint activities of the consortium as foreseen or given in Annex I of the contract? Yes/No

c) Will costs be charged on a real-cost basis, as well as being economic and necessary for the implementation of the project? Yes/No

 Name of Network Co-ordinator
(please print)

Signature of the Network Co-ordinator

Date:

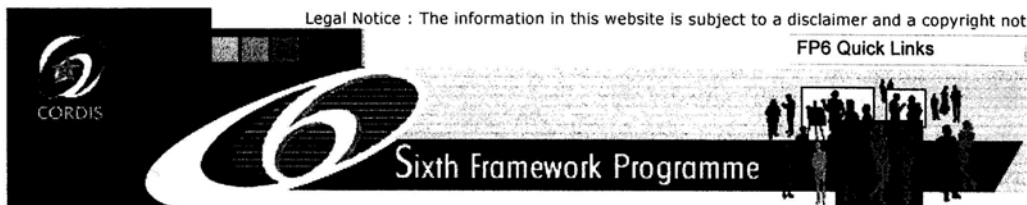
(for use by the Commission only)

Comments:

Approved by:

Date:

MID TERM ASSESSMENT QUESTIONNAIRE



You are here: > [FP6 Home](#) > [Project Management](#) > [MCA Mid-Term Assessment Questionnaire](#)

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MCA Mid-Term Assessment Questionnaire

✦ INSTRUCTIONS

Please complete the entire questionnaire before submission. This will only take you a few minutes.

Please note that the questionnaire should be filled in entirely and be submitted, otherwise information will be lost.

Use the scroll bar to reveal the remaining questions as you move towards the end of the questionnaire.

Please be assured that all information provided will remain anonymous and confidential.

- The fields marked with a red star are obligatory.
- After completion, press the 'submit' button to submit the questionnaire.
- Should you press the 'submit' button without completing all obligatory fields, you will be redirected to the questionnaire to fill in the missing fields for a valid submission.
- Alternatively, you may use the 'cancel' button at any time to exit a questionnaire before submission.

✦ All your replies will be treated in confidence. Please be frank. This survey is intended to find out what could be done to improve the way the Marie Curie actions operate.

✦ INTRODUCTION

To be completed by researchers who are early stage or experienced researchers recruited in a Research Training Network.

Contract No.:

Type of Marie Curie Action:

Title of the Project:

Recruitment start date:

Recruitment end date:

Project coordinator
organisation name:

✦ PERSONAL INFORMATION

✦ Date of birth

✦ Gender:

* Male Female

✦ What was your last degree (please give equivalent, if appropriate)?

* Basic Studies (BSc, Diplom etc.) Postgrad. (MSc, etc.) Doctoral

✦ What is your location of origin?

Location of origin means the place where the researcher was residing or carrying out his/her main activity when taking up appointment at the start of his/her researcher human resources and mobility activities unless (s)he has resided or carried out his/her main activity for less than 12 months in this location immediately prior to this date. In the latter case, the location of origin is the capital city of the country of his/her nationality. In case of a researcher holding more than one nationality, the location of origin is the capital city of the country

where the researcher was residing for the longest period during the last 5 years prior to his/her appointment

✦ **Is it in a Less Favoured Region (LFR)?**

LFR: Less Favoured Region

(http://europa.eu.int/comm/regional_policy/objective1/regions_en.htm)

* Yes No

✦ **Indicate the country where the institution, which recruited you for the Marie Curie action, is located**

✦ **Where were you working before your involvement in the Marie Curie action?**

✦ **What was the activity of your previous employer?**

* Research High Education Industry Other

✦ **What was the legal status of your previous employer?**

European Economic Interest Group (EEIG) created by Council Regulation 2137/85 of 25 July 1985 (Official Journal No L 199 of 31 July 1985) is a legal instrument allowing companies to cooperate with partners based in other Community countries for the realization of a specific project in a loose, flexible form of association and on an equal legal footing while maintaining their economic and legal independence.

✦ **Was your previous employer an SME?**

* Yes No

✦ **Your earnings:**

What is your net monthly payment? (Euro)

Is it sufficient to cover living expenses in the work location?

* Yes No

If no, please comment:

Is it subject to tax/social security deductions?

* Yes No

If yes, approximately what percentage: (%)

✦ **HOST ASSESSMENT**

✦ **Rate the assistance of your host institution concerning:**

work / residence permits?

* Very poor Poor Fair Good Very good

work contract?

* Very poor Poor Fair Good Very good

social security?

* Very poor Poor Fair Good Very good

taxation?

* Very poor Poor Fair Good Very good

housing?

* Very poor Poor Fair Good Very good

language issues?

* Very poor Poor Fair Good Very good

other issues?

Very poor Poor Fair Good Very good

other issues, please specify:

✦ **Rate the following scientific infrastructure available to you:**

Computing facilities:

* Very poor Poor Fair Good Very good

Office-laboratory space:

* Very poor Poor Fair Good Very good

Experimental equipment:

* Very poor Poor Fair Good Very good

Sources of information (access to online databases, libraries, etc.):

* Very poor Poor Fair Good Very good

✦ **INTEGRATION INTO THE RESEARCH ENVIRONMENT AND TRAINING**

✦ **Rate the level of your integration in the research team and the host institution in terms of:**

participation in meetings and seminars

* Very poor Poor Fair Good Very good

discussions of results and project-related topics

* Very poor Poor Fair Good Very good

co-operation with other team members

* Very poor Poor Fair Good Very good

co-operation with other researchers of the host institution

* Very poor Poor Fair Good Very good

co-operation with other researchers of partner institutions in the same country

* Very poor Poor Fair Good Very good

co-operation with other researchers of partner institutions in other country:

Very poor Poor Fair Good Very good

other country, please specify:

✦ **Do you train and/or supervise students/other researchers?**

* Yes No

If yes, how many?

undergraduates *0

postgraduates, PhD students *0

post-doctoral fellows *0

✦ **WORK ASSESSMENT**

✦ **Is your project within the initial objectives of the fellowship/appointment/ training period?**

- * Yes No

If no:

*

Are the changes due to:

*

other, please specify:

✦ **Do you consider the research you have been given to do:**

matches your education/training?

- * Very poor Poor Fair Good Very good

is professionally challenging?

- * Very poor Poor Fair Good Very good

gives adequate opportunity for personal development?

- * Very poor Poor Fair Good Very good

is likely to give you personal recognition in your field?

- * Very poor Poor Fair Good Very good

✦ **Are you currently actively involved in the:**

further planning of your research project?

- * Yes No

management of your research project?

- * Yes No

planning and management of new research projects?

- * Yes No

✦ **Does the fellowship/training period/appointment provide you with new research and/or professional contacts?**

- * Yes No

If yes, indicate the number of contacts in each case:

universities? *0

research centres? *0

industry? *0

other? *0

other, please specify:

✦ **Scientific supervision**

Rate the scientific supervision that you have in view of the amount of supervision:



* Very poor Poor Fair Good Very good

Rate the scientific supervision that you have in view of the quality of supervision:

* Very poor Poor Fair Good Very good

Meetings with supervisor:

indicate average number per month * 0

✦ **Does the fellowship improve your skills as a researcher with regards to:**
taking initiative and encouraging independent thinking?

* Yes No

communication of scientific results?

* Yes No

problem solving?

* Yes No

group leader skills (project and human resources management)?

* Yes No

training of students?

* Yes No

✦ **CAREER IMPACT**

✦ **How would you estimate the impact of your fellowship/ appointment/training period on your career prospects?**

* Very poor Poor Fair Good Very good

✦ **Do you expect the topic of your research to increase your chances of employment?**

in your location of origin

* Yes No

in the country of your host institution

* Yes No

in other EU or AS country

* Yes No

outside EU and AS?

* Yes No

If it is in other EU or AS
country or outside EU and AS,
please specify country:

✦ **Do you expect the mobility aspects of the fellowship/appointment/ training period to increase your chances of employment?**

in your location of origin

* Yes No

in the country of your host institution

* Yes No

in other EU or AS country

* Yes No

outside EU and AS

* Yes No

If it is in other EU or AS
country or outside EU and AS,
please specify country:

✦ **What forms of additional training would you appreciate?**



EVAN
setting landmarks
in science ● ●

other, please specify:

*** In general, are you satisfied with the training opportunities offered to you so far?**

* Yes No



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