Guide for Applicants

Version 13 June 2018

1. Application procedure

MoRE2020 is an international mobility programme. As such, all documents should be completed in English.

1.1 The eligibility criteria

The eligibility criteria for MoRE2020 can be found in the Call for Proposals. Other key features and principles can be found in the Programme Description. The Call for Proposals and other documents are available on the MoRE2020 website: www.vgregion.se/more.

1.2 Application documents

The **Application form** and other appendices can be downloaded from the MoRE2020 website and must be filled in correctly and submitted on time. It is highly recommended that the **Application Checklist** (Section 4) is used in order to avoid sending in an incomplete application.

The following **mandatory** appendices to the application must be submitted:

   a. Mandatory appendices application form: Project description, Career plan, CV (available for download on the website)
   b. Supporting letter from collaborating end-user

Complete and submit the additionally appendices **if necessary**:

   a. Supporting letter from the collaborating research and innovation milieu abroad (available for download on the website)
   b. Ethics Self-Assessment form (available for download on the website)

1.3 Instructions

1.3.1 Application form

   1. General Information

The *Collaborating partners* are the applying research and innovation milieu and the collaborating research and innovation milieu abroad.

The *Project start and completion dates* should fall under the 24 month period following the decision made by the Regional Development Committee. This date can be found in the MoRE2020 Call for Proposals. The format YYYY-MM-DD should be used.

The *Thematic Priorities* can be found in the MoRE2020 Call for Proposals.

The *Project keywords* should be commonly used terms which describe the project's contents, research area or expected goals.

The *Popular science summary* will be used to select experts and as a basis for presenting your project in different contexts (on the website, to the Regional Development Committee etc.). This text should be descriptive, clear and concise, and should be written so that even those who are unfamiliar with the subject can understand the content. Do not submit an overly

technical popular science summary as it will be used to disseminate the project to the general public and must be understandable.

2. Participants and Contacts

The *host milieu* is the research and innovation milieu where all research activities will take place during the 12 month project period. This can be the applying research and innovation milieu in Västra Götaland (for incoming projects), or the collaborating research and innovation milieu abroad (for outgoing projects).

Applying research and innovation (R&I) milieu in Västra Götaland – applications to MoRE2020 must come from both an experienced researcher (see Call for Proposals for more information) and an R&I milieu in Västra Götaland, which will be the researcher's employer during the 12 month project period. For those applying for incoming mobility, this is the future host milieu.

Applying researcher – this is the experienced researcher who will benefit from the planned mobility, incoming or outgoing. The applying researcher must meet the programme's eligibility requirements and should be the primary project manager during the project period.

Collaborating research and innovation (R&I) milieu abroad – for researchers applying for outgoing mobility, the collaborating research and innovation milieu abroad is the future host milieu. For researchers applying for incoming mobility, the collaborating research and innovation milieu abroad is the researcher's current milieu. Eligible collaborating research and innovation milieus abroad include universities, science parks, research institutes and university hospitals. Both incoming and outgoing MoRE2020 fellows will be employed by the applying R&I milieu in Västra Götaland. **Note:** both incoming and outgoing applicants must fill out this section.

Collaborating end-user – each application must include **at least one** collaborating end-user in the public or private sector, e.g. private enterprises, municipalities, or hospitals. Private individuals may not be considered as end-users. The end-user may not be the same organisation as the employing R&I milieu or the collaborating R&I milieu abroad. In the application form, the applicant may indicate the number of end-users involved in the project. However, a **maximum of three end-users** may be included in the application form (including contact details for each). This maximum also applies to the number of supporting letters to be submitted (see below).

3. Eligibility

This section should be carefully read to avoid misunderstanding and the indication of a false answer. If the applying researcher does not meet the eligibility criteria for experience and mobility, the MoRE2020 grant cannot be awarded. Should Region Västra Götaland need further proof of eligibility, the applying researcher will be contacted to provide documentation.

4. Budget

In order to assess the cost of the proposal, each applicant must enter the total project budget (in SEK). The budget **must** include the following types of costs: living allowance (salary and social security contributions), mobility allowance and overhead costs. The budget should also include any other costs (consumables e.g., research and training costs, equipment, conference fees, etc.). Further budget information can be found in the Programme Description, including

the minimum living allowance, and examples of the different cost categories and the organisations which may contribute to them.

Co-financing may also come from the collaborating research and innovation milieu abroad and should be noted in both the project description and the Application form.

It is **strongly recommended** that applying researchers contact the financial managers of the relevant department(s) at the research and innovation milieu in Västra Götaland during the preparatory phase of the proposal to clarify the budgetary section, including such issues as taxation, social security contributions and overhead costs. The budget submitted in the application form is considered to be the correct project budget and will be referred to upon the signing of the contract between Region Västra Götaland and the applying milieu. If the budget is incorrect, the project start can be delayed. Applicants are also encouraged to contact the Grants and Innovation Office, or similar, at the participating milieus as well as the MoRE2020 Management Team regarding budget issues.

5. Ethical issues table

Please make sure that the table is filled out completely, including the page number in the project description (Mandatory appendices form) where any ethical issues can be found. One of the two alternatives at the end of the table must be chosen.

Applicants should read through the Ethics Self-Assessment form and the Horizon 2020 guide "How to complete your ethics self-assessment" to ensure that all ethical issues have been considered. If the proposed research contains any ethical issues, the Ethics Self-Assessment form must be filled out and returned along with the application (see below). For more information see the Ethical Guidelines (Section 2) or the Horizon 2020 guide.[1]

6. Declarations and signatures

The declaration form enclosed in the application must be duly signed by both the individual applying researcher and the applying research and innovation milieu in Västra Götaland. Further details relating to the agreement signed with successful applicants can be found on the MoRE2020 website in the document *MoRE2020 Terms and Conditions*.

Ensure that all fields are filled in, including the name of the applying milieu. A signed electronic copy of this letter must be submitted to Region Västra Götaland by e-mail together with the Application form. For further information on submission see Section 3.

1.3.2 Application form - Mandatory appendices:

The project description, career plan and CV are mandatory appendices to the application form. The Mandatory appendices form (including the cover page) should be completed in full and submitted along with the Application form. **Please note: expert evaluators will be instructed to disregard any excess pages over the stated page limit.**

1. Project description

Check the evaluation criteria in the Guide for Evaluators and make sure the project description relates to these (i.e. the sub criterion which are divided into the categories of Excellence, Implementation, and Impact). Collaboration and cooperation between different organisations is a very important part of the evaluation, as is the project's proposed

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[1] How to complete your ethics self-assessment

interdisciplinary and intersectorial merits. The project description should also clearly demonstrate how the project will contribute to the development and strengthening of the competitiveness and internationalisation of research-driven clusters in Västra Götaland. Please ensure that the following are included in the project description:

- How consistent is the project with the specific objectives of the MoRE2020 Programme?
- Describe the research (including research methods), the originality and innovative nature of the research, its contribution to strengthening excellence and solving societal challenges as well as the strategic importance of the research field (e.g. future potential).
- Describe the participating milieus, including the position of the participating milieus within the research field in an international context and the position of the participating milieus in a triple-helix context, i.e. the relationship between academia, industry and the public sector.
- Illustrate the project timeline and deliverables.
- How will the participating milieus support the applying researcher (e.g. quality of infrastructure, support of career plan, etc.)?
- How will the participating milieus maintain long-term collaboration?
- How will the project be exploited (i.e. what is the capacity to convert the collaboration into benefits)? Describe the links with industry/public sector and the benefits to society (e.g. potential to solve societal challenges) and/or the commercial exploitability of the research. Demonstrate concretely how intersectorality, i.e. collaborating with an end-user, will be a part of the research project.
- How will the collaborating end-user(s) support the applying researcher/project and maintain long-term collaboration? Describe how the collaborating end-user(s) will contribute to the project in relation to the submitted supporting letters.
- How will the proposed research be disseminated and utilised? Include a dissemination and utilisation plan including potential target groups, engagement with target groups and expected outcomes or impacts of research.
- If the proposed research contains ethical issues as indicated by the Ethical Issues Table, these issues should be addressed in the Ethics Self-Assessment form. The project description should include a reference to this document but does not need to describe the ethical considerations in detail. However, it should be mentioned that the project will not begin before ethical permissions have been obtained, if necessary.

Maximum length is 5 pages <u>including references</u>. The project description should be written in 12 point Times New Roman, or similar, and single spaced.

2. Career plan

The career plan should contain a description of short-term and long-term career goals, planned activities for reaching those goals, expected short-term and long-term results and the skills and competencies that will be acquired during the project period. There should also be a presentation of actions aimed at transnational, inter-disciplinary and inter-sectorial collaboration. Training courses in non-scientific skills such as management, scientific presentations, publishing etc. are essential elements in the career development plan.

Maximum length is 1 page. The career plan should be written in 12 point Times New Roman, or similar, and single spaced.

3. CV

Check the evaluation criteria in the Guide for Evaluators and take note of the points that apply to the assessment of the applying researcher. The CV should include a list of academic merits, demonstrated expertise in the research field, scientific networks (including non-academic networks), publications, teaching, supervision and management experience, knowledge transfer and public awareness activities, experience in the development and/or management of research-driven clusters and experience of transnational and inter-sectorial collaborations.

Maximum length is 3 pages. The CV should be written in 12 point Times New Roman or similar.

The CV may include the following, *if applicable*:

- Up to 10 publications from peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of respective research fields, indicating the number of citations (excluding self-citations)
- Research monographs, chapters in collective volumes and any translations thereof
- Invited presentations to peer-reviewed, internationally established conferences and/or international advanced schools
- Research expeditions that the *applying researcher* has led
- Organisation of international conferences in the applying researcher's field (i.e., membership in the steering and/or programme committees)
- Examples of participation in industrial innovation
- Granted patent(s)
- Prizes and Awards
- Funding received so far
- Career breaks (**Note:** career breaks will not have an effect on the evaluation of the application, but should be explained) odyssey

1.3.3 Supporting letters

1. Supporting letter from an end-user

Each application must include a supporting letter from **at least one** end-user willing to collaborate with the applying researcher during the 12 month project period. The applicant may submit **up to three** supporting letters from three different collaborating end-users. The maximum length of each letter is one page. If more than three letters are submitted, the fourth will be discarded and not considered by the expert evaluators. If the project contains more than three end-users, the additional end-users may be mentioned in the project description.

There is no template for the supporting letter from an end-user but it must outline the planned collaboration between the applying researcher and the end-user and the impact of this work, and should not be a general letter of recommendation. The collaboration between applying researcher and end-user should demonstrate how the proposed research is "needs-driven" or applied, i.e. the development of products, services or processes which can contribute to the solving of societal challenges. The end-user may also choose to explain how they can support the utilisation and dissemination of the proposed research. Examples of support include hosting fellows, providing training, supporting technical skills and research methodologies, and actively participating in activities related to individual projects. For further information on collaborating end-users, see the Programme Description.

A signed electronic copy of this letter must be submitted to Region Västra Götaland by e-mail along with the Application form (see Section 3 below).

2. Supporting letter from the collaborating research milieu abroad

Outgoing mobility only: For those researchers applying for outgoing mobility, the collaborating research and innovation milieu abroad (i.e. the future host R&I milieu) must submit a copy of this form letter which highlights the milieu's support for the applying researcher. The Supporting letter from the collaborating research and innovation milieu abroad is available for download on MoRE2020's website. Any other supporting letters, such as letters of invitation, will be discarded and not considered by the expert evaluators. The collaboration and support to be provided by the collaborating R&I milieu abroad should be clearly explained in the project description (see above for instructions).

A signed electronic copy of this letter must be submitted to Region Västra Götaland by e-mail along with the Application form (see Section 3 below).

1.3.4 Additional appendices

1. Ethics Self-Assessment form

Mandatory for projects with any ethical issues. The Ethics Self-Assessment form **must** be submitted if any section of the ethical issues table contains a "yes" answer. Both the applying researcher and the collaborating milieus are responsible for ensuring that all ethical issues are properly assessed. The form is available for download on MoRE2020's website and should be submitted along with the application form (see Section 3 below).

Project title and name of the applying researcher must be included in the form as well as an introduction as requested. The applicant should fill in the applicable sections of the table, taking note of the suggested descriptions and instructions, especially regarding specific documentation to be provided (e.g. copies of informed consent forms). If ethical permissions shall be applied for, this should be mentioned in the form as well as in the project description. Informed consent forms or other documentation (e.g. copies of ethical permissions already obtained) may also be attached to the Self-Assessment form.

Sections of the Self-Assessment form that are not relevant to the project (i.e. sections which did not receive a "Yes" answer in the Ethical Issues Table) can be deleted from the form.

The MoRE2020 Ethical Guidelines can be found in Section 2 of this guide. Applicants are advised to use the Horizon 2020 guide "How to complete your ethics self-assessment".[2] **All applicants are strongly recommended to read through the Ethics Self-Assessment Form to ensure they have not missed addressing any ethical issues in their project.**

2. MoRE2020's Ethical Guidelines

Ethics are central to the integrity, honesty and clarity of research and is an essential part of the research activities that are funded or carried out by the European Union. This means that in any proposal submitted to MoRE2020, ethical issues must be identified and addressed. All the activities carried out under MoRE2020 must comply with ethical principles and relevant

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[2] How to complete your ethics self-assessment

international legislation, such as the Helsinki Declaration[3] and CIOMS International Ethical Guidelines for Health-related Research Involving Humans[4], EU legislation (for example the Charter of Fundamental Rights of the European Union[5] and the European Convention on Human Rights[6], the European Code of Conduct for Research Integrity[7]), and national legislation, such as the Swedish Animal Welfare Act (SFS 1988:534), Ethical Review Act (SFS 2003:460) and Medical Products Act (SFS 2015:315), as well as other relevant legislation depending on research area. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. For outgoing mobility, all relevant national ethics laws of the host country must also be upheld, and activities must also uphold EU ethical legislation.

Projects which do not respect the ethics principles applied in the Horizon 2020 programme of the European Union will not be co-funded by MoRE2020. To ensure that the relevant national and EU rules are respected, the following procedures are followed:

- The Ethical Issues Table (as used by the European Commission and the Research Executive Agency) must be filled in as a part of the application form.
- If the proposal contains any ethical issues (as specified in the Ethical Issues Table), the Ethics Self-Assessment form must also be submitted.
- Employing and host milieus are responsible for helping the fellows to request all ethics approvals needed for their research.
- The MoRE2020 Programme Management Team must be informed by the employing milieu of any prior or current cases of research misconduct (including convictions or investigations).
- For outgoing mobility and incoming mobility, Horizon 2020 **and** national/local ethics regulations of the future host milieu must be respected.
- All eligible project proposals will be screened and evaluated by the MoRE2020 Ethical Board which shall make recommendations to the MoRE2020 Programme Board.
- Ethically sensitive research may not start until all approvals (issued by the relevant authorities) have been sent to the MoRE2020 Programme Management Team.
- The MoRE2020 Ethical Board will provide ethical advice and support to individual MoRE2020 fellows during the project period if necessary.

2.1 Specific procedures for the use of human embryonic stem cells

In case MoRE2020 receives a proposal using human embryonic stem cells (hESCs) the following procedure applies:

- Proposed research that plans to derive hESCs directly from embryos will not be eligible for funding in accordance with Horizon 2020 ethical guidelines.
- Proposed research that will result in the destruction of embryos will not be eligible for funding in accordance with Horizon 2020 ethical guidelines.
- The MoRE2020 scientific experts **must** mention in their evaluation report, if the use of hESCs is justified and necessary for the success of the project.

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[3] Helsinki Declaration
[4] CIOMS International Ethical Guidelines for Health-related Research Involving Humans
[5] Charter of Fundamental Rights of the European Union
[6] European Convention on Human Rights
[7] European Code of Conduct for Research Integrity

- If the project is suggested for funding, the MoRE2020 Programme Management Team will immediately contact the Research Executive Agency (REA) of the European Commission. The REA project officer will forward the research proposal and the scientific evaluation reports for an ethics review from the European Commission.
- In addition, the REA will ask the MSCA Programme Committee for its opinion.
- The research using hESCs may not start until the proposal receives approval from the EC ethics review and the MSCA Programme Committee, which will be communicated to the MoRE2020 Programme Management Team by the REA project officer.

3. Submission

The final proposal (Application form and all appendices) must be sent by e-mail as a PDF document to regionutveckling@vgregion.se before the deadline and time of day stated in the Call for Proposals. The proposal should be complete when submitted, i.e., all forms, appendices and letters should be submitted at the same time and not separately.

Signed versions of the **Declaration form, Supporting letter from an end-user** and (if necessary) **Supporting letter from the collaborating research and innovation milieu abroad** must be submitted in electronic or scanned versions and attached to the PDF document upon submission by e-mail. The signed versions of these documents will not be accepted after the close of the Call. Scanned documents must be submitted in **high quality** and may not be submitted as a .jpeg or other non-PDF file type. Illegible scanned documents may be considered ineligible.

Failure to submit the above signed documents by email before the close of the Call may result in ineligibility.

4. MoRE2020 application checklist

MoRE2020 applications will be considered incomplete without the submission of the following documents. It is highly recommended that the applicant uses this checklist before submitting the final proposal to the MoRE2020 Programme Management Team.

Mandatory documents and appendices:
□ Application form (including the signed, scanned Declaration page)
□ Mandatory appendices application form: Project description, Career plan, CV
□ Commitment/supporting letter from collaborating end-user (signed and scanned)

Outgoing mobility only:
□ Supporting letter from the collaborating research and innovation milieu abroad (signed and scanned)

Additional documents and appendices:
□ Ethics self-assessment form (**mandatory if indicated by the Ethical Issues Table**)

Please be advised that some documents may be updated during the call period. We recommend that all applicants check they have the most recent versions of all documents before submitting their application.