ENRICH-TOGETHER Application Guidelines

Submission Deadline: April 16th, 2024, 13:00 GMT (UK Time)

General Instructions

- The application is composed of two parts, i.e., the application and the additional information. The two documents must be uploaded by the applicant as two separate PDF documents.

- The **Application** document must:
  - Be written in English with Times New Roman, font size 12, single spaced.
  - Be uploaded in PDF format. PDF file size must be 10MB maximum.
  - Include the following information:
    - Research Proposal - max 10 pages
    - CV - max 5 pages
    - Ethics and Security Tables

- The **Additional Information** document must:
  - Be uploaded in PDF format. PDF file size must be 10MB maximum.
  - Include the following information:
    - Proof of ID
    - Ph.D. Diploma/Certificate
    - Secondment and Letter of Commitment, if needed

Contact Details:
For technical questions on the submission platform, please contact evaluation@esf.org
For questions regarding the call, please contact enrich@metu.edu.tr

I. Application Guidelines

The application document should include the information below:

Research Proposal

The research proposal should be limited to a **maximum of 10 pages**.

1. Excellence

1.1 Quality and pertinence of the project's research and innovation objectives and the extent to which they are ambitious, and go beyond the state of the art

At a minimum, address the following aspects:
- Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?
- Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.

1.2 Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices)

At a minimum, address the following aspects:
- <u>Overall methodology:</u> Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.
- <u>Integration of methods and disciplines to pursue the objectives:</u> Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary[1] approach is unnecessary in the context of the proposed work, please provide a justification.
- <u>Gender dimension and other diversity aspects:</u> Describe how the gender dimension and other diversity aspects are taken into account in the project's research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.
  - Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.
  - Sex, gender and diversity analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to this page.

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[1] Interdisciplinarity means the integration of information, data, techniques, tools, perspectives, concepts or theories from two or more scientific disciplines.

- If you plan to use, develop and/or deploy artificial intelligence (AI) based systems and/or techniques you must demonstrate their technical robustness. AI-based systems or techniques should be, or be developed to become:

  - technically robust, accurate and reproducible, and able to deal with and inform about possible failures, inaccuracies and errors, proportionate to the assessed risk they pose
  - socially robust, in that they duly consider the context and environment in which they operate reliable and function as intended, minimizing unintentional and unexpected harm, preventing unacceptable harm and safeguarding the physical and mental integrity of humans
  - able to provide a suitable explanation of their decision-making processes whenever they can have a significant impact on people's lives.

- Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation is adapted to the nature of your work in a way that will increase the chances of the project delivering on its objectives [e.g. up to ½ page, including research data management]. If you believe that none of these practices are appropriate for your project, please provide a justification here.

Open science is an approach based on open cooperative work and systematic sharing of knowledge and tools as early and widely as possible in the process. Open science practices include early and open sharing of research (for example through preregistration, registered reports, pre-prints, or crowd-sourcing); research output management; measures to ensure reproducibility of research outputs; providing open access to research outputs (such as publications, data, software, models, algorithms, and workflows); participation in open peer-review; and involving all relevant knowledge actors including citizens, civil society and end users in the co-creation of R&I agendas and contents (such as citizen science).

- Please note that this does not refer to outreach actions that may be planned as part of the communication, dissemination and exploitation activities. These aspects should instead be described below under 'Impact'.

• Research data management and management of other research outputs: Applicants generating/collecting data and/or other research outputs (except for publications) during the project must explain how the data will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable).

- *For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide on the Funding & Tenders Portal.*
- *Please also see the "how to evaluate open science in Horizon Europe proposals" video on the Funding & Tenders portal.*

1.3 Quality and appropriateness of the applicant researcher's professional experience, competences and skills

Discuss the quality and appropriateness of the applicant researcher's existing professional experience in relation to the proposed research proposal.

1.4 Compatibility and transfer of knowledge between the applicant researcher and selected supervisor and secondment, if applicable

At a minimum, address the following aspects:
- Describe the fit and complementarity of your qualifications and experience with that of the selected supervisor. Justify your selection of the supervisor, considering her/his research-specific track record.
- Describe the envisioned two-way transfer of knowledge between the applicant researcher and supervisor with respect to this research proposal.

Critical Points on Supervision
* Supervision is one of the crucial elements of successful research. Guiding, supporting, directing, advising and mentoring are key factors for a researcher to pursue her/his career path. In this context, all MSCA-funded projects are encouraged to follow the recommendations outlined in the [MSCA Guidelines on Supervision](#)[2].
* Each applicant researcher will implement an Individual Research Project under supervision by internationally recognized researchers. This will enable the applicant researchers to work with and learn from their supervisors and their team.
* Each applicant will have **one supervisor** from METU of her/his own choice. The supervisor must be selected from the list on the ENRICH-TOGETHER website.
* The applicant researchers must not communicate with the supervisor at all to preclude potential pre-selection.

- Describe the fit and complementarity of your research proposal with your choice of secondment institution and/or secondment supervisor by referring to their qualifications, experience, and/or infrastructure. Justify your selection of the secondment institution and/or secondment supervisor.
- Describe the envisioned added value of the secondment for not only the applicant researcher but also the supervisor at METU and supervisor at the secondment institution with respect to this research proposal.
- Rationale and added-value of the non-academic placement (if applicable).

Critical Points on Secondment
* Applicant researchers are strongly encouraged to incorporate secondments of 1-6 months into their research proposals. Secondments are optional but considered as an asset to create additional benefits for the fellow, in terms of knowledge transfer and enhancement of research skills and professional expertise.

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[2] While the MSCA Guidelines on Supervision are non-binding, funded-projects are strongly encouraged to take them into account.

* Secondments are limited to only **one institution**.
* Secondment durations can be a total of 1-6 months. Secondment visits can be executed with one (1) or more travel(s) at different times during the fellowship.
* Applicant researchers can select secondment destinations from the predefined list of associated partners of ENRICH-TOGETHER.
* Applicant researchers can select secondment destinations NOT present in list of associated partners of ENRICH-TOGETHER. Applicants are required to provide a Letter of Commitment in cases when they prefer a secondment institution not enlisted in the associated partners of the project.

2. Impact

2.1 Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to her/his skills development

At a minimum, address the following aspects:
- Specific measures to enhance career perspectives and employability of the researcher inside and/or outside academia
- Expected contribution of proposed research skills development to the future career of the researcher.

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:
- Plan for the dissemination and exploitation activities, including communication activities:[3] Describe the planned measures to maximize the impact of your project by providing a **brief** version of your 'plan for the dissemination and exploitation including communication activities'. Describe the **envisioned** dissemination, exploitation measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large). Regarding communication measures and public engagement, the aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.
- Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.

- All measures should be proportionate to the scale of the project, and should contain SMART suggestions to be implemented both during and after the end of the project.

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[3] In case your proposal is selected for funding, a more detailed Dissemination and Exploitation plan will need to be provided as a mandatory project deliverable during project implementation.

2.3. Magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts

At a minimum, address the following aspects:
- Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.
- Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit.
- The impacts of your project may be:
    - Scientific: e.g. contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e. research infrastructures);
    - Economic/technological: e.g. bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.
    - Societal: e.g. decreasing CO_2 emissions, decreasing avoidable mortality, improving policies and decision-making, raising consumer awareness.
- Only include such outcomes and impacts where your project would make a significant and **direct** contribution. Avoid describing very tenuous links to wider impacts.
- Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide quantified estimates where possible and meaningful.
    - 'Magnitude' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time;
    - 'Importance' refers to the value of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.

3. Quality and Efficiency of the Implementation

3.1 Quality and effectiveness of the work plan, assessment of appropriateness of the effort assigned to work packages

At a minimum, address the following aspects:
- Brief presentation of the overall structure of the work plan, including deliverables and milestones.
- Timing of the different work packages and their components;

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments, placements, if applicable. This Gantt chart counts towards the 10-page limit.
- The schedule in the Gantt chart should indicate the number of months elapsed from the start of the action (Month 1).

3.2 Quality and effectiveness of the assessment of risks

At a minimum, address the following aspects:
- Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).

A risk analysis chart must be included and should indicate both the likelihood and severity of potential risks with respect to the proposed Work Packages (WP). This risk analysis chart counts towards the 10-page limit.

CV

Below please see the detailed instructions on how to prepare your CV.
- The CV should be limited to a **maximum of 5 pages**.
- Please craft your CV in line with the subheadings below (if applicable) and ensure that all parts are completed in order. The CV should include the standard academic and research record and contain the following information.
  a) Full name of the applicant
  b) Professional experience (most recent first, with exact dates in format dd/mm/yyyy)[4]
  c) Education, including Ph.D. award date (most recent first, with exact dates in format: dd/mm/yyyy)[5]
  d) Scores of language competency (if any[6])
  e) Selected publications in peer-reviewed scientific journals, peer-reviewed conference proceedings, and/or monographs
  f) Invited presentations to internationally established conferences and/or international advanced schools
  g) Organisation of international conferences, including membership in the steering and/or programme committee(s)
  h) Research expeditions led by the applicant
  i) Granted patent(s)
  j) Examples of participation in industrial innovation
  k) Prizes and awards
  l) Funding received so far
  m) Supervising and mentoring activities
  n) Outreach and impact activities
  o) Other items of interest

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[4] Any research career gaps and/or unconventional paths should be clearly explained.

[5] Applicants who have successfully defended their doctoral thesis before the call deadline but who have not yet formally been awarded the doctoral degree must clearly indicate the date of the successful Ph.D. defense ("viva"). Applicants having their last thesis defense after the call deadline will be automatically declared ineligible for this call.

[6] Applicants are requested to write down their scores from any English language competency test (e.g. TOEFL, IELTS, etc.) in case the applicant already has one; if not this item can be left blank.

Ethics and Security

In case you have any ethical and security issue(s) in your research proposal, you should explain how you plan to deal with these issues in your research proposal. The questionnaire presented in the application template summarizes potential ethics and security issues that your research proposal could raise following the EU and Turkish laws as specified in the Grant Agreement #101081645 of the ENRICH-TOGETHER project between the Research Executive Agency of the European Commission and the Middle East Technical University (METU).

Please note that, in the questions presented in the application template, if your answer is "YES", you should write the page number of the relevant explanation presented in your research proposal in the respective "PAGE" column. E.g. If you answer "YES" to question 1.1, then explain how you will deal with the respective ethics and security issue in your research proposal in relevant page (e.g., page 5) and then write "5" on the "PAGE" column of question 1.1.

II. Additional Information Guidelines

The additional information document should include the information below:

Identity Proof

Please paste the scanned ID page of your passport to the respective page on your template.

Ph.D. Diploma/Certificate

Please paste the scanned front page of your Ph.D. diploma or certificate to the respective page on your template. Only documents in English are accepted.

Secondment and Letter of Commitment if Needed

If you are planning a secondment during your research, please proceed as follows:

a. If you are preferring a secondment institution from the ENRICH-TOGETHER associated partner list, please insert the name of your preferred secondment institution under the "Application Details" tab to be filled in on the online submission platform. In this case, you do **not** need to receive and paste a Letter of Commitment (LoC) and may leave the related page in the Additional Information Template blank.

b. If you are **not** preferring a secondment institution from the ENRICH-TOGETHER associated partner list, please insert the name of your preferred secondment institution under the "Application Details" tab to be filled in on the online submission platform. In this case, you need to receive and paste a signed LoC from your choice of secondment institution/supervisor to the related page of the Additional Information Template. The template of the LoC is presented on the ENRICH-TOGETHER Additional Information Template.

If you are **not** planning a secondment during your research, please leave the related page of the Additional Information Template blank.