IRISH RESEARCH COUNCIL COLLABORATIVE RESEARCH FELLOWSHIPS FOR A RESPONSIVE AND INNOVATIVE EUROPE 'CAROLINE' – CO-FUNDED BY MARIE SKŁODOWSKA-CURIE ACTIONS*

2018 (Call 2)

GUIDE FOR APPLICANTS

30th June 2017

Important dates

FAQ Deadline	16:00 (GMT) 28th September 2017
Applicant Deadline	16:00 (GMT) 12th October 2017
Academic Mentor/Referees Deadline	16:00 (GMT) 19th October 2017
Research Office Endorsement Deadline	16:00 (GMT) 26th October 2017
"Time of recruitment"	15th February 2018
Outcome of Scheme	End of February 2018
Deadline for submission of signed agreements between home host organisation and main partner organisation	30th April 2018
Fellowships start date	1st June 2018

Contents

1.   PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in preparing and submitting an application for CAROLINE - Collaborative Research Fellowships for a Responsive and Innovative Europe, co-funded by Marie Skłodowska-Curie Actions (hereafter "CAROLINE"). In addition, it provides a general overview of the applicable assessment process, alongside samples of assessor feedback from Call 1 of the CAROLINE scheme (Appendix V).

CAROLINE fellowships are governed by the particular Terms and Conditions underlying the fellowship, and the Award Acceptance Form. The contents of this Guide are for general information purposes and the assistance of applicants. In the event of any discrepancy arising between this Guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Applicants are therefore strongly recommended to familiarise themselves fully with the **Terms & Conditions** of the scheme and also to read carefully any **Frequently Asked Questions (FAQ)** before completing and submitting applications.

The Council reserves the right to revise this Guide.

Please note that definitions of terms used in this Guide are as per the Terms and Conditions of the scheme.

A guide on using the online application system (OLS) is provided as a separate document.

2.   INTRODUCTION TO THE IRISH RESEARCH COUNCIL

The mission of the Council is to enable and sustain a vibrant and creative research community in Ireland. The Council funds excellent researchers across all disciplines and encourages interdisciplinary research and engagement with enterprise. The Council facilitates the career development of researchers by funding those at an early stage of their research career to associate with established researchers who have achieved international recognition for their work. The primary strategic objective of the Council centres on building an expertise-driven research system to enhance Ireland's creative and innovation capacity and skills base in a rapidly changing global environment where knowledge is key to economic, social and cultural development. The Council is further committed to facilitating the integration of Irish researchers from all disciplines within the European Research Area.

3.   PURPOSE OF THE SCHEME

The Council has been awarded funding by the European Commission under the Horizon 2020 Marie Skłodowska-Curie Actions to co-fund a research fellowship scheme with international, intersectoral and interdisciplinary mobility elements. The aims of the fellowships are to support suitable highly qualified experienced researchers in any discipline to:

- conduct research relevant to the overarching theme of global sustainable development as set out under the United Nations 2030 Agenda for shared economic prosperity, social development, and environmental protection[2];
- engage in international collaboration with suitable NGOs or IOs;
- experience and benefit from international mobility;
- avail of relevant training and career development opportunities;
- increase their chances of gaining a future senior research position, including in the non-academic sector.

The Council offers two types of CAROLINE fellowships. Applicants may only apply for one fellowship.

Fellowship type	Duration	Location of fellowship
Irish fellowships	24 months	Home host organisation with a mandatory secondment to an NGO/IO in Ireland
International fellowships	36 months	NGO/IO outside of Ireland for years 1 & 2 and in home host organisation in year 3

Researchers awarded an **Irish fellowship** will be hosted and employed by a home host institution in Ireland for two years, with a mandatory secondment of between six and twelve months' duration during this time to a main partner organisation in Ireland with an optional placement to a placement partner organisation possible (up to three months).

Researchers awarded an **International fellowship** will be hosted and employed by a home host organisation in Ireland; they will spend the first two years seconded to their main partner organisation outside Ireland, with a mandatory one-year return phase at their home host organisation in Ireland, with the potential for optional placement(s) to placement partner organisation(s). Placements can be up to six months in the outgoing phase and another six months in the return phase.

Placements should significantly add to the impact of the fellowship. Appropriate justification must be provided in the application form if an optional placement is proposed.

Please refer to the Terms and Conditions for definitions of host organisation and applicable requirements.

Specific mobility requirements apply to the fellowships, including secondments and placements (see the Terms and Conditions for details).

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[2] http://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E

4. ELIGIBILITY CHECK

Before starting an application, all applicants should check they are eligible to apply by carefully studying the Terms and Conditions. In particular, applicants should pay attention to mobility requirements as they consider applying under either of the two fellowship types (Irish fellowships and International fellowships) and location of their secondment and placement, as relevant.

Each applicant is solely responsible for determining their eligibility. The Council is not in the position to confirm eligibility of applicants during the application process. Please refer to the Terms and Conditions for eligibility requirements.

As specified in the Terms and Conditions of the scheme, the Council reserves the right to request documentary evidence as part of eligibility checking after the call deadline. Note that the experienced researcher status and mobility requirements must be met by a specific date which is set after the call application deadline ("time of recruitment", see the Terms and Conditions of the scheme).

IMPORTANT APPLICATION ADVICE

Applications to this scheme will also *be deemed ineligible and will not be considered for funding if:*

- the applicant does not meet the scheme's eligibility criteria, as outlined in the Terms and Conditions (including but not limited to the applicant's experienced researcher status, mobility and English language competency requirements);
- the proposed main partner organisation is not an eligible NGO/IO as defined in the Terms and Conditions of the scheme;
- the applicant submits more than one application (even if only one application is endorsed by an eligible home host organisation);
- an application has not been submitted via the online application system (OLS). No hardcopies or email forms will be accepted;
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of **16:00 (GMT) 12th October 2017;**
- an application does not have all of the required participant forms (academic mentor, secondment mentor, two referee forms, and, where an optional placement(s) is(are) proposed, the relevant placement mentor(s) form) completed in full, within the word counts and submitted via the OLS only on the Council website www.research.ie by the deadline of **16:00 (GMT) 19th October 2017**. No hardcopies or email forms will be accepted;
- an application is incomplete (e.g. does not have all documents requested);
- an application exceeds the word/page limits;
- an application includes additional materials other than those requested;
- an application includes materials in a format other than as requested (PDF format must be used);
- the research project as proposed in the application form has previously been

funded in full or in part, by the Council[3] or by another funding agency/department;

- the application is not endorsed by the applicant's proposed home host organisation (by the Vice-President/Dean of Research or by their nominees authorised by the VP/Dean of Research only) via the OLS only on the Council website www.research.ie by the deadline of **16:00 (GMT) 26th October 2017**;
- canvassing on behalf of applicants occurs.

The Council reserves the right to require documentary evidence supporting any information provided in the submitted application form, including but not limited to the applicant's qualifications, employment history, and residency. Where information provided by an applicant in their application form is found to be incorrect or cannot be verified on request, the Council reserves the right to deem the concerned applicant ineligible for funding.

5.   THINKING ABOUT APPLYING

Familiarise yourself with the Terms and Conditions of the scheme and determine your eligibility

Exceptions to rules outlined in the Terms and Conditions will not be granted.

If you have any questions regarding the application process, please address them to the Research Office (RO) in your proposed home host organisation. If the RO is unable to answer your query, they should send the query to the Council[4]. Queries received from Research Offices will be answered through the Frequently Asked Questions process. A Frequently Asked Questions (FAQs) document will be available on the Council's website and updated frequently until the applicable deadline. The deadline for submission of queries by Research Offices under the FAQ process is **16:00 (GMT) 28th September 2017**.

Please note that for reasons of transparency and fairness to all applicants, the Council will not enter into individual written or telephone correspondence **with individual applicants. Please be advised that should an applicant contact the**

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[3] Following the merger of IRCHSS and IRCSET, Irish Research Council schemes subsume previous IRCHSS and IRCSET schemes.
[4] These queries should be sent by your Research Office to caroline@research.ie with the subject line 'CAROLINE 2018 FAQ'.

IRC by telephone or by email, they will be advised to contact their RO as specified above.

Identify suitable fellowship topic

Applications can be made in any discipline as long as the proposed research topic falls under the overarching theme of the scheme as outlined in the call documentation[5].

In particular, applications of an interdisciplinary nature that cross boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research, proposals introducing unconventional, innovative approaches and scientific inventions are welcomed.

Applicants will be required to specify in the application form how their proposal addresses the United Nations 2030 Agenda for shared economic prosperity, social development and environmental protection, and explain what contributions their fellowship is expected to make to one or more sustainable development goals specified in the UN Agenda 2030.

The Council is not in a position to advice on suitability of research topics or to comment on the content of applications.

Confirm support from your proposed academic mentor

Prior to creating an application, applicants need to contact and discuss their fellowship application with their proposed academic mentor. It is the responsibility of each applicant to identify a suitable academic mentor; the Council is not in a position to recommend academic mentors. Please see the Terms and Conditions for requirements applicable to academic mentors and home host organisations.

Confirm support of your proposed main partner organisation and secondment mentor

Prior to creating an application, applicants need to contact and discuss their fellowship application with their proposed secondment mentor. It is the responsibility of each applicant to identify a suitable main partner organisation and secondment mentor. The Council provides information about prospective main partner organisations on the Council's website.[6] The website hosts a list of eligible NGOs/IOs that have expressed interest in participating in the scheme and self-registered with the Council. Research Offices in eligible home host organisations in Ireland have access to contact details for organisations listed on the Council's website and can assist applicants wishing to approach these organisations, subject to institutional practices and procedures.

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[5] Please note specific prohibited areas as specified in the Terms and Conditions of the scheme.
[6] https://irishresearch.smartsimple.ie/ex/ex_openreport.jsp

It is important to note that applicants can make arrangements with <u>any eligible</u> NGO/IO (i.e. including those not listed on the Council's website). Please see the Terms and Conditions for details regarding eligibility of NGOs/IOs to act as main partner organisations and for requirements applicable to host organisations.

Please note that the Council is not in a position to recommend individual secondment mentors.

Applicants are advised to ensure that their proposed host organisation(s) familiarise themselves with the Terms and Conditions of the scheme, in particular with requirements applicable to hosting the fellow and the requirement to sign an agreement including, among other, clauses pertaining to conditions of the fellow's secondment to the main partner organisation, confidentiality, intellectual property rights etc.

Contact with the proposed host organisation(s) should be made early in the application process to ensure that organisations that are not currently registered as a participating organisation in the OLS can do so well in advance of the application deadline.

Please note that organisations that are included in the list of prospective host organisations on the Council's website (NGOs/IOs that registered their interest in the scheme with the Council) will also need to complete an online form to register in the OLS if they have not yet done so. The two online forms serve two different purposes and are processed differently, as is illustrated below:
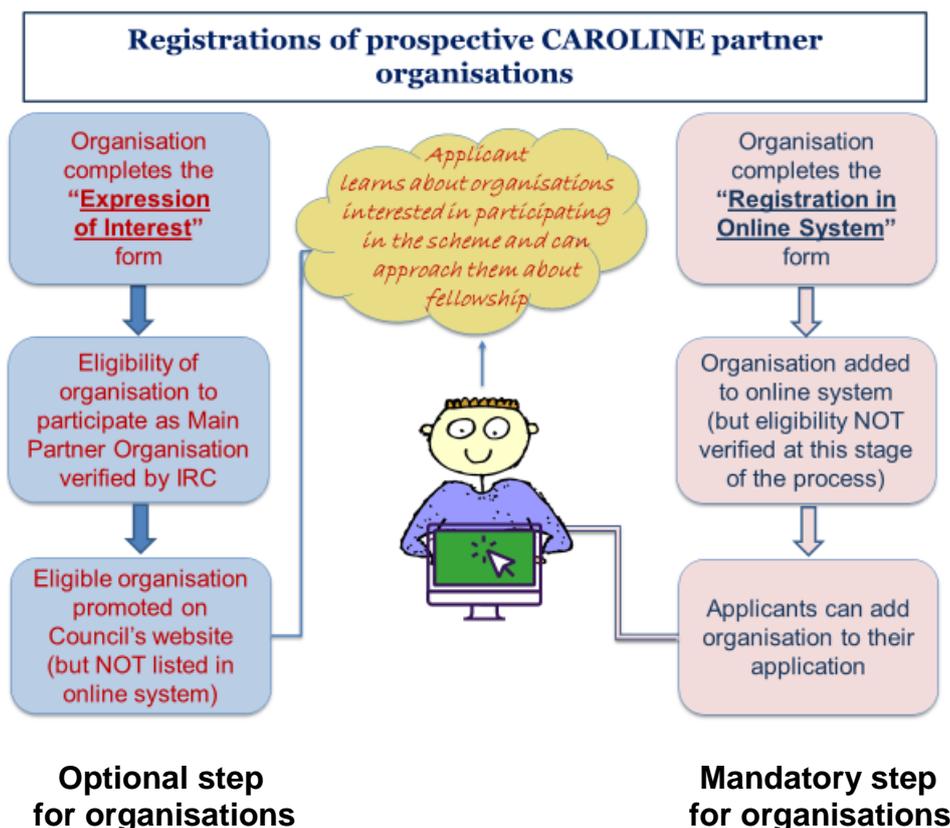
Applicants are advised to check the list of organisations in the online system as CAROLINE partner organisations to verify that their proposed main partner organisation (and where relevant their proposed placement partner organisation) are registered. If the proposed main partner organisation (or placement partner organisation) do not appear in the list of registered CAROLINE partner organisations in the online system, applicants need to contact their proposed secondment mentor (or placement mentor as relevant) to arrange registration of the organisation in the online system. **The "registration of interest" and "registration in the online system" are two separate registrations.** If an organisation has completed the "registration of interest" only (but not the "registration in the online system"), applicants will not be able to assign such organisation to their application.

Please note that completion of the "Registration in Online System" form is a mandatory requirement for an organisation with which an applicant intends to partner, in cases where this registration was not completed under the previous CAROLINE call.

Contact the Research Office (RO) of proposed home host organisation

Applicants should contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in their proposed home host organisation for information and clarification on the call and for institutional proposal preparation support. The Research Office (RO) will be required to submit their endorsement decision in relation to an application once it has been submitted. It is highly recommended that applicants contact the RO of their proposed home host organisation as soon as they decide to apply for a CAROLINE fellowship and identify a suitable academic mentor.

Applications that are not endorsed by the RO of the proposed home host organisation by the relevant deadline will automatically be deemed ineligible.

Applicants are also advised to discuss with the RO whether their proposed research will require the signing of an intellectual property agreement with the proposed main partner organisation/placement partner organisation. Applicants are required to indicate in the application form whether an intellectual property agreement will be needed.

Contact proposed referees

All applications require two referee statements. Applicants should identify and approach referees well in advance of the relevant deadline. Referees should know applicants sufficiently well to provide a character reference.

Note that proposed mentors (academic mentor, secondment mentor and, where applicable, placement mentor(s)) may **not** act as referees for an application.

Important note regarding application deadline:

The call will close automatically at **16:00 (GMT) on 12th October 2017** and applications not received by the OLS by this deadline will be ineligible.

The Council encourages the submission of applications well in advance of the closing date for the competition, as on the day that the call closes there will be heavy traffic on the server, which may slow down the submission of an application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit an application.

6.   PROPOSAL PREPARATION PROCESS

CAROLINE fellowships will involve mentors and host organisations, but they are individual awards made to fellowship applicants. Applicants will need to liaise with their proposed mentors and host organisations during the proposal preparation process, as is illustrated below.
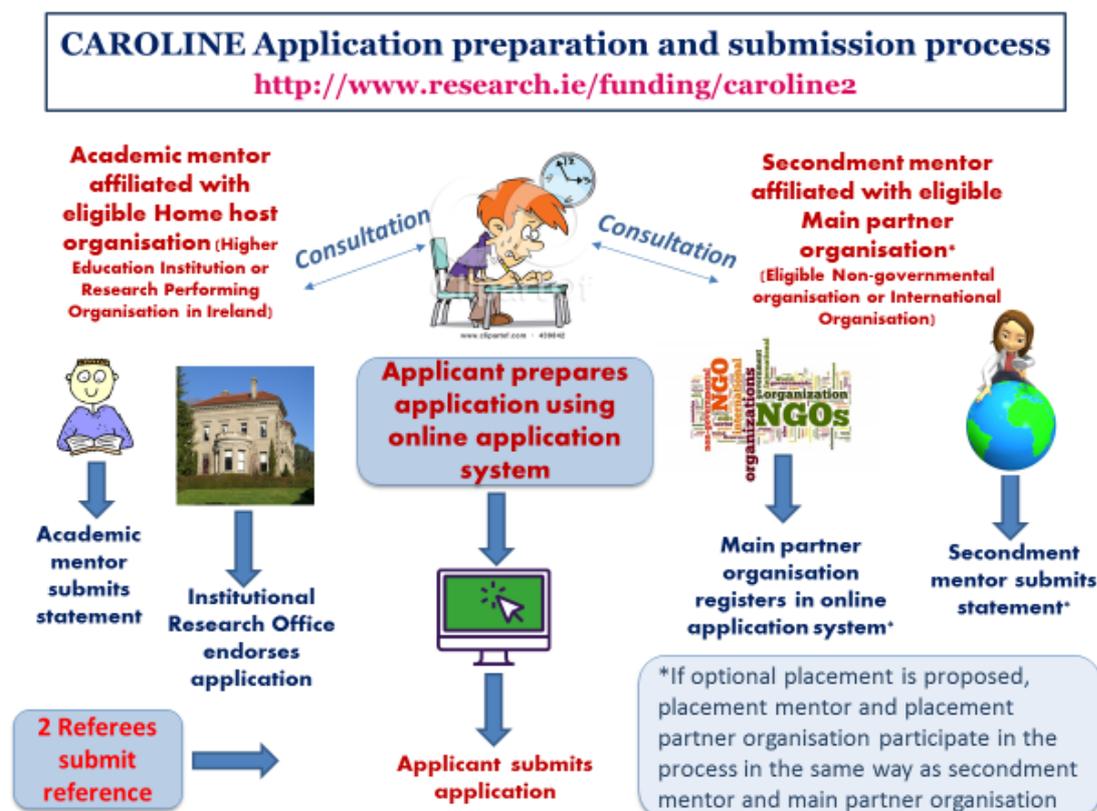
Important: The overall responsibility for the proposal preparation, for timely completion of all steps of the application process, and for compliance with the Terms and Conditions of the scheme if an award is made, lies with the applicant / fellow.

The Council provides general guidance on certain aspects of CAROLINE fellowship applications in this document. If applicants need advice as they shape their proposal, they should liaise with their proposed mentors and with the Research Office of their proposed home host organisation.

7.   APPLICATION PROCESS AND REQUIREMENTS

The entire application process is online via a web-based online application system (OLS). All participants involved in a CAROLINE fellowship application submission - the applicant, academic mentor, referees, secondment mentor and, where applicable, placement mentor(s) - will be required to complete their participant forms through the OLS.

It is essential that the participants nominated in an application will be available to complete their respective form prior to the applicable deadline. Submission of these

forms is an integral part of a fully completed application and failure to submit these forms by the relevant deadlines will result in the application being deemed ineligible.

> ➢ Referees, secondment mentors and placement mentors (where applicable) can create and submit their online form once their details have been added and saved to the application form. Once these participants are added to an application, the online system generates an automatic email notifying them of the application and providing them with log in details for the OLS.

> ➢ Academic mentors are also notified by the OLS once they are added to an application. However, they can only create and submit their form after the applicant has submitted their application.

The final step in the application process is institutional endorsement. As indicated above, applications that are not endorsed on behalf of the proposed home host organisation by the office of the Vice-President/ Dean of Research / Head of Development (as applicable) will be deemed ineligible. Please note that only applications that received all participant forms as applicable by the relevant deadline will be available in the OLS to the responsible Research Officer of the proposed home host organisation for institutional endorsement. If an application does not receive institutional endorsement by the relevant deadline or where institutional endorsement is declined, such applications will automatically be deemed ineligible.

By endorsing an application, the relevant office in the proposed home host organisation is confirming that the organisation supports the application and is willing to employ the applicant for the duration of the fellowship. Institutional endorsement may be declined where the home host organisation identifies significant shortcomings in an application such as non-compliance with the applicable internal or external rules and requirements, including but not limited to institutional research ethics policy and where non-compliance with the Terms and Conditions of the scheme is identified at this stage.

Please keep in mind that it is not possible to make any changes in the application once it is submitted. Therefore, should the Research Office identify a significant shortcoming in an application at this stage of the process, it will not be possible to address the issue and institutional endorsement can be declined. It is therefore strongly recommended that applicants contact the Research Office or relevant in the proposed home host organisation when they start thinking about applying to ensure that their application will receive institutional endorsement.

Language of applications

Applications will only be accepted in either the Irish or the English language.

In order to facilitate evaluation by the International Assessment Board, applicants submitting applications in Irish are invited to submit an English language translation of their application. Should an English translation not be provided by an applicant, the Council will provide a translation to the International Assessment Board.

Gender-blinding of applications for evaluation purposes

The Council maintains gender-blinding of applications for evaluation purposes to mitigate any gender bias in the assessment of excellence. Applications are provided to assessors without the applicant's name and without other sensitive information, such as the date of birth or career break reasons. The assessors are briefed about avoiding gender bias, including subconscious gender bias, before the assessment process commences.

To facilitate gender-blinding of applications for evaluation purposes, applicants are asked not to disclose their gender within their fellowship proposal (with the exception of the question which explicitly asks about the applicant's gender). The Council also requests that mentors and referees avoid using pronouns or other words in their forms which would identify the applicant's gender, and relevant instructions are provided to mentors and referees in their online forms.

8.   EVALUATION PROCEDURE

Assessment Process

All applications will be first reviewed for eligibility and adherence to the Terms and Conditions of the scheme. Relevant checks will be performed by the Council's Executive and documentary evidence as appropriate may be requested from applicants during this stage.

A two-step assessment process will be in place. In the first step, applications will be evaluated remotely by the Outer International Assessment Board (Outer IAB). Each application will be evaluated by at least two independent, international expert assessors who will submit their qualitative and quantitative evaluation. The applications will then be ranked.

In the second step, applications will be assessed by the Inner International Assessment Board (Inner IAB). If a large number of applications are received, only the top ranked applications meeting the applicable threshold (for example top 40%) will be referred to the Inner IAB. Otherwise all applications that pass the applicable threshold for progression to the second stage of the assessment process will be referred to the Inner IAB and assessed by two independent, international reviewers who then discuss the applications at the Inner IAB meeting. The primary responsibility of the Inner IAB is to determine the ranking of the applications referred to it and arrive at an overall judgment of standard and make final recommendations to Council in line with the published evaluation criteria.

In both steps of the assessment process, applications will be assessed solely on the basis of the material available to the Irish Research Council at the time of the application deadline. Additional documentation or proposal amendments cannot be accepted after the deadline.

To allocate applications to international expert evaluators for assessment, the Council will use information provided by applicants in the application form, in particular the 'Primary areas' and 'Disciplines' (available in Appendix I or online on the Council's website[7]) and key words.

The online application form provides a field to enter a second categorisation if the application is interdisciplinary.

Please note that while the Outer IAB members may be more familiar with your specific research field, the Inner IAB will be made up of representatives with significant overarching experience who will have a general understanding of your research field. Thus, it is important that you write your application so that both Outer and Inner IAB members can clearly understand the research proposed therein and form a fair evaluation and assessment of whether it is of an appropriate standard to recommend to Council for funding under the scheme.

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[7] http://www.research.ie/sites/default/files/categorisation_of_research_areas_and_disciplines.pdf

Applicants may suggest in their application form up to two evaluators to be approached by the Council to participate in the CAROLINE evaluation process. It is important to note that only suitable expert evaluators that are not affiliated with Irish home host organisations are eligible to act as evaluators for Council funding schemes and a strict policy on conflicts of interests is in place. Notwithstanding the applicant's suggestions, the Council reserves the right to assign proposals for assessment to evaluators.

Evaluation Criteria and Scoring

Applications are assessed under three evaluation criteria as detailed in Appendix IV:

- Excellence (weighting 50%);
- Impact (weighting 30%);
- Implementation (weighting 20%).

Evaluators will give scores between 0 and 5 to each criterion[8].

Interpretation of the scores is as follows:

0	The proposal **fails to address the criterion** or cannot be assessed due to missing or incomplete information.
1	**Poor**. The criterion is inadequately addressed, or there are serious inherent weaknesses.
2	**Fair**. The proposal broadly addresses the criterion, but there are significant weaknesses.
3	**Good**. The proposal addresses the criterion well, but a number of shortcomings are present.
4	**Very good**. The proposal addresses the criterion very well, but a small number of shortcomings are present.
5	**Excellent**. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for progressing to the second step of the evaluation process is 70%, and the threshold must be passed for each criterion.

Results notification and feedback

Once the assessment process is complete, applicants will be informed of the outcome by email and the status of their application will be updated on the OLS.

The Council's Executive are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post.

Feedback to candidates will consist of the score that the International Assessment Board assigned to the application and the decision in relation to funding. Additional

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[8] Steps of 0.1 can be used.

feedback will not be provided beyond that which is provided with the assessment result.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring[9]. Under no circumstance will feedback provided by Council compromise the confidentiality of a reference submitted to Council.

9.   GUIDANCE ON SELECTED SECTIONS OF THE APPLICATION FORM

Please note that the Word document with indicative application questions available on the Council's website is not used for submitting an actual application; the purpose of the indicative application questions document is to provide applicants with information about the content of the application form, its structure, level of detail that will be required, etc. Applicants should familiarise themselves with the actual online application form as soon as possible. Where differences exist between the indicative application questions document and the online application form, it is the requirements specified in the online application form in the OLS to which the applicant must adhere.

The application form is structured in a number of tabs. Most of the information is to be entered as text directly into the online application form; some of the questions will ask you to upload material in pdf format.

Please note that a guide to the online application system is provided as a separate document.

Academic qualifications

Applicants with degrees awarded in countries other than the Republic of Ireland will need to establish equivalency of such degrees to awards existing within the Irish National Framework of Qualifications (NFQ)[10]. Applicants will be asked to indicate the corresponding NFQ level and award type in the application form. Online resources are available to support applicants in this process, such as the Foreign Qualifications Database available at the Quality Quaifications Ireland/NARIC Ireland website[11] or a referencing document with comparison of the NFQ with the European Qualifications Framework for Lifelong Learning (available here). Applicants might also seek advice from the International Office (or relevant) of the higher education institution which awarded the concerned degree, or from the International Office (or relevant) of their proposed home host organisation in cases where the proposed home host organisation is a higher education institution.

If an academic qualification corresponds to the NFQ level specified in the application form but not to the degree specified in the instructions provided in the application form (i.e. bachelor's degree, master's degree, or doctoral degree) due to significant

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[9] Irish Research Council 'Declined Funding' Appeals Policy and Procedures document is available at the Council's website http://www.research.ie/aboutus/irish-research-council-policies

[10] see http://www.nfq-qqi.com/index.html

[11] http://www.qqi.ie/Pages/Qualifications-Recognition.aspx

differences between the degree and the relevant degree on the NFQ, for example in the number of ECTS or in the nature of learning outcomes, please explain and indicate the corresponding NFQ award in the field provided for "additional information".

Note that the above applies also to Irish degrees that are on the relevant NFQ level but are not the degree specified in the application form (for example higher diploma, postgraduate diploma or postgraduate certificate).

Examination results, qualification names and other information entered into the application form must correspond exactly with information provided on relevant official transcripts/parchments/diploma supplements; in particular applicants should not convert examination results into another grading system such as for example GPA. Successful applicants will be required to provide official certified transcripts / parchments / diploma supplements before awards are confirmed. If the language of a transcript/parchment/diploma supplement is not English, successful applicants will be required to provide an English translation.

In case of discrepancies between results provided in the application form and those on an official document, offers of awards may be withdrawn.

If the language of a transcript/parchment/diploma supplement is not English, the name of the degree and overall result if expressed verbally/in non-numerical format (such as, for example, "*mention très honorable avec félicitations du jury*" or "*отлично/otlichno*") must be provided in the language of the transcript/parchment/diploma supplement as well as in English. It is not sufficient to provide only English translation/equivalent of the name of the degree or result.

English language competency

CAROLINE fellows must be able to communicate to the requisite standard through the English language. A statement confirming same by the home host institution will be required as part of the endorsement of the application.

As a guide, the minimum expected level of English language competency is level C1 on the [Common European Framework of Reference for Languages](#) (CEFR) scale. Applicants need to undertake a self-assessment of their English language competency using the framework before completing the application form. The CEFR self-assessment grid is provided in Appendix VI. For the purposes of the scheme, the scale has been expanded to include an additional "native speaker" option.

If English is your second/additional language and you have undertaken an internationally recognized English language exam/test (including but not limited to TOEFL, IELTS or PTE), you can provide details of your exam/test in the application form. Please note that the Council reserves the right to request evidence of your exam/test result after the application deadline. Applicants should therefore only include information about such English language exams/tests for which they can provide the relevant documentary evidence. In case of discrepancies between exam/test results provided in the application form and those on an official document, or where applicants are unable to provide the relevant documentary evidence if required by the Council, offers of awards may be withdrawn.

Fellowship proposal abstract and Lay abstract of proposed research

Applicants will be required to provide an abstract of their fellowship proposal (to include research as well as career development and training aspects of the proposed fellowship) and a lay abstract of proposed research. It is important to note differences between the two abstracts, in particular that the former is to cover all key aspects of the proposal while the latter should be formulated for the purposes of non-expert audiences and should focus solely on the proposed research.

Project plan and Gantt chart

A project plan should include deliverables[12] and milestones[13] for completion of the proposed fellowship, including dissemination and implementation of the proposed Career Training and Development Plan and Community Outreach Plan. Applicants also need to outline risks that might endanger reaching these milestones and deliverables, and a contingency plan to be put in place in order to mitigate these risks.

Applicants are required to upload a Gantt Chart which should include the following:

- Secondment and, where applicable, placement(s);
- Important research deliverables and milestones;
- Important career training and development milestones;
- Important dissemination deliverables and milestones;
- Important community outreach deliverables and milestones.

The schedule should be in terms of the number of months elapsed from the start of the fellowship.

Reasons for choosing the proposed mentors and host institutions

Content of these sections should be relevant to the proposed fellowship and to the applicant's specific circumstances. Information provided by applicants in these sections will be used by international expert evaluators in assessing the appropriateness of the proposed institutional environment. Applicants should address institutional environment at the level of the relevant organisational unit/team/research group, as appropriate. General statements should be avoided.

Career training and development plan

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[12] A deliverable is a distinct output which is meaningful in terms of the fellowship's overall objectives. It may be a report, an event, a software etc., as relevant in the context of the proposed fellowship.
[13] Milestones are control points that help to chart progress and decide next steps. Milestones may correspond for example to the completion of a key deliverable, allowing the next phase of the work to begin, to a critical decision point, or they can be at intermediary points so that corrective measures can be taken where problems arise.

A career training and development plan is a key component of a CAROLINE fellowship application. It should present your mid-term goals and long-term career objectives and how a CAROLINE fellowship will help to achieve these goals. Applicants should outline how a fellowship will fulfill the relevant aims of the scheme, as specified in the Terms and Conditions.

Applicants should provide a description of plans for the acquisition of new knowledge and skills. This may include for example, gaining research skills and techniques, enhancing communication skills, developing research management experience, networking, and other transferable skills during the period of the fellowship.

Applicants should also detail how the fellowship will enable the acquisition of skills relevant to employment outside the traditional academic sector.

An outline of how the fellowship will enable the applicant to acquire competencies that improve the prospects of reinforcing a position of professional maturity, diversity and independence should also be included.

The [Vitae website and Researcher Development Framework](#) is an excellent career development resource that applicants may find useful when preparing their Career Training and Development Plan.

Community outreach plan

In recognition of the need to address the impact of research in engaging and creative ways, fellows will be required to engage in community outreach. Separate to the broader scientific and public dissemination plan for the proposed project, community outreach is intended to provide learning and information opportunities for the community to engage with the fellows' research and the related work of partner organisations. Engagement could be locally, regionally or nationally-orientated. Examples of community outreach, which is a mandatory requirement of CAROLINE fellowships, could include but not be limited to visit(s) or presentation(s) to local primary or secondary school(s), mentoring, or contributing to relevant community-based festivals or showcase events. Fellows will be required to report on the implementation of their community outreach measures in their progress reports.

Fellowship proposals should set out clearly the plans for community outreach, including the nature, location, timing, audience to be engaged and implementation partner(s). Applicants should note that fellows will be responsible for ensuring that they adhere to relevant policies and procedures where appropriate in the implementation of the community outreach plan (e.g. child protection clearance to work with young people).

Ethical Statement

Applicants are required to carefully consider the ethical implications of their proposed fellowship. As specified in the Terms and Conditions of the scheme, CAROLINE is

subject to ethical requirements applicable under Horizon 2020[14]. Applicants are advised to familiarise themselves with all relevant documentation, including rules and procedures in place in their proposed host institutions as relevant.

Where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval will be required before activities for which ethical approval is needed commence, but no later than three months after the start date of the fellowship.

See Appendix II for detailed guidance on completing this section.

Sex/Gender Dimension Statement

All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application. Please refer to Appendix III 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research[15], for assistance.

Personal Statement

Applicants are expected to demonstrate their suitability for a CAROLINE fellowship, in particular they should explain why a CAROLINE fellowship is the appropriate next step at the current stage of their career. It is important to outline how applicants intend to maximise potential benefits of the tripartite structure of the fellowship as well as its intersectoral and international dimensions.

The personal statement also gives applicants the opportunity to provide additional relevant information which has not been included elsewhere in the application, for example reasons for proposing the chosen research topic, and the applicant's attributes, experience and achievements to date that demonstrate their capability to successfully implement the fellowship.

Indicative budget

CAROLINE fellowship awards will include an allocation for eligible direct research expenses in the amount of €9,600 per year. Applicants are required to outline in their application how they plan to use this allowance for the implementation of their fellowship. International expert evaluators will be instructed to consider the appropriateness of the proposed budget to the fellowship proposal.

There are nine funding categories:

1. Essential research supplies such as small consumables

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[14] See https://ec.europa.eu/programmes/horizon2020/en/h2020-section/ethics
[15] http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

2. Pay as you go access to national research infrastructure
3. Software and hardware critical for the proposed research
4. Archival research costs
5. Conference travel and participation
6. Generic and/or specialist disciplinary skills training
7. Dissemination
8. Community outreach
9. Other costs

Applicants should indicate the **total amount** to be requested across the lifetime of the award. An appropriately itemised budget is required, for example the cost and justification for individual pieces of computer equipment and software should be listed separately, while small consumables such as general lab or stationary supplies should be grouped.

Please note below clarifications regarding some of the above categories:

3 - Hardware and software critical for implementation of the proposed fellowship is to be purchased in the first year of the award. A maximum of €1,000 applies for the purchase of a laptop or desktop computer. The Council recognises that in exceptional circumstances, applicants may request the purchase of a laptop or desktop that exceeds this limit. In those instances, applicants must provide a detailed justification that will be subject to review on a case by case basis. There is no guarantee that the Council will approve requests that exceed the limit.

5 – Only conference related travel costs should be included in this category. Travel costs related to other fellowship activities should be categorized under other headings (for example under "archival research costs" if related to travel to archives, under "generic and/or specific disciplinary skills training" if related to training, or under "other costs").

Ineligible costs:
*   Membership fees are not an eligible cost.
*   Subsistence/per diem rates are not an eligible cost. Living expenses (e.g. rent, food and phone) are ineligible.
*   Apart from hardware critical for implementation of the proposed fellowship, funds may not be used to purchase capital items.
*   Stipends for students and salary for research assistants or similar are not eligible costs. No student/staff costs can be covered from the allocation for eligible direct research expenses.

Disclosure of CAROLINE fellowship proposal to other funding agencies and/or non-academic partners

The Council receives queries from interested non-academic partners about the possibility of working with postdoctoral fellows and from interested funding agencies that would like to co-fund awards with the Council.

Applicants will be asked at the end of their application form whether they would like the Council to make their application available to other funding agencies and/or

employment or enterprise partners for funding consideration. This consideration is in addition to the award for which you are applying and an answer to this question will not affect assessment of your application in any way.

Applicants intending to answer "yes" to this question should consult with their proposed mentors whether their fellowship proposal may be disclosed to such third parties before submitting their application.

10.   INFORMATION FOR SUCCESSFUL APPLICANTS

Once recommended for funding, the status of successful applications in the OLS will change to 'conditional award'. The Council will issue a Letter of Offer and an Award Acceptance Form outlining the approved fellowship budget for the award to the successful applicants. Each award is made subject to the terms of the Letter of Offer, the application, the approved budget, and the Terms and Conditions of the Scheme.

The conditional offer is subject to the following:

- Award Acceptance Form must be returned to the Council by the applicable deadline and fully signed by the successful applicant, the academic mentor, and authorised representative of the home host organisation;

- Any other documentation specified in the Letter of Offer (including but not limited to academic transcripts and documentation required in relation to mobility rules) is supplied to the Council in a timely fashion;

- A copy of a fully signed agreement between the proposed home host organisation and the main partner organisation (as specified in the Terms and Conditions clause 11.4) is provided to the Council by the applicable deadline.

Compliance with the scheme's rules and eligibility of applicants at the time of recruitment will be checked when all relevant documentation is received. Once it is established by the Council that the applicable conditions have been met, the award will be confirmed and the fellowship can commence on the approved fellowship start date.

Submission of Ethical Approval

A full ethical report and approval from the relevant ethical review committee will be required from successful applicants. The relevant documentation will need to be received by the Council before activities for which ethical approval is required commence, but no later than three months after the start of the fellowship.

Applicants should consult with the relevant office in their proposed home host organisation and familiarize themselves with the relevant institutional process to ensure that they meet the scheme's requirements. Failure to submit the relevant documentation to the Council by the specified deadline will result in withdrawal or suspension of the award.

APPENDIX I

Research Categorisation

Irish Research Council Government of Ireland schemes are open to all disciplines[16].

Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' under which their proposed research programme fits.

If the proposed research is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form. For the first categorisation, please select the primary area, discipline and other research area with which the research is most closely associated. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas
Applicants are required to select a primary area from the following defined list:
- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Disciplines
Under each primary area there is a defined list of disciplines from which to select. These are listed in the tables that follow. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

Other Research Areas
An indicative non-exhaustive list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers. In the application form this is a free text box. So if you don't see an 'Other Research Area' which you feel matches your particular area, then please type in what you feel is an accurate descriptor for your research area.

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[16] Please note prohibited areas specified in the Terms and Conditions of the scheme.

Primary Area: **Biological Sciences A**	
Disciplines	*Other Research Areas*
Agricultural Biotechnology	including but not limited to: Agricultural Biotechnology Diagnostics (incl. Biosensors); Agricultural Marine Biotechnology; Agricultural Molecular Engineering of Nucleic Acids and Proteins; Genetically Modified Technology; Livestock Cloning; Marker Assisted Selection; Biomass Feedstock Production Technologies; Biopharming.
Biology (Theoretical, Mathematical, Thermal, Cryobiology, Biological Rhythm)	including but not limited to: Theoretical Biology; Mathematical Biology; Thermal Biology; Cryobiology; Biological Rhythm.
Environmental Biotechnology	including but not limited to: Biodiscovery; Biological Control; Bioremediation; Environmental Biotechnology Diagnostics (incl. Biosensors); Environmental Marine Biotechnology; Environmental Molecular Engineering of Nucleic Acids and Proteins.
Evolutionary Biology	including but not limited to: Animal Systematics and Taxonomy; Biogeography and Phytogeography; Biological Adaptation; Ethology and Socio-biology; Evolution of Developmental Systems; Evolutionary Impacts of Climate Change; Host-Parasite Interactions; Life Histories; Phylogeny and Comparative Analysis; Plant Systematics and Taxonomy; Speciation and Extinction.
Marine Biology, Freshwater Biology	including but not limited to: Marine Biology, Freshwater Biology.
Microbiology, Mycology and Virology	including but not limited to: Bacteriology; Infectious Agents; Microbial Ecology; Virology; Mycology.
Microbial Genetics	including but not limited to: Microbial Genetics.
Plant Sciences, Botany	including but not limited to: Phycology (incl. Marine Grasses); Plant Cell and Molecular Biology; Plant Developmental and Reproductive Biology; Plant Pathology; Plant Physiology; Botany.
Zoology, Ornithology, Entomology, Behavioural Sciences Biology	including but not limited to: Animal Behaviour; Animal Cell and Molecular Biology; Animal Developmental and Reproductive Biology; Animal Immunology; Animal Neurobiology; Animal Physiological Ecology; Animal Structure and Function; Invertebrate Biology; Vertebrate Biology.

Primary Area: **Biological Sciences B**	
Discipline	*Other Research Areas*
Biochemical Research Methods	including but not limited to: Biochemical Research Methods.
Biochemistry and Molecular Biology	including but not limited to: Analytical Biochemistry; Bioinformatics (Bioinformatics Software to be Computer Science); Enzymes; Protein Trafficking; Proteomics and Intermolecular Interactions; Receptors and Membrane Biology; Signal Transduction; Structural Biology (incl. Macromolecular Modelling); Synthetic Biology; Systems Biology.
Cell Biology	including but not limited to: Cell Development, Proliferation and Death; Cell Metabolism; Cell Neurochemistry; Cellular Interactions (incl. Adhesion, Matrix, Cell Wall).
Developmental Biology	including but not limited to: Developmental Biology.
Genetics and Heredity	including but not limited to: Anthropological Genetics; Cell and Nuclear Division; Developmental Genetics; Epigenetics (incl. Genome Methylation and Epigenomics); Gene Expression (incl. Microarray and other genome-wide approaches); Genetic Immunology; Genome Structure and Regulation; Genomics; Molecular Evolution; Neurogenetics; Population, Ecological and Evolutionary Genetics; Quantitative Genetics (incl. Disease and Trait Mapping Genetics).
Industrial Biotechnology	including but not limited to: Biocatalysis and Enzyme Technology; Bioprocessing, Bioproduction and Bioproducts; Fermentation; Industrial Biotechnology Diagnostics; Industrial Microbiology (incl. Biofeedstocks); Industrial Molecular Engineering of Nucleic Acids and Proteins.
Medical Biotechnology	including but not limited to: Gene and Molecular Therapy; Medical Biotechnology Diagnostics; Medical Molecular Engineering of Nucleic Acids and Proteins; Regenerative Medicine (incl. Stem Cells and Tissue Engineering).
Reproductive Biology	including but not limited to: Reproductive Biology.

Primary Area: **Chemistry**	
Discipline	*Other Research Areas*
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electroanalytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.
Colloid and Nanochemistry	including but not limited to: Colloid and Surface Chemistry; Nanochemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular and Materials Chemistry	including but not limited to: Chemical Characterisation of Materials; Supramolecular Chemistry (materials chemistry aspects); Optical Properties of Materials; Physical Chemistry of Materials; Polymerisation Mechanisms; Synthesis of Materials; Theory and Design of Materials; Molecular and Organic Electronics.
Medicinal and Biomolecular Chemistry	including but not limited to: Biologically Active Molecules; Biomolecular Modelling and Design; Characterisation of Biological Macromolecules; Cheminformatics and Quantitative Structure-Activity Relationships; Molecular Medicine; Proteins and Peptides.
Organic Chemistry	including but not limited to: Free Radical Chemistry; Natural Products Chemistry; Organic Chemical Synthesis; Organic Green Chemistry; Physical Organic Chemistry.
Physical Chemistry	including but not limited to: Catalysis and Mechanisms of Reactions; Chemical Thermodynamics and Energetics; Solution Chemistry; Structural Chemistry and Spectroscopy; Transport Properties and Non-equilibrium Processes.
Theoretical and Computational Chemistry	including but not limited to: Quantum Chemistry; Radiation and Matter; Reaction Kinetics and Dynamics; Statistical Mechanics in Chemistry.

Primary Area: **Computer Science**	
Discipline	*Other Research Areas*
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.
Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Markup Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: **Earth and Environmental Sciences**	
Discipline	*Other Research Areas*
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleoecology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.

Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extraterrestrial Geology; Geochronology; Igneous and Metamorphic Petrology; Marine Geoscience; Ore Deposit Petrology; Petroleum and Coal Geology; Sedimentology; Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy); Structural Geology; Tectonics, Volcanology.
Meteorology and Atmospheric Sciences	including but not limited to: Atmospheric Aerosols; Atmospheric Dynamics; Atmospheric Radiation; Climate Change Processes; Climatology (excl. Climate Change Processes); Cloud Physics; Meteorology; Tropospheric and Stratospheric Physics, Atmospheric Chemistry.
Mineralogy	including but not limited to: Mineralogy and Crystallography.
Oceanography, Hydrology, Water Resources	including but not limited to: Biological Oceanography; Chemical Oceanography; Physical Oceanography, Hydrology: Surfacewater Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

Primary Area: **Engineering**	
Discipline	*Other Research Areas*
Chemical Engineering	including but not limited to: Chemical engineering (plants, products); Chemical Process Engineering.
Civil Engineering	including but not limited to: Civil engineering; Architecture engineering; Construction Engineering, Municipal and Structural Engineering; Transport Engineering; Geotechnics.

Electrical Engineering, Electronic engineering, Information Engineering	including but not limited to: Electrical and Electronic Engineering; Robotics and Automatic Control; Automation and Control Systems; Communication Engineering and Systems; Telecommunications; Computer Hardware and Architecture;
Environmental Engineering	including, but not limited to: Environmental and Geological Engineering,; Petroleum Engineering (fuel, oils); Energy and Fuels; Remote Sensing; Mining and Mineral Processing; Marine Engineering, Sea Vessels; Ocean Engineering.
Food and Beverage Engineering	including but not limited to: Food Engineering; Beverage Engineering.
Materials Engineering	including but limited to: Materials Engineering; Ceramics; Coating and Films; Composites (including laminates, reinforced plastics, cermets, combined natural and synthetic fibre fabrics; filled composites); Paper and Wood; Textiles (including synthetic dyes, colours and fibres); Nanoscale Materials (engineering aspects only).
Mechanical Engineering	including but not limited to: Mechanical Engineering; Applied Mechanics; Thermodynamics; Aerospace Engineering; Nuclear-related Engineering; (Nuclear Physics to be Physics); Audio Engineering, Reliability Analysis.
Medical and Biomedical Engineering	including but not limited to: Medical Engineering; Medical Laboratory Technology (including laboratory samples analysis; diagnostic technologies).

Primary Area: **Mathematics**	
Disciplines	*Other Research Areas*
Applied Mathematics	including but not limited to: Approximation Theory and Asymptotic Methods; Biological Mathematics; Calculus of Variations, Systems Theory and Control Theory; Dynamical Systems in Applications; Financial Mathematics; Operations Research; Theoretical and Applied Mechanics; Numerical Analysis; Numerical Solution of Differential and Integral Equations; Optimisation.
Pure Mathematics	including, but not limited to: Algebraic and Differential Geometry; Category Theory, K Theory, Homological Algebra; Combinatorics and Discrete Mathematics; Group Theory and Generalisations; Lie Groups, Harmonic and Fourier Analysis; Mathematical Logic, Set Theory, Lattices and Universal Algebra; Operator Algebras and Functional Analysis; Ordinary Differential Equations; Difference Equations and Dynamical Systems; Partial Differential Equations; Real and Complex Functions (incl. Several Variables); Topology.

Statistics and Probability	including but not limited to: Applied Statistics; Biostatistics; Forensic Statistics; Probability Theory; Statistical Theory; Stochastic Analysis and Modelling.

Primary Area: **Physics**	
Disciplines	Other Research Areas
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Moessbauer effect; Atomic and Molecular Physics; Chemical Physics.
Biophysics	including but not limited to: Biological Physics; Medical Physics.
Condensed Matter Physics	including but not limited to: Condensed Matter Characterisation Technique Development; Condensed Matter Imaging; Condensed Matter Modelling and Density Functional Theory; Electronic and Magnetic Properties of Condensed Matter; Superconductivity; Soft Condensed Matter; Surfaces and Structural Properties of Condensed Matter.
Fluids and Plasma Physics	including but not limited to: Surface Physics; Plasma Physics; Fusion Plasmas; Electrical Discharges; Fluid Physics.
Nuclear Physics	including but not limited to: Nuclear Physics.
Optics	including but not limited to: Laser Optics; Quantum Optics; Classical and Physical Optics; Lasers and Quantum Electronics; Nonlinear Optics and Spectroscopy; Photonics, Optoelectronics and Optical Communications.
Particles and Fields Physics	including but not limited to: Particle Physics; Degenerate Quantum Gases and Atom Optics; Field Theory and String Theory.

	including but not limited to: Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory; Mathematical Aspects of General Relativity; Mathematical Aspects of Quantum and Conformal Field Theory, Quantum Gravity and String Theory; Statistical Mechanics, Physical Combinatorics and Mathematical Aspects of Condensed Matter; Electrostatics and Electrodynamics; Thermodynamics and Statistical Physics.
Theoretical Physics	

Primary Area: **Study of the Human Past**	
Disciplines	Other Research Areas
Archaeology Celtic Studies History	including but not limited to: Archaeology, Archaeometry, Landscape Archaeology Prehistory and Protohistory Ancient History Medieval History Early Modern History Modern and Contemporary History Colonial and Post-colonial History, Global and Transnational History, Entangled Histories Social and Economic History Sex/Gender History History of Ideas, Intellectual History, History of Sciences and Techniques Cultural History, History of Collective Identities and Memories Historiography, Theory and Methods of History.

Primary Area: **Cultures and Cultural production**	
Disciplines	Other Research Areas
Classics Cultural Studies Film Studies Folklore Studies French German Irish Language Studies Italian Langauges Literature Musicology Philosophy Spanish Theatre Studies	including but not limited to: Classics, Ancient Greek and Latin literature and Art History of Literature Literary Theory and Comparative Literature, Literary Styles Textual Philology, Palaeography and Epigraphy Visual Arts, Performing Arts, Design Philosophy, History of Philosophy Philosophy of Mind, Epistemology and Logic Museums and Exhibitions Music and Musicology, History of Music History of Art and Architecture Cultural Studies, Cultural Diversity Cultural Heritage, Cultural Memory.

Primary Area: **Individuals, Institutions, markets, values, behaviour the mind and environment**	
Disciplines	Other Research Areas
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	including but not limited to: Macroeconomics, Development, Economic Growth, Microeconomics, Behavioural Economics Marketing Political Economy, Institutional Economics, Law and Economics Econometrics, Statistical Methods, Financial Markets, Asset Prices, International Finance, Banking, Corporate Finance, Accounting, Competitiveness, Innovation, Research and Development, Organization Studies: Theory & Strategy, Industrial Organization, Labour Economics, Income Distribution and Poverty Public Economics, International Trade, History of Economic Thought and Quantitative Economic History, Social Structure, Inequalities, Social Mobility, Interethnic Relations, Social Policies, Work and Welfare, Kinship, Cultural Dimensions of Classification and Cognition, Identity, Sex/gender, Myth, Ritual, Symbolic Representations, Religious Studies, Democratization, Social Movements, Violence, Conflict and Conflict Resolution Political Systems and Institutions, Governance Legal Studies, Constitutions, Comparative Law, Human Rights Global and Transnational Governance, International Studies Communication Networks, Media, Information Society Social Studies of Science and Technology Environment, Resources and Sustainability Environmental Change and Society Environmental Regulations and Climate Negotiations Social and Industrial Ecology Population Dynamics, Aging, Health and Society Households, Family and Fertility Migration Mobility, Tourism, Transportation and Logistics Spatial Development and Architecture, Land Use, Regional Planning Urban Studies, Regional Studies Social Geography, Infrastructure, Geo-information and Spatial Data Analysis *table continues overleaf*

	including but not limited to:
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	Evolution of Mind and Cognitive Functions, Animal Communication Human Life-span Development Neuropsychology Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes Social and Clinical Psychology Linguistics: Formal, Cognitive, Functional and Computational Linguistics Linguistics: Typological, Historical and Comparative Linguistics Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology Education: Systems and Institutions, Teaching and Learning Women's Studies, Gender Studies Pedagogy International Development Childhood Studies Criminology Government, Political Science, Political Theory Health Promotion Religious Studies Social and Economic Geography Social Policy Social Work

APPENDIX II

ETHICAL TABLE

Applicants are required to consider carefully ethical implications of their proposed research. The Ethical table below should be completed by applicants as they are undertaking the relevant assessment in advance of completing the application form in the OLS. Detailed guidance on completing the Ethical table below and further information is available on European Commission's website[17].

Section 1: HUMAN EMBRYOS / FOETUSES		YES	NO	Information to be provided:
Does your research involve Human Embryonic Stem Cells (hESCs)?		YES	NO	Information to be provided:
If **YES**:	Will they be directly derived from embryos within this project?			*Research cannot be funded*
	Are they previously established cells lines?			Origin and line of cells. Details on licensing and control measures by the competent authorities of the Member States involved.
Does your research involve the use of human embryos? If YES:				Origin of embryos. Details on recruitment, inclusion and exclusion criteria and informed consent procedures.
Does your research involve the use of human foetal tissues / cells? If YES:				Origin of human foetal tissues / cells. Details on informed consent procedures.
Section 2: HUMANS				
Does your research involve human participants?		YES	NO	Information to be provided in one of the subcategories below:
If YES:	Are they volunteers for social or human sciences research?			Details on recruitment, inclusion and exclusion criteria and informed consent procedures.
	Are they persons unable to give informed consent?			Information above plus: details on the procedures to obtain approval from guardian / legal representative. Details on the procedures used to ensure that there is no coercion on participants.

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[17] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

	Are they vulnerable individuals or groups?			Details on the type of vulnerability. Details on recruitment, inclusion and exclusion criteria and informed consent procedures. This must demonstrate appropriate efforts to ensure fully informed understanding of the implications of participation.
	Are they children / minors?			Information above plus: details on the age range. Details on children / minors assent procedures and parental consent. This must demonstrate appropriate efforts to ensure fully informed understanding of the implications of participation. Describe the procedures to ensure welfare of the child / minor.
	Are they patients?			Details on the nature of disease / condition / disability. Details on recruitment, inclusion and exclusion criteria and informed consent procedures. Details on policy for incidental findings.
	Are they healthy volunteers for medical studies?			Information as above
Does your research involve physical interventions on the study participants?		YES	NO	
If **YES**:	Does it involve invasive techniques (e.g. collection of human cells or tissues, surgical or medical interventions, invasive studies on the brain, TMS etc.)?			Risk assessment for each technique and as a whole
	Does it involve collection of biological samples?			Details on the type of samples to be collected. Details on procedures for collection of biological samples.
If your research involves processing of genetic information, please also complete the section "Protection of Personal Data" i.e. Section 4.				
Section 3: HUMAN CELLS / TISSUES				

		YES	NO	
Does your research involve human cells or tissues? (Other than from "Human Embryos/Foetuses" i.e. Section 1)		YES	NO	Information to be provided in one of the subcategories below: details of the cells and tissue types involved.
If **YES**	Are they available commercially?			Details on cell types and provider (company or other).
	Are they obtained within this project?			Details on cell types.
	Are they obtained within another project?			Details on cell types. Provider of the cell types. Country in which the material is located.
	Are they deposited in a biobank?			Details on cell types. Name of the biobank. Country in which the biobank is located
Section 4: PROTECTION OF PERSONAL DATA				
Does your research involve personal data collection and/or processing? _It should be noted that:_ _1. "Personal data" can be defined as identifiers: any information that could, in any way, lead to the specific identification of one unique person, such as name, social security numbers, date of birth, address, mails IPs etc._ _2. Any data that you are using should be taken into account, regardless of the method by which they are/were collected: for example, through interviews, questionnaires, direct online retrieval etc._ _3. Processing should be understood to not only include data usage, but also merging, transformation, transfer and, more generally, as all actions using data for research purposes._		YES	NO	Information to be provided:
If **YES:**	Does it involve the collection and/or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)? _It should be noted that this involvement applies, whatever the research topic or Programme. The above list is only indicative. If the type of data that you will be handling in your research is not included the list, it does_	YES	NO	Details of the data safety procedures (compliance with privacy by design and protection of privacy/confidentiality). Details of procedures for data collection, storage, protection, retention, transfer if any, destruction or re-use.

not mean you should not take into consideration the subject of data processing.			Explicit confirmation of compliance with national and EU legislation
Does it involve processing of genetic information?	YES	NO	*Information as above*
- Does it involve tracking or observation of participants? *It should be noted that this issue is not limited to surveillance or localization data. It also applies to Wan data such as IP address, MACs, cookies etc.*			*Information above* **plus:** Details on methods used for tracking or observing participants.
Does your research involve further processing of previously collected personal data (secondary use)? If **YES:** *It should be noted that this question is threefold. If you answer YES to any of the 3 questions below, you fall within its scope:* *1. Are you planning not to collect any data directly but rather to use pre-existing other data sets or sources and/or does your research involve further processing of previously collected data?* *2. Does your research involve merging existing data sets?* *3. Are you planning to share data with non-EU member states?*	YES	NO	Details of the database used or the source of data. Confirmation of open public access to the data or of authorisation for secondary use. More specifically, detail how this consent was obtained specifically in case of public archives usage (Automatic opt in, etc.). Permissions from the owner/manager of the data sets. A mitigation procedure to avoid private appropriation of the data. A mitigation procedure to avoid the unforeseen disclosure of personal information (i.e.: mosaic effect). Explicit confirmation of compliance with national and EU legislation. Conformity to Safe Harbour, if applicable.

Section 5: ANIMALS				
Does your research involve animals?		YES	NO	Information to be provided:
				Details on implementation of the Three Rs (Replacement, Reduction and Refinement).
				Justification of animal use and why alternatives cannot be used.
				Details on species and rationale for their use, numbers of animals to be used, nature of the experiments, procedures and techniques to be used in a chronological order. Details on procedures to ensure animal welfare during their lifetime and during the experiment and how its impact will be minimised.
				Details on severity assessment and justification.
If YES	Are they vertebrates or live cephalopods?			Information as above
	Are they non-human primates (NHP)?			*Information above plus:*
				Confirmation of Compliance with Art. 8, 10, 28, 31, 32 (Directive 2010/63/EU).
				Discussion of specific ethics issues related to their use.
	Are they genetically modified?[4]			Confirmation of compliance with relevant EU and national legislation and details as for no genetically modified animals above.
	Are they cloned farm animals?			*Information as above*

	Are they an endangered species?			*Information above* ***plus:*** Discussion of specific ethics issues related to their use.
Please indicate the species involved (Maximum number of characters allowed: 1000)				
Section 6: THIRD COUNTRIES				
Does your research involve third countries? *Countries:*(Maximum number of characters allowed: 1000)		YES	NO	Information to be provided: Details on activities carried out in non-EU countries.
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? If **YES:**				Details on type of local resources to be used and modalities for their use.
Do you plan to import any material, including personal data, from non EU/third countries into the EU? *If your research involves importing data, please also complete the section "Protection of Personal Data" i.e. Section 4.*				Details on type of materials or data to be imported.
If YES: Specify the materials and countries involved (maximum number of characters allowed: 1000)				
Do you plan to export any material, including personal data, from the EU to third/non-EU countries? *If your research involves exporting data, please also complete the section "Protection of Personal Data" i.e. Section 4.*				Details on type of materials or data to be imported.
If YES: Specify the materials and countries involved (maximum number of characters allowed: 1000)				
If your research involves low and/or lower-middle income countries, are any benefit-sharing actions planned?				Details on benefit sharing measures. Details on responsiveness to local research needs. Details on procedures to facilitate effective capacity building.
Could the situation in the country put the individuals taking part in the research at risk?				Details on safety measures that will be implemented,

			including personnel training.

Section 7: ENVIRONMENTAL PROTECTION AND SAFETY			
Does your research involve the use of elements that may cause harm to the environment, animals or plants? If **YES:**	YES	NO	Information to be provided: Details on safety measures to be implemented.
Does your research deal with endangered fauna and/or flora /protected areas? If **YES:**			
Does your research involve the use of elements that may cause harm to humans, including research staff? If **YES:**			Details on health and safety procedures.
Does your research involve the use of elements that may cause harm to humans, including research staff?			Details on health and safety procedures.
If **YES**	Does your research involve harmful biological agents?[5]			
	Does your research involve harmful chemical and explosive agents?[6]			
	Does your research involve harmful radioactive agents?[7]			
	Does your research involve other harmful materials or equipment, e.g. high-powered laser systems?			

Section 8: DUAL USE			
Does your research have the potential for military applications?	YES	NO	Information to be provided:
If **YES**	Does your research have an exclusive civilian application focus?			Explanations on the exclusive civilian focus of the research.
	Will your research use or produce goods or information that will require export licenses in accordance with legislation on dual use items?			Details on what goods and information used and produced in your research will need export licences.
	Does your research affect current standards in military ethics – e.g., global ban on			Details on how the research might affect

	weapons of mass destruction, issues of proportionality, discrimination of combatants and accountability in drone and autonomous robotics developments, incendiary or laser weapons?			current standards in military ethics.
Section 9: MISUSE				
Does your research have the potential for malevolent/criminal/terrorist abuse?		YES	NO	Information to be provided:
If **YES**	Does your research involve information on/or the use of biological-, chemical-, nuclear/radiological-security sensitive materials and explosives, and means of their delivery?			Details on the legal requirements of the possession of such items and proposed risk mitigation strategies.
	Does your research involve the development of technologies or the creation of information that could have severe negative impacts on human rights standards (e.g. privacy, stigmatization, discrimination), if misapplied?			Details on measures to prevent malevolent abuse. Details on risk mitigation strategies.
	Does your research have the potential for terrorist or criminal abuse, e.g. infrastructural vulnerability studies, cybersecurity related research?			Details on measures to prevent malevolent abuse. Details on risk mitigation strategies.
Section 10: OTHER ETHICS ISSUES				
Are there any other ethics issues that should be taken into consideration? Please specify: (Maximum number of characters allowed: 1000)		YES	NO	Information to be provided:

APPENDIX III

Guidance on the Sex/Gender Dimension Statement

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research[18], which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to http://genderedinnovations.stanford.edu/ for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A Summary from the 'Toolkit Gender in EU-funded research'

The best possible research validity: Research should take into account the differences between men and women in the research population, so the results will be more representative. General categories such as 'people', 'patients' or 'users' do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades, and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men's and women's situations equally. Groups such as 'citizens', 'patients', 'consumers', 'victims' or 'children' are therefore too general as categories.

Research implementation

Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the 'head of household' are not necessarily valid

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[18] http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

for all household members.

Data analysis: In most research concerning human subjects, data is routinely disaggregated by sex, which would logically lead to analyses according to sex. However to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if it is omitted from the published results. Sex and/or gender should be included in 'mainstream' publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

o If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?

o If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?

o Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

o Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?

o Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?

o Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

o Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?

o Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? Is data analysed according to the sex variable? Are other relevant

variables analysed with respect to sex?

Dissemination phase:

o Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?

o Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?

o Have you considered a specific publication or event on sex/gender-related findings?

APPENDIX IV

CAROLINE Evaluation Criteria & Detail

CAROLINE Fellowships - Evaluation Criteria		
Excellence	**Impact**	**Implementation**
Quality and credibility of the research project and relevance to the CAROLINE research theme. This includes originality and innovative aspects of the proposed research, consideration of ethical and sex/gender issues, interdisciplinary and multidisciplinary aspects of the proposed research project.	Potential of the proposed research to make a **contribution towards realizing one or more of the United Nation's Agenda 2030 Sustainable Development Goals**. Potential to advance fundamental understanding of the topic.	Coherence and effectiveness of **the work plan**, including the career training and development plan.
Quality and appropriateness of the training plans, and of the **transfer of knowledge** between the researcher, host, and NGO or IO partner.	**Enhancing the potential and future career prospects of the researcher** and quality of the Career Development Plan. This includes clarity, quality and relevance of objectives specified in the applicant's career training and development plan, potential acquisition of new research related and transferrable skills relevant to employment outside of academic sector.	Appropriateness of the allocation of **tasks and resources**
Quality of the mentorship and of the integration in the team/institution of the host and partner organisation(s).	Quality of the proposed measures to exploit and **disseminate** the project results and relevance of the outputs to NGOs, IOs and civil society.	Appropriateness of the **management structure and procedures**, including mentorship at all proposed host organisations and risk management / contingencies envisaged.

Evidence of the applicant's professional maturity/independence, as documented by research experience and achievements to date and evidence of independent thinking and leadership qualities.	Quality of the proposed measures and outreach activities to communicate the project activities and results to different target audiences.	Appropriateness of the institutional environment (infrastructure) of all proposed host organisations and ability of all proposed host organisations to assist the fellow in integrating in their environment.
Weighting		
50%	**30%**	**20%**
Priority in case of *ex aequo*		
1	**2**	**3**

The threshold for progression from step 1 to step 2 of the evaluation process is 70%[19].

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[19] The threshold must be met for each evaluation criterion before the weighting is applied.

APPENDIX V

Selected feedback from International assessors on CAROLINE Call 1 applications

Excellence
- The applicant has not demonstrated what is original and how the proposed research will go beyond the state of the art.
- The applicant has not placed his/her research proposal in the existing body of literature on the issue of <…>, even though there is a great wealth of academic study and research to tap into. As it stands the proposed research lacks novelty and originality.
- While the aims of the project are ambitious, there are far too many research questions and it is not entirely clear how these relate to the aims.
- The added value of the comparison between the two countries is not sufficiently evident in the proposal.
- The theoretical approach is not clearly presented.
- The proposal's methodology is not developed with sufficient detail.
- The proposal fails to deliver a comprehensive justification and argument for the choice of the main partner organisation.
- Many NGOs are listed but details are missing as to how they will be engaged in the research and how a two-way transfer of knowledge with a range of potentially relevant NGOs could be implemented.
- The training plan and relevance to the longer term career plan is very briefly described and would have benefited from a more in-depth analysis of the types of training, new skills that would be acquired and how this project and the applicant would be integrated into the host and partner organisations.
- Presentation of a structured training plan to include knowledge, methods and techniques is not sufficiently elaborated.
- Ethical issues were appropriately discussed, however although references to gender balance were made, no gender analysis was proposed and no awareness /knowledge of this area was indicated or included in the development plan.
- The applicant has completed the Sex / Gender Dimension Statement as required, but fails to explicitly take those issues on board in the proposed research content. The proposal does not fully satisfy the CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT of the Toolkit Gender in EU-funded research, whether in the proposal, research or dissemination phases.
- There is no attempt to address gender issues at all within the proposal or gender or ethical considerations which intrinsically weaken the bid.

Impact
- The proposal was not tightly tied to the SDGs. Achievement of the proposal is unlikely to fundamentally improve the chances of achieving the SDGs.
- Potential to advance fundamental understanding of the topic is less well documented and the extent to which the proposal will substantially go beyond the state of the art is not convincingly underpinned by the research plan.

- Employment opportunities outside the academic sector are not given sufficient attention.
- The outreach strategy and plan are not given sufficient consideration.
- Outreach activities are identified as important but lack detail and measurable targets.
- Dissemination of project results is poorly handled in the proposal. There are numerous potential journal titles listed, but not much beyond that.
- The Career Development Plan lacks specific objectives and it is not clear what new skills will be acquired or how they will be developed.
- The proposal lacks any clear demonstration of the potential knowledge transfer.
- The applicant has weak plans for dissemination and little understanding of the tools available other than academic journals which will not move out of the sector.
- The applicant's career training and development plan is incoherent and irrelevant to the CAROLINE fellowship objectives. A plausible link between potential acquisition of new research-related and transferrable skills relevant to employment outside of the academic sector are not reasonably demonstrated.

Implementation
- Description of the proposed work plan looks coherent but lacks overall objectives throughout which prevent it from being excellent.
- There is a description of tasks but less information about the resources proposed.
- There is a less than convincing description of the management structure/plans but a good description of the use of mentorship opportunities.
- The time schedule lacks details. Milestones and Deliverables are consistent, but lack sufficient detail to allow for monitoring of the potential impact of the proposed research.
- Tasks have been described however there has been little attention paid to milestones and deliverables as well as any potential risks and any mitigation strategies which may need to be deployed.
- Risks associated with the field work are not comprehensively identified, and risks associated with the take up of guidelines in the two selected countries are not given due consideration.
- The proposed budget is dominated by extensive travel costs that are just partially justifiable.
- There are many grammatical errors in the project proposal, especially in the candidate's personal statement.
- There are some problematic errors in the proposal such as a desire to "pretend to gain the professional and personal competences needed to develop an upright and productive professional performance pursuing a positive impact on the society."
- Risks associated with field research are not comprehensively identified. The contingencies proposed for the risks that the applicant has identified are not credible.

APPENDIX VI

Common European Framework of Reference for Languages20 (CEFR) grid

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Common European Framework of Reference for Languages - Self-assessment grid

		A1 Basic User	A2 Basic User	B1 Independent user	B2 Independent user	C1 Proficient user	C2 Proficient user
Understanding	**Listening**	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Speaking	**Spoken interaction**	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	**Writing**	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

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