

## **MSCA-ITN-2017 - Innovative Training Networks**



Marie Skłodowska-Curie  
Actions



Bio-orthogonal catalysis for cancer therapy

## ***General Management Issues***

**TITLE:** *Bio-orthogonal catalysis for cancer therapy*

**ACRONYM:** *THERACAT*

**DURATION:** *01/03/2018 – 28/02/2022 (4 year project)*

**PROJECT ID:** *765497*

**FUNDED UNDER:** *H2020-EU.1.3.1. - Fostering new skills by means of excellent initial training of researchers*

**TOPIC:** *MSCA-ITN-2017 - Innovative Training Networks*

**FUNDING SCHEME:** *MSCA-ITN-ETN - European Training Networks*

### **USEFUL WEBSITES:**

- *CORDIS Web: not ready yet*
- *THERCAT Web: [www.theracat.eu/](http://www.theracat.eu/)*
- *THERACAT Intranet: [www.theracat.eu/](http://www.theracat.eu/)*

### **CONFIDENTIAL FILES**

### **RELEVANT DOCUMENTS (to be uploaded on the intranet):**

- *GRANT AGREEMENT (GA, Declaration, Data sheet, etc.)*
- *CONSORTIUM AGREEMENT (Under preparation): DESCA-LERU Template*

## **MSCA-ITN-2017 - Innovative Training Networks**



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Bio-orthogonal catalysis for cancer therapy

***Boards – Meetings – Web***

### SUPERVISORY BOARD:

- Will be in charge of the strategic direction and proper administration of the Network being the ultimate **decision-making body** for the consortium (**majority vote**).
- It will be composed by the Coordinator and one representative of each beneficiary:
  - IBEC: Dr. Albertazzi (coordinator).
  - TU/e: Dr. Palmans.
  - GRO: Dr. Roefles.
  - BAS: Dr. Ward.
  - EDI: Dr. Unciti-Broceta???
  - TAU: Dr. Satchi-Fainaro.
  - TEVA: Dr. Avramovitch???
  - TAG: Dr. Robillard.
  - BGX: Dr. Goldie???

All the consortium must be agreed

## SUPERVISORY BOARD:

- This board will be responsible for:
  - ensuring **recruitment procedures** are open, transparent, and internationally comparable.
  - **overseeing the integration** of the fellows in the hosting institutions.
  - ensuring that **scientific and technological training** through personalised research projects is balanced with **complementary skills training** to guarantee their future employability in all sectors.
  - monitoring the **implementation** of the research and training plan and solve any problem that may arise.
  - guaranteeing the **exchange of best practices** among the partners.
  - assessing the **scientific achievements and progress**, scientific matters including research, publishing and possible exploitation issues.
  - providing uniform procedures to the Network with the elaboration and **approval of guidelines** for the elaboration of the PCDPs, the recruitment and assessment of ESRs, and the Strategy for dealing with scientific misconduct.

Supervisory Board Meetings once a year (coincide with Network Meetings)

## TRAINING COMMITTEE:

- Will be responsible for implementation of the Network based **training activities** and will care about the organisation of the Network wide training activities, the intermediation in training related **conflicts, advising appropriate training directions**, and in the follow up of Doctoral Studies (**At a practical level: Consultant Board in case of conflicts**).
- It will be chaired by Dr. Amir (TAU) and formed by:
  - Dr. Albertazzi (IBEC)
  - Dr. Satchi-Fainaro (TAU).
  - Dr. Roefles (GRO).

Providing academic, industrial and research experience, respectively.

- This committee will be responsible for:
  - defining the Network training activities.
  - evaluating the integration of the Network into local training programmes.
  - supervising and managing all the training activities, (iv) supporting the definition of the Personal Career Development Plan (PCDP) for each ESR under the guidance of their supervisors outlining the individual learning objectives and skills to acquire throughout their doctoral/research training for their career development.

## RECRUITMENT COMMITTEE:

- Is the body responsible for identifying and recruiting potential candidates.
- It will be chaired by the coordinator (IBEC) and formed by:
  - Dr. Unciti-Broceta (EDI).
  - Dr. Palmans (TU/e)
  - Dr. Robillard (TAG)

**At a practical level: Consultant Board in case of conflicts but having on mind that each beneficiary is the main responsible of the recruitment procedure.**

- This committee will be responsible for (IBEC will review all the actions):
  - developing a recruitment plan defining the step by step process of employment: **We need formal acceptance of Recruitment Plan guidelines generated by IBEC.**
  - ensuring gender balance within the recruitment procedure.
  - preparing guidelines of best practice for the recruitment of researchers.
  - preparing posters and flyers to promote the Network vacancies.
  - dealing with problem that may arise in the recruitment process, including the lack of suitable candidates.
  - helping validating all data provided by the applicants.
  - supporting the scientist in charge at the hosting partners in managing the recruitment of fellows.

## **RECRUITMENT COMMITTEE:**

- Recruitment Plan for H2020-ITN THERACAT (Document prepared by IBEC) – MS1

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**FELLOWS COMMITTEE:**

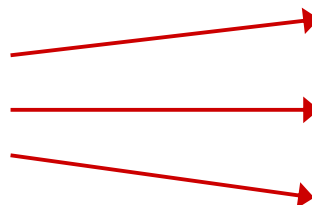
- Will represent all the research fellows and will be led by 3 ESR each year, selected yearly by all ESR together with the Recruitment Committee by majority vote.
- Within this board ESRs will:
  - have discussions on the network strategies and transfer to other relevant Committees when needed;
  - launch fellow-related initiatives;
  - supply input for the improvement of the programme (e.g. new training activities);
  - among others...

Will be formed in the next Network Meeting (month 12) – When all ESRs are recruited.

**NETWORK MEETINGS:**

- The typical duration of a Network Meeting will be **one day and a half**.
- **Progress monitoring** of the Network (short presentations by ESR fellows).
- Evaluation of scientific progress by the Supervisory Board.
- **Assessment Commissions:** evaluate individual scientific progress of the ESRs.
- Meetings will be responsibility of the host institution (see below).
- Network Meetings will be made to coincide with the Training Events (+days).
- Meetings shall be convened by the Coordinator with at least 45 days prior notice.
- Officials from the EC will be invited to attend the Network Meetings.
- Minutes of Meetings will be done by the Project Manager (15 days for approval).

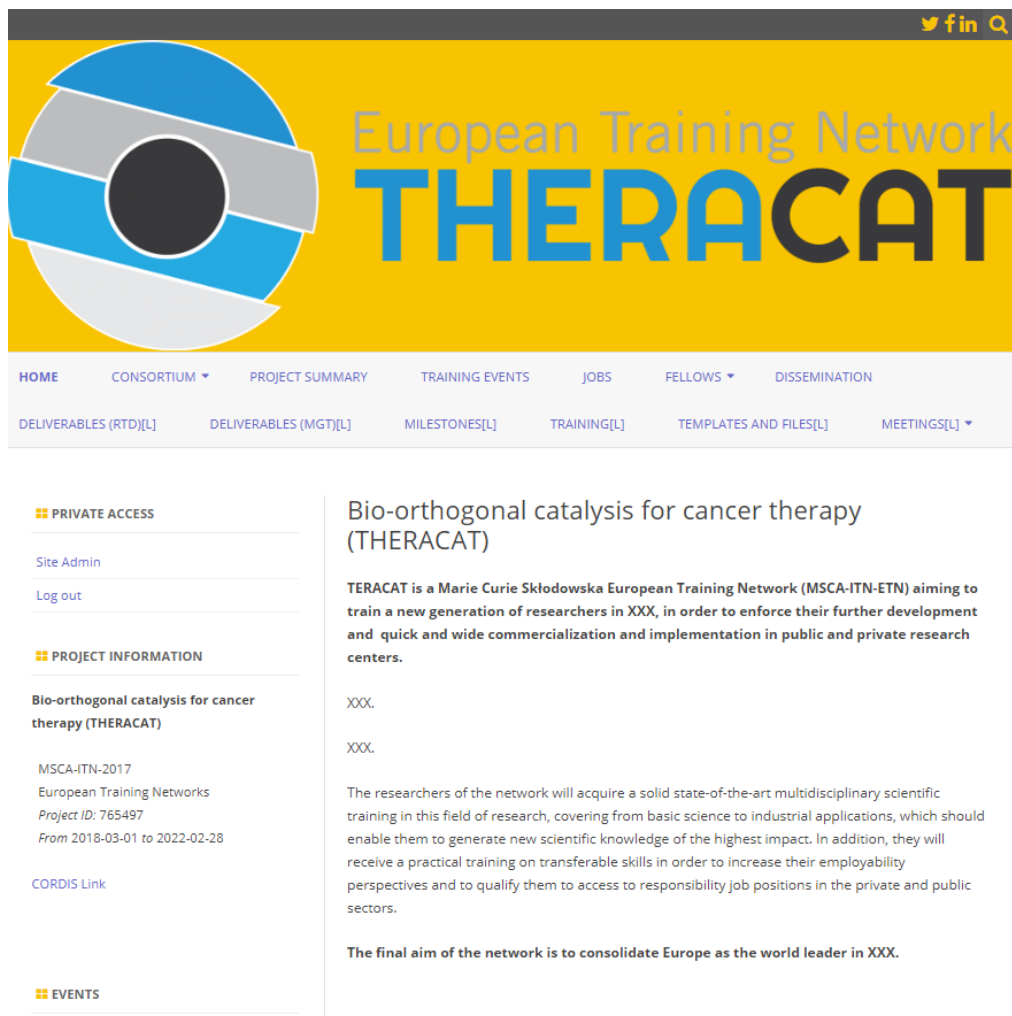
M	Host	Days	Month
1	IBEC	2	KO
2	BAS	2	12
3	EDI	2	24
5	IBEC	2	36
6	IBEC	2	48



TE	Host	Days	Month
1	BAS	4	12
2	TUE	5	18
3	EDI	5	24
4	TAU	5	30
5	IBEC	7	36

THERACAT Web: [www.theracat.eu/](http://www.theracat.eu/)

THERACAT Intranet: [www.theracat.eu/secretadminboo/](http://www.theracat.eu/secretadminboo/)



**European Training Network THERACAT**

HOME CONSORTIUM PROJECT SUMMARY TRAINING EVENTS JOBS FELLOWS DISSEMINATION

DELIVERABLES (RTD) DELIVERABLES (MGT) MILESTONES TRAINING TEMPLATES AND FILES MEETINGS

**PRIVATE ACCESS**

Site Admin

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**PROJECT INFORMATION**

**Bio-orthogonal catalysis for cancer therapy (THERACAT)**

MSCA-ITN-2017  
European Training Networks  
Project ID: 765497  
From 2018-03-01 to 2022-02-28

[CORDIS Link](#)

**EVENTS**

**Bio-orthogonal catalysis for cancer therapy (THERACAT)**

THERACAT is a Marie Curie Skłodowska European Training Network (MSCA-ITN-ETN) aiming to train a new generation of researchers in XXX, in order to enforce their further development and quick and wide commercialization and implementation in public and private research centers.

XXX.

XXX.

The researchers of the network will acquire a solid state-of-the-art multidisciplinary scientific training in this field of research, covering from basic science to industrial applications, which should enable them to generate new scientific knowledge of the highest impact. In addition, they will receive a practical training on transferable skills in order to increase their employability perspectives and to qualify them to access to responsibility job positions in the private and public sectors.

The final aim of the network is to consolidate Europe as the world leader in XXX.

**Marie Skłodowska-Curie Innovative Training Networks  
Coordinators Info Day  
2017  
Brussels**

**PRESENTATIONS – PROJECT LIFE CYCLE**

- Recruitment
- Financial Management
- Reporting
- Communication and Dissemination
- Ethics and Research Integrity

**PARALLEL SESSIONS**

**Important:** Contact with the Project Officer **MUST** be done through the coordinator

## **MSCA-ITN-2017 - Innovative Training Networks**



Marie Skłodowska-Curie  
Actions



Bio-orthogonal catalysis for cancer therapy

***Recruitment***

### ELIGIBILITY CRITERIA:

- Researchers from **any nationality** can apply to job offers.
- **Mobility rule:** The researcher must not have resided or carried out his/her main activity (work, studies, etc,) in the country of his/her host organisation for more than **12 months in the 3 years** immediately prior to his/her recruitment.
- Short stays, such as holidays, are not taken into account.

### **Early Stage Researchers (ESR)**

- ESR shall at the time of recruitment by the host organisation, be in the first four years\* (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree.

*\* is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate,*

- Duration of recruitment: **min 3** to **max 36** months (typical recruitment: 36 months),
- **Date of recruitment** means the first day of the employment of the researcher for the purposes of the action (i.e. the starting date indicated in the employment contract/equivalent direct contract).

## RECRUITMENT PROCESS (1):

- Advertise and publish vacancies **internationally**:
  - Beneficiaries must publish vacancies as widely as possible,
  - Obligatory publication in the **EURAXESS Jobs Portal**.
- Follow an **open, transparent, impartial equitable and merit-based** recruitment procedure. **CONSIDER GENDER EQUALITY, EQUAL OPPORTUNITIES**.
- Ensure that **no conflict of interest** exists in or arises from the recruitment (family, economic interest, emotional life, ...),

THERACAT Intranet:

[www.theracat.eu/secretadminboo/](http://www.theracat.eu/secretadminboo/)



### GENDER ASPECTS:

- Gender equality has been and will be carefully considered.
- Beneficiaries are well aware of the need to promote equality of opportunities between women and men.
- The Recruitment Committee together with the Advisory Board will oversee the recruitment of the researchers in order to ensure not only a good balance of skills and nationalities but also gender equilibrium.
- It will take all reasonable measures to pursue the objective, defined by the Commission in different Work Programmes, of at least **40% recruitment of women**.
- Actions to accomplish:
  - Addressing equal employment policies, including family-friendly plans.
  - Respect the best EU regulations on awarding of parental leave.
  - Flexible working hours to personnel having a family in charge will be offered.

The Network will create an environment where gender parity is established so that women will have strong opportunities to reach senior positions in the THERACAT field



**RECRUITMENT PROCESS (2):**

- The recruitments have to be in accordance with the **European Charter and Code of Conduct** for the Recruitment of Researchers.

*In 2005, the European Commission adopted a European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. These two documents, addressed to researchers as well as research employers and funders in both the public and private sectors, are key elements in the EU's policy to boost researchers' careers.*

IBEC is one of the 882 organizations which have endorsed the Charter & Code principles

<https://euraxess.ec.europa.eu/jobs/charter>

- The same principles should be followed **for all recruitments** during the lifetime of the project.
- **IMPORTANT:** After recruitment is done by a beneficiary, please, encourage those discharged candidates to check for other job offers within THERACAT website to create a “pool” of candidates for the overall consortium.

**WORKING CONDITIONS (Article 32):**

- The host organisation shall recruit each eligible researcher under an **employment contract**.
- Contract with the researcher should reflect the requirements mentioned in the GA.
- Researchers shall be duly informed of their **rights and obligations** as MSC researchers and about key elements of the grant.
- The recruiting beneficiaries host the researchers **at their premises** and provide training as well as the necessary means for implementing the action.
- Ensure that a career development plan is established and support its implementation (**Designing a Personal Career Development Plan**).
- In ETN, recruited researchers can be seconded to other beneficiaries and/or to partner organisations for a duration of **up to 30%** of their recruitment period (we considered this rule during proposal preparation).
- Recruited researchers can only be seconded to beneficiaries or partner organisations of the project.

**DON'T'S (General aspects to be considered):**

- Researchers recruited by one beneficiary but in **reality hosted at another institution**. Must be physically hosted at the premises of the recruiting beneficiary.
- Recruited researchers seconded to academic or non-academic organisations **outside the consortium**. Recruited researchers can be seconded only to other beneficiaries and/or to partner organisations of the project consortium.
- Researchers recruited to work in the project, but in reality "normal" employees at the university / company **working on non-project-related tasks**. Recruited fellows must work full-time on the project.
- Beneficiaries **with no premises, or turnover**, "hosting" fellows
- Scientists-in-charge **recruiting their family members**, etc. to work in the project or Beneficiaries recruiting fellows **from teams of other consortium members**
  - Should be strictly avoided (conflict of interest).
  - The recruitment: open, transparent, impartial, equitable and merit-based.
  - Projects must prove this, e.g. by keeping records of the advertisements, interviews, scorings, criteria, announcement of results, etc.

**RESEARCHER DECLARATION (RD):**

- Art. 19 of the GA (**within 20 days of start date of recruitment**).
- To be submitted by each beneficiary for all recruited researchers.
- Any new employment contract for the existing researcher requires a new RD.
- In case of a change (maternity/parental, etc.) in the employment contract, the researchers declaration should be updated.
- Contains:
  - personal data (name, date of birth, nationality, gender, family charges, is researcher enrolled in PhD programmes, email of researcher, etc.
  - Data related to the project allowances: start date and end date of recruitment, hosting institution, etc.
- Project researcher library:
  - Each beneficiary can add a researcher and fill in all personal data.
  - It is saved in the project database.
  - Once RD needs to be created, researcher data are taken automatically.

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

### Researcher Declaration

Project's Researcher Library

### Researcher Declaration

### Project Secondment Periods

[illegible]

- A **maximum** grant amount is recorded in Grant Agreement (Article 5.1), Annex 2 and Consortium Agreement (considering redistribution of MGT budget).
- Funding Mechanism based on units costs (**1 unit = 1 month of eligible ESR**). Thus, total costs are the number of units x unit costs.
- **Costs categories:**
  - A. Costs for Recruited Researchers:
    - A.1 Living allowance
    - A.2 Mobility allowance
    - A.3 Family allowance
  - B. Institutional Costs:
    - B.1 Research, training and networking costs
    - B.2 Management and indirect costs

Researcher			Institution	
<u>Living allowance*</u>	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
<b><u>3 110</u></b>	600	500	1 800	1 200

\*multiplied by the country correction coefficient

## A1. LIVING ALLOWANCE:

- Fellows should always be paid with employment contract.
- **What does it include?** Monthly salary for the fellow before any deductions: contributions of both employers and employees to social security, pension, taxation, voluntary deductions.
- Monthly rate 3110 € multiplied by the **Country Correction Coefficient** of the recruiting beneficiary (refer to Work Programme 2017-2018).
- **Can we pay the fellow less?**
  - No → Breach of the Grant Agreement
  - Progressive salary is accepted as long as the fellow receives the full MSCA allowances by the end of his/her fellowship.
- **Can we pay the fellow more?**
  - Yes → Can be topped up from other funds
- **We operate on a 13 or 14 month pay regime, can we use this?**
  - Yes → Provided the fellow receives the full amount owed and it is clearly stated in the contract with the fellow.
- **Do we always pay the fellow in euro?**
  - No → The fellow can be paid in the local currency, but the costs must be reported in euro

## A2. MOBILITY ALLOWANCE:

- For all recruited fellows.
- 600 € per month.
- Purpose: Contribution to household, relocation and personal travel expenses.

This allowance covers *private costs* of the researchers, *not professional costs* (e.g. *secondments*) (which are covered by the budget category 'research, training and networking costs') (ref AGA v2.2, page 405).

### **Is the mobility allowance taxed?**

- Usually, yes – but it depends on national taxation rules
- Some institutes may offer to operate this as a 'virtual real cost' category in accordance with their administrative procedures. This means that fellows can submit receipts for rent, household bills etc. to their employer which can be used to grant partial exceptions from tax (if allowed under national rules).

We don't recommend this option.



### **A3. FAMILY ALLOWANCE:**

- All recruited fellows who have family\* at the time of recruitment.

*\*‘Family’ means persons linked to the researcher by marriage (or a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised) or dependent children who are actually being maintained by the researcher.*

- 500 € per month.

#### **What if the family status changes during the project?**

- The mobility allowance is calculated on the family status at the time of the first recruitment to the project. It does not change.
- Family Allowance units will be returned to EC in case fellows don’t fulfill this requirement.

## MSCA-ITN-2017 - Innovative Training Networks



Marie Skłodowska-Curie  
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Bio-orthogonal catalysis for cancer therapy

***Training Courses – Skill Modules - Secondments***

## SCIENTIFIC AND TECHNOLOGICAL TRAINING:

- **Local Scientific Training activities**, provided by host institutions (all 36 months):
  - **By whom:** ESR's Supervisor/s (& PhD program) and by post-doctoral staff belonging to the host research group.
  - **What:** All scientific, methodological and technical aspects relevant for the individual research project of the ESR and in which the host group is expert.
- **Secondments** to other partner's laboratories:
  - Takes place in an institution different from the host institution.
  - Between members of the network with complementary expertise and nature.
  - Fellows will be exposed to different disciplines.
- **Network-wide** scientific/complementary skills **courses (Training Events, TE):**
  - Multidisciplinary content adapted to the different backgrounds of ESRs.
  - The course organizer will be responsible to define the detailed content of the course, the schedule and the lecturers participating in it.
  - Course duration will be 1- 2 days, with a total number of hours 8-12.
  - Five **Training Events** (duration 4-5 days) hosted by a beneficiary.
  - TE open to ESR from outside the network (**dissemination strategy to discuss**).

**SECONDMENT based individual scientific training:**

- Will take place in an **institution different from the host institution.**
- Provide specific scientific training on techniques or knowledge necessary for the development of the Individual Research Project and not available at the host institution
- Favor the development of joint research efforts.
- The duration of the secondments will be of minimum 3 months and secondments for a total of 6-7 months should be carried out by each fellow. The specific secondments and their schedule will be organized on a bilateral basis between the involved partners, after authorization by the Training Committee.
- A total of 85 months of secondments are planned.
- Each partner will offer secondment opportunities on one aspect relevant for the research program, as detailed in the following slides.
- **Secondments are MANDATORY:** Exceptions could be considered due to major issues but PO must be informed in advance (thus, contact IBEC as coordinators).

- **ESR1 (GRO):** EDI – Prodrug uncaging in vitro (M12, 3 months); TEVA – Formulation (M24, 3 months).
- **ESR2 (TAU):** GRO – Metal catalyst synthesis (M12, 3 months); TAG – in vivo micelle imaging (M32, 4 months).
- **ESR3 (TEVA):** IBEC – NP imaging (M18, 4 months); TUE – SAXS characterization of NP (M30, 3 months).
- **ESR4 (TUE):** BAS – synthesis of Ru catalysts (M22, 3 months); TEVA – industrial formulation of SCPN (M30, 3 months).
- **ESR5 (EDI):** TAG – Pro-imaging PET agents (M24, 4 months); TAU – Test micelles catalysts (M34, 3 months).
- **ESR6 (IBEC):** TUE – synthesis of SCPN for imaging (M24, 3 months); CRUK – training in outreach (M38, 3 months).
- **ESR7 (IBEC):** BGX – imaging of gel models (M21, 3 months); TAU – in vivo and ex vivo imaging of catalysis (M30, 4 months).
- **ESR8 (TUE):** IBEC – STORM imaging of SCPN delivery (M21, 4 months); BGX – test activity in gel cancer models (M36, 3 months).
- **ESR9 (BGX):** TUE – synthesis of gel-based catalysts (M27, 3 months); IBEC – imaging gels with STORM (M36, 4 months).
- **ESR10 (BAS):** EDI – synthesis of caged prodrugs (M27, 3 months); TEVA – encapsulate catalyst in lipid NP (M36, 3 months).
- **ESR11 (EDI):** BGX – gelbased implants (M21, 3 months); TAU – in vivo imaging (M36, 3 months).
- **ESR12 (TAG):** EDI – pro-PET agents synthesis (M18, 3 months); BAS – activable PET probe (M28, 3 months).
- **ESR13 (TAU):** IBEC – imaging of ex-vivo samples (M21, 4 months); TEVA – oral formulations (M36, 3 months).

### GENERAL ASPECTS:

- **OBJECTIVE: ESRs of the Network end up by defending a PhD thesis and being awarded a Doctoral Degree, with the European mention.**
- It has been verified that the training programme proposed by the Network is fully compatible with the ESRs being enrolled in a Doctoral Programme in a University and being awarded a Doctoral degree by the end of the 36 month contract (the duration of Doctoral Studies in these countries).
- ESR supervisors can act as PhD thesis supervisors (with its function complemented by an Academic Tutor designed by the Doctoral Programme itself, if necessary).
- The secondment programme guarantees secondments for at least 3 months in a foreign center, necessary for the European mention.
- **All ESR supervisors are well aware of all the procedures and regulations related to Doctoral studies since in the past, they all have supervised ESRs that have been awarded with a Doctoral Degree.**
- The fact that 4 beneficiaries out of 9 belong to institutions not awarding doctoral degrees does not constitute any risk to fulfil the present objective.

But, in case some partner has difficulties to afford this (mainly private companies), we could consider other alternatives.

**All ESRs of the Network will be enrolled in a Doctoral Program at a University:**

- The list of Universities and Doctoral programmes corresponding to each ESR:

ESR	University	Doctoral programme (co-supervisor)
ESR1	Groningen University	Doctoral studies at University of Groningen
ESR2, ESR3, ESR13	Tel Aviv University	TAU School of Chemistry, TAU School of medicine
ESR4, ESR8	Eindhoven University of Technology	PhD programme molecular science and technology
ESR6, ESR7	University of Barcelona	Nanoscience doctoral program (Prof. Samitier)
ESR5, ESR9, ESR11	University of Edinburgh	Molecular and Clinical Medicine
ESR10	University of Basel	Doctoral Studies at UniBas
ESR12	Radboud University Medical Center	Molecular life science (Prof. Boerman)

- The **ESR Supervisor will support ESRs** in the whole evolution and procedures of Doctoral studies: application access to the University Doctoral Program, enrolment in the University Doctoral Program, assignment of an Academic Tutor at the University and of the Supervisor as Thesis Supervisor at the beneficiary Institution, yearly assessment and follow up by the University Doctoral Program, preparation of the Doctoral Thesis and, finally, defence of the Doctoral Thesis at the University.

**GENERAL ASPECTS:**

- Each ESR will be assigned an individual **Assessment Commission (AC)** composed of three members belonging to partners other than the host partner and with different expertise and profiles (academic/non-academic sectors).
- The ACs will meet with the ESR three times coinciding with Network Meetings 1, 2 and 3 and will have as main mission to offer a broader perspective to the training and research being carried by the ESR. It will also act as intermediate to solve conflicts or misconduct issues between the ESR and supervisor.
- ACs:
  - In the first assessment (1<sup>st</sup> Network Meeting), the ESR will present and discuss the PCDP agreed with the Supervisor and the initial results of the research.
  - In the second assessment (2<sup>nd</sup> Network Meeting), the ESR will report on the evolution of its research project and of the results obtained.
  - In the third assessment (3<sup>rd</sup> Network Meeting), he/she will present the conclusions on the work and a draft version of the PhD thesis. The recommendations of the commissions will be forwarded to the ESR and Supervisory Board and Training Committee. Common grounds on the assessment of ESRs will be guaranteed by the Training Committee.



**PROPOSED ASSIGNMENT (DISCUSS):**

ESR / ACS	<u>Assessment Commission 1</u>	<u>Assessment Commission 2</u>	<u>Assessment Commission 3</u>
	TAU GRO TEVA	TUE EDI TAG	BAS IBEC BGX
ESR1 (GRO)		X	
ESR2 (TAU)		X	
ESR3 (TEVA)			X
ESR4 (TUE)	X		
ESR5 (EDI)	X		
ESR6 (IBEC)		X	
ESR7 (IBEC)	X		
ESR8 (TUE)			X
ESR9 (BGX)		X	
ESR10 (BAS)	X		
ESR11 (EDI)			X
ESR12 (TAG)			X
ESR13 (TAU)			X

## SUMMARY:

THERACAT Intranet:

[www.theracat.eu/secretadminboo/](http://www.theracat.eu/secretadminboo/)

The main training objectives of THERACAT are:

**T1: Research Excellence** is the foundation of the scientific training of the ESRs. This will be ensured by supervisors with established international reputation in their respective fields.

**T2: Industrial and entrepreneurship training** of ESRs by the private sector partners aims at closing the gap between Industry and Academia, facilitating the future transition of ESRs from their academic studies into the EU scientific industries.

**T3:** The acquisition of **transferable skills** including scientific communication and dissemination, project management, entrepreneurship, ethics and gender awareness is envisioned to prepare the ESRs towards their future careers in academia, industry and governmental agencies.

	Main Training Events & Conferences	ECTS <sup>1</sup>	Lead Institution	Action Month
1	Training event 1	2	BAS	12
2	ESR meeting 1	-	BAS	12
3	Training event 2	2	TUE	18
4	Training event 3	2	EDI	24
5	ESR meeting 2	-	EDI	24
6	Training event 4	2	TAU	30
7	ESR meeting 3	-	TAU	30
8	Training event 5	3	IBEC	36
9	ESR meeting 4	-	IBEC	36
10	ETN Conference	2	IBEC	42

## TRAINING EVENT 1 (TE1):

- Hosted by BAS.
- Month 12.
- 4 days.

1 - Introducing the THERACAT Network & How to plan and start a PhD	M12, 4 days	2 ECTS	BAS
<b>Content:</b> The first training event will start with a general introduction of the network and its scientific and training goals. It will also include a comprehensive training of transferable skills aimed to accelerate the implementation of the ESRs into the training programme			
General introduction of the network and its scientific goals	All PIs (all nodes)	SCI	1 day
Introduction of the training programme	All PIs (all nodes)	SCI	½ day
Skills to start a successful PhD: Time management, team work, ethics, intercultural, gender and diversity awareness	All PIs (all nodes)	COMP	1 ½ day
Scientific communication: writing papers, the peer-review process, open science, oral and poster presentations	IBEC (Outreach office)	COMP	1 day
ESR Meeting 1	ESR representatives	-	½ day

**TRAINING EVENT 2 (TE2):**

- Hosted by TUE.
- Month 18.
- 5 days.

2 – Chemical synthesis & catalysis	M18, 5 days	2 ECTS	TUE
<b>Content:</b> This event will introduce the ESRs to the fundamental principles of designing the structure and synthesis of the prodrugs and the catalysts that will be studied throughout the project. It will also include an important chemical safety session.			
Catalysts and catalysis: from the synthetic utilization to artificial enzymes	BAS (T.Ward)	SCI	1 day
Prodrugs: design principles, synthesis and preliminary evaluation	EDI (A.Unciti-Broceta)	SCI	1½ day
Safety in chemical laboratories and research in industry and academia	TUE (A.Palmans)	LAB	1 day
How can we do better in bringing new molecules to the market: scaling up, formulations, regulations, procedures and economical aspects	TEVA (T.Hasson)	SCI COMP	1 day
Entrepreneurship and translation: IP and commercial exploitation	IBEC Tech Transfer	COMP	1 day

**TRAINING EVENT 3 (TE3):**

- Hosted by EDI.
- Month 24.
- 5 days.

3 – Drug delivery & microscopy	M24, 5 days	2 ECTS	EDI
<b>Content:</b> This training event will focus on the design of polymeric platforms for delivering the catalysts and on in-vitro imaging, which is utilized for preliminary evaluation of the performance of the proposed therapeutic approach.			
Designing delivery systems: concepts, examples and concerns	TAU (R. Amir)	SCI	1 day
Introduction to in-vitro imaging and cell assays	EDI (A.Unciti-Broceta)	SCI	1 day
The power of microscopy techniques in biomedical research: principles and challenges	IBEC (L.Albertazzi)	SCI	1½ day
Lab tours in a microscopy facility including hands-on experience	EDI (EDI lab members)	LAB	½ day
Gender balance in academia, current situation and future perspectives	UAB (J.Gallego)	COMP	½ day
ESR Meeting 2	ESR representatives	-	½ day

**TRAINING EVENT 4 (TE4):**

- Hosted by TAU.
- Month 30.
- 5 days.

4 – Going in vivo, chemistry and cancer biology	M30, 5 days	2 ECTS	TAU
<b>Content:</b> This training event will give broader introduction to cancer and will focus on the different aspects of developing in vivo models and pharmacological studies for the proposed therapeutics.			
Fighting Cancer – biomedical, social and economic aspects	CRUK (F.Ratcliffe)	SCI COMP	1 day
Animal experiments – ethical and practical aspects	TAU (R.Satchi-Fainaro)	SCI LAB	1 day
Designing in vivo models and choosing the right controls	TAU (R.Satchi-Fainaro)	SCI	1 day
In Vivo imaging	TAG (M.Robillard)	SCI	1 day
How to communicate to and engage the public	CRUK (F.Ratcliffe)	COMP	½ day
ESR Meeting 3	ESR representatives	-	½ day

**TRAINING EVENT 5 (TE5):**

- Hosted by IBEC.
- Month 36.
- 7 days.

5 – Getting ready for the next career step	M36, 7 days	3 ECTS	IBEC
<b>Content:</b> The last training event will be dedicated to preparing the ESRs towards completion of their studies and the development of their independent careers in industry, academia and EU agencies, including job hunting.			
Career opportunities in industry and interview simulations	<b>Industrial PIs</b>	<b>COMP</b>	1½ day
Searching for post-doc and setting the path for academic careers	<b>Academic PIs</b>	<b>COMP</b>	1 day
Innovation and Entrepreneurship including managing strategies, IPs, financing and marketing.	<b>ESADE (J.Vinaixa)</b>	<b>COMP</b>	4 day
ESR Meeting 4	<b>ESR representatives</b>	-	½ day

## **MSCA-ITN-2017 - Innovative Training Networks**



Marie Skłodowska-Curie  
Actions



Bio-orthogonal catalysis for cancer therapy

***Dissemination and Communication Actions***



**SCIENTIFIC PUBLICATION:**

- Targeted Journals in the fields of chemical synthesis and catalysis, drug delivery and cancer research will be targeted as well as multidisciplinary journals.
- [Open Science](#) (Open Access journals, repositories (green way), gold way).

**HIGH-LEVEL SCIENTIFIC EU AND INTERNATIONAL CONFERENCES/SYMPOSIA:**

(the biennial International Symposium on Medicinal Chemistry (EFMC-ISMC), the National Meetings organized by the American Chemical Society (ACS), international cancer meetings (e.g. AACR Annual Meetings) and drug discovery meetings (e.g. BPS, ELRIG and MlpTec meetings which promote industry engagement), etc.), NanoBioMed Conference (IBEC), international symposium on bio-orthogonal strategies (CRUK in collaboration with the Royal Society of Chemistry).

**PARTICIPATION IN OTHER NETWORKS AND COLLABORATIVE PROJECTS:**

Annual meetings, training actions, summer schools, etc.

**WEBPAGE:** Dissemination of the research results (together with other institutional websites).

Before dissemination, research results will be evaluated by the Supervisory Board to determine its possible protectability (IPR issues) → **DISCUSS PROCEDURE.**

**WEBPAGE:** Section dedicated to the general public will explain the benefit of the results of the Network for society.

**SOCIAL MEDIA:** The results of THERACAT will be communicated to the public with social media such as Facebook, Twitter and LinkedIn.

**BLOGS:** Several THERACAT institutions such as IBEC and CRUK publish divulgation blogs. These platforms will be used to disseminate the results in a simple and comprehensible way to the general public.

**VIDEOS:** TUE hosts an animation studio which activity focuses on the creation of 3D animation videos to explain scientific achievements to the general public.

**GENERAL PRESS ARTICLES:** about the research being conducted and its implications will be submitted to media such as CORDIS website and related webs (News, research\*eu results magazine, Horizon Magazine).

**SCIENCE FESTIVALS:** Members of the consortium will participate to public events such as: the Edinburgh International Science Festival, one of largest science festivals in Europe, the European Researchers' Night, and Night of art and Science in Groningen.

**LOCAL MEDIA:** The students will also promote their works in university newsletters, local press or radio/TV programmes to inform the general public of the discoveries and benefits related to the project proposed herein.

**DISSEMINATION IS NOT COMMUNICATION**

## MSCA-ITN-2017 - Innovative Training Networks



Marie Skłodowska-Curie  
Actions



Bio-orthogonal catalysis for cancer therapy

## ***Deliverables and Milestones alignment***

## **DELIVERABLES (Art. 19 of the GA):**

- To be uploaded directly on the PP by the Coordinator.
- All deliverables will be also uploaded on the THERACAT intranet.
- Scientific deliverables and other deliverables as defined in the GA Annex 1.
- In case of an update of a deliverable, the PO needs to be notified and re-opens the session.
- Procedure:
  - Template available on the THERACAT intranet.
  - Coordinator will advise deliverable's leader 2 months before the deadline.
  - Reviewed by 3 other project members before submission (DISCUSS).

## **SCIENTIFIC DELIVERABLES & MANAGEMENT DELIVERABLES**

## **MILESTONES (Art. 20.3 of the GA):**

- To be reported to the PO. Status of milestones will be updated on project intranet.
- Procedure:
  - Coordinator will advise deliverable's leader 2 months before the deadline.
  - If milestone not achieved review contingency plans & alternatives (DISCUSS).

## **MSCA-ITN-2017 - Innovative Training Networks**



Marie Skłodowska-Curie  
Actions



Bio-orthogonal catalysis for cancer therapy

## ***Financial and Reporting Information***

- A **maximum** grant amount is recorded in Grant Agreement (Article 5.1), Annex 2 and Consortium Agreement (considering redistribution of MGT budget).
- Funding Mechanism based on units costs (**1 unit = 1 month of eligible ESR**). Thus, total costs are the number of units x unit costs.
- **Costs categories:**
  - A. Costs for Recruited Researchers:
    - A.1 Living allowance
    - A.2 Mobility allowance
    - A.3 Family allowance
  - B. Institutional Costs:
    - B.1 Research, training and networking costs
    - B.2 Management and indirect costs

Researcher			Institution	
<u>Living allowance*</u>	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
<b><u>3 110</u></b>	600	500	1 800	1 200

\*multiplied by the country correction coefficient

**B1. RESEARCH, TRAINING AND NETWORKING COSTS:**

- Fixed amount of 1.800 € per implemented person-month.
- What is it used for?
  - Research costs (consumables, small equipment, etc.).
  - Training courses
  - Participation of researchers in training events and conferences
  - Secondments (including travel and accommodation, i.e. hotels, travel costs)
  - Co-ordination between participants
  - Visa costs of fellow
  - Tuition fees (if any)

MSCA-ITN researchers **may NOT be requested** to pay tuition fees for their research training and/or PhD degree programme **from their own funds or from the researcher unit cost**.

- The use of institutional costs is decided by the beneficiary.
- The full amount must be reported by the beneficiary recruiting the fellow.
- The consortium can agree to distribute it differently, in which case it should be addressed in the consortium agreement, but not in the reports.

**B2. MANAGEMENT AND INDIRECT COSTS:**

- Fixed amount of 1.200 € per implemented person-month.
- How it is split between management and overheads?
  - Split between management and overheads decided by beneficiaries
  - Ensure enough budget is allocated to implement the management tasks described in Annex 1.
- How is it distributed between the beneficiaries?
  - It is a decision of the consortium. Usually the coordinator retains the largest share of the management costs. The **distribution is being addressed in the consortium agreement.**
- Used for:
  - Costs associated with the preparation of the reports and other documents required by the REA:
  - Personnel costs of the Project Manager.
  - Maintenance of the consortium agreement.
  - The overall legal, ethical, financial and administrative management for each of the beneficiaries.
  - Indirect costs of the action.



**TRANSFERS BETWEEN CATEGORIES:**

- The costs for the researcher must be fully used for the researcher.
- Formal transfer not possible due to nature of unit costs.
- The use of institutional costs is decided by the beneficiary .
- Unused amounts of institutional costs can be used for other action-related purposes:
  - to organise additional training activities.
  - to increase the salary of the researcher,



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**RECORDS we need to prove the number of units declared:**

- Evidence of open, transparent recruitment.
- Evidence of the eligibility of the fellow in terms of researcher experience, mobility and family status (e.g. CVs, copies of diplomas, ...)
- Employment contract/agreement with the fellow.
- Proof of payment of the researcher's allowances and of the deductions for social security etc.
- Evidence that the fellow was recruited and worked **full time** and exclusively on the action at the beneficiary's premises (or on secondment): this can include lab books, conference abstracts, library records, etc.
- Records and other supporting documentation on scientific and technical implementation of the action.
- **Timesheets are not an obligation for MSC Fellows** but can be used if in line with local practices.

**Records must be kept for 5 years after payment of the balance (i.e. final payment)**

## EXAMPLES OF USEFUL DOCUMENTS: Check Recruitment Plan (to be sent)

### ANNEX 2. Interview Assessment (Template)

Evaluator Name		Dept./Division	
----------------	--	----------------	--

Candidate name		Interview Date	
----------------	--	----------------	--

#### EVALUATION OF THE ACADEMIC RECORD (0-25)

Observations:	
Score	

#### EVALUATION OF THE EXPERIENCE (0-25)

Observations:	
Score	

#### EVALUATION OF THE MERITS (0-25)

Observations:	
Score	

#### INTERVIEW - If necessary (0-25)

Observations:	
Score	

TOTAL SCORE (0-100): \_\_\_\_\_ Signature \_\_\_\_\_

### ANNEX 3. Minutes of the selection process (Template)

#### MINUTES OF THE SELECTION PROCESS FOR THE SELECTION OF ESRs

Project: SPM2.0  
 Beneficiary: XXX  
 ESR number: ESRX  
 Date: dd/mm/yyyy

Evaluators:

- YYY from XXX
- YYY from XXX
- YYY from XXX

The final prioritized ESR candidate list:

CANDIDATE	ACADEMIC	EXPERIENCE	MERITS	INTERVIEW	TOTAL

Note: Scores obtained in the selection process.

Signed by XXXX	Signed by XXXX	Signed by XXXX
-------------------	-------------------	-------------------

### PARENTAL AND MATERNITY LEAVE:

- Yes, in accordance with national legislation..
- The researcher's activity in the action is **suspended** during the maternity/parental leave.

### SICK LEAVE:

- Yes, in accordance with national legislation.
- Are the costs of the leave eligible under the action?
  - For short-term leave ( $\leq 1$  month).
    - Unit is eligible, 100%.
  - For long-term leave ( $> 1$  month):
    - For the period that employer has to pay 100% of fellow's salary per national law  $\Rightarrow$  unit is eligible, 100%.
    - For the period that employer has to pay a percentage (e.g. 50%) of fellow's salary per national law  $\Rightarrow$  unit is eligible, 50%.
    - For the period that employer does not have to pay the fellow's salary per national law  $\Rightarrow$  researcher's activity in the action is **suspended**

**Let's evaluate case by case when it happen**

**RESEARCHER DECLARATION:** At the recruitment and at any change

Gender Researcher

New Researcher Declaration

Researcher Information Recruitment Information Recruitment Period

+ Add Period

Recruitment Period 1

Start Date 04-10-2016

End Date 12-10-2016

Working Time Commitment Full Time

Recruitment Period 2

Start Date

End Date

Working Time Commitment

Recruitment Period 3

Start Date

End Date

Working Time Commitment

Full Time (100%)  
Suspension (0%)  
Part time (1 – 99%)  
Maternity Leave (0%)  
Paternity Leave (0%)

Delete Period

OK Cancel

## **PARTNER ORGANISATIONS:**

- The costs of Partner Organisations can be reimbursed by one of the beneficiaries.
- It is for the beneficiary(ies) and partner organisation(s) concerned to reach a mutual agreement on arrangements for reimbursement.
- Travel costs related to project meetings, board meetings, reporting meetings will be paid by the coordinator under the MGT category.

## **SUBCONTRACTING:**

- **Minor tasks** may be subcontracted following internal institutional and national practices.
- The **coordinator's core tasks** cannot be delegated to another beneficiary or subcontracted to any third party,

## **PARTICIPANT GUARANTEE FUND (PGF):**

- 5% of the maximum Grant amount is retained from the pre-financing and paid into the Fund.
- The money paid into the Fund will be returned to the consortium with the payment of balance.
- Coordinator must inform the REA as soon as possible in case of financial difficulties that any of the beneficiaries are facing.

**MAXIMUM PAYMENTS:**

**Pre-financing  
80%**

**Interim payment  
max 10%**

**Payment of  
the balance**

START of the project

END of the project

**Pre-financing: 80% of maximum grant amount**

- 75% of max grant amount (proportional to budget agreed).
- 5% of max grant amount (Guarantee Fund).

**Interim payment: Up to 10% of maximum grant amount**

- Based on units (costs) claimed in the 1<sup>st</sup> periodic report.
- A reimbursement of accepted units (costs).

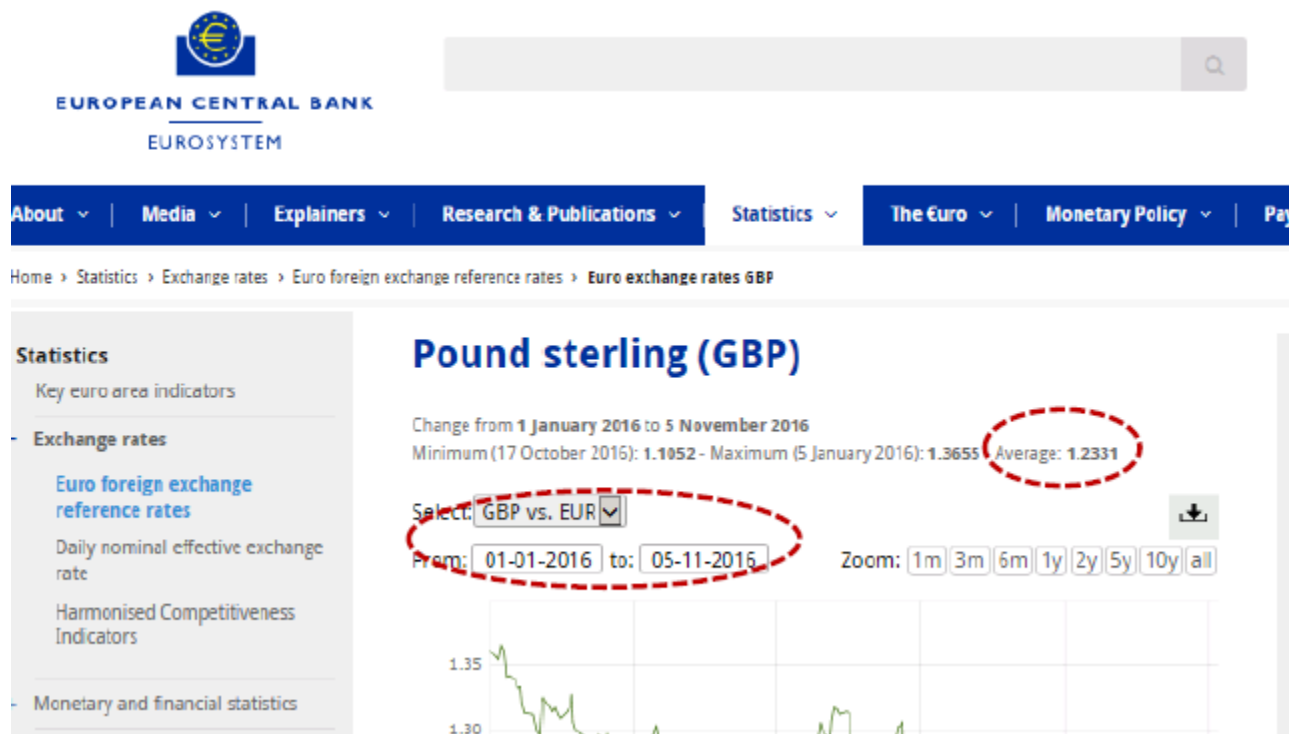
**Payment of the Balance**

- The payment owed to the consortium based on the final accepted costs.
- Payment is made based on the information in the submitted periodic report (technical report & financial report) and final report.
- Payment is capped at the maximum amount in the grant agreement and any amounts exceeding this will not be reimbursed,
- Payment of negative balance (i.e. recovery) is processed in the same way

## EXCHANGE RATE:

- Financial statements are calculated in euro.
- Beneficiaries using another currency must convert the costs into euro at the average of the daily exchange rates published in the Official Journal of the European Union, **calculated over the corresponding reporting period.**

<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>





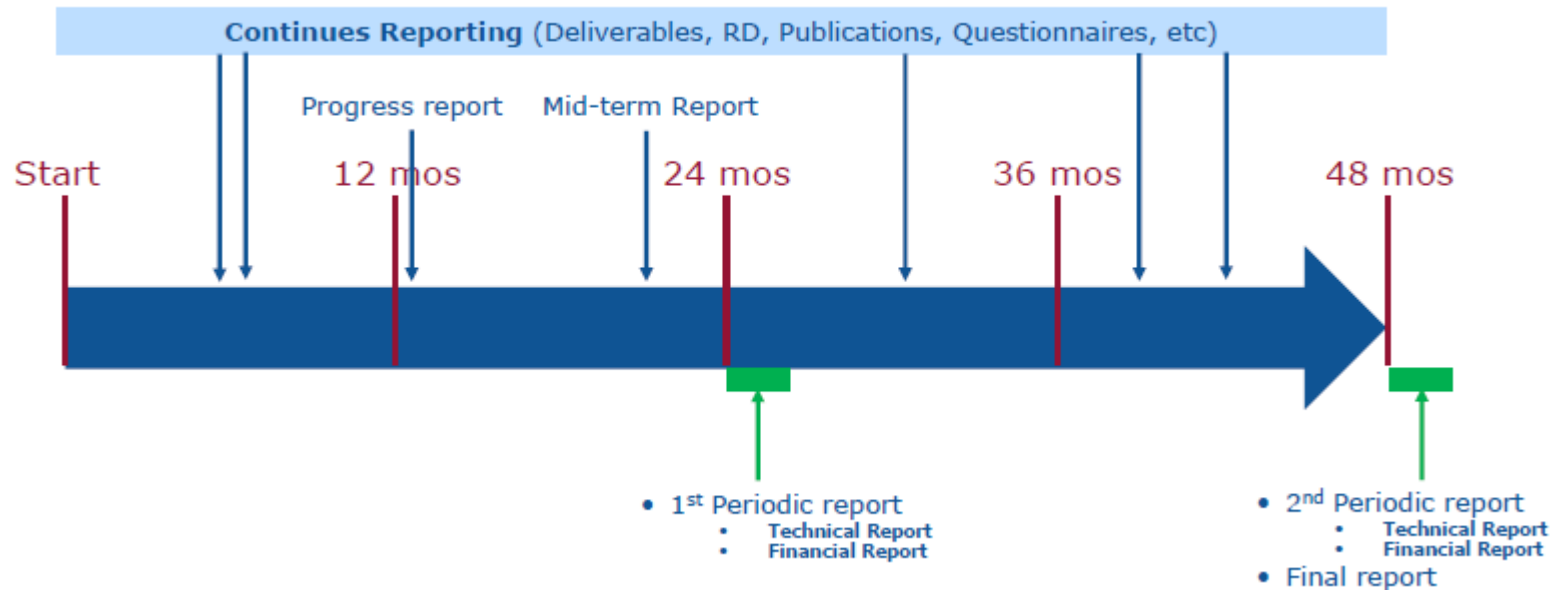
**REPORTING:**

- **Progress report (Month 13):** technical report – no financial.
- **1st Periodic report (Month 24):**
  - Periodic technical report (Part A by the IT system, Part B “work done” as pdf)
  - Periodic financial report (explanation of the use of resources):
    - Individual Financial Statements (IFS)
    - Periodic summary financial statement
- **2nd Periodic report and final report (Month 48):**
  - Periodic technical report
  - Periodic financial report
  - Final technical report
  - Final financial report:
    - Final summary financial statement

**All the IFS and the technical reports have to be submitted electronically in one package**

Certificates on the financial statements (CFS) are not required for ITN projects for reporting purposes but financial distribution report might be requested in some specific cases (audit, recovery, etc.), please check GA.

## MONITORING PROJECT IMPLEMENTATION:



## PARTICIPANT PORTAL (PP):

- Project Reports (**within 30 days after 1 year – no financial required**).
- Researchers declarations for all researchers.
- Other documents (Amendment, any other formal notifications...).
- Two-step submission process for Financial report:
  - Beneficiary → Coordinator → REA (No paper signed document, only electronic)

### CONTINUOUS REPORTING to the PP:

During whole project life cycle, whenever needed (Part A):

- Deliverables
- Dissemination activity/Communication\*
- Publications\*
- Patents (IPR)\*
- Publishable Summary (under development).
- Milestones (under development).
- Critical risks (under development).

Questionnaires:

- **Gender.**
- SME impact (only for projects flagged for SME).
- Innovation (only for projects flagged for Innovation).

Beneficiary must make it visible that their action received H2020 funding

GENDER QUESTIONNAIRE (EXAMPLE):

Grant Management Project Continuous Report

642025 (NCPs CaRE) CSA  
HORIZON 2020  
Call: H2020-SC5-2014-2015  
Topic: SC5-19a-2014 Unit: RTD/1/01

Summary for publication Deliverables Milestones Critical Risks Publications Dissemination Patents (IPR) Innovation Gender

**Gender**

**Gender Dimension in the Project** Gender dimension in research is a concept regrouping the various elements concerning biological characteristics and social/cultural factors of both women and men into the development of research policies, programmes and projects.

Does the project include a gender dimension in research? ☐ Yes ☒ No

**Gender of R&D participants involved in the project** Participants are defined as people actively participating and paid by the EU project.

Please include in the count the participants working for Third Parties (if appropriate)

Organisation	Number of Female participants	Number of Male participants	Total Number of participants
1 - FORSCHUNGSZENTRIUM JULICH GMBH	2	1	3
2 - IDRYMA PROOTHISIS EREVNAS	0	1	1
3 - AGENCE DE L'ENVIRONNEMENT ET DE LA MAITRISE DE L'ENERGIE	2	0	2
4 - SUOMEN AKATEMIA	1	0	1
5 - AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE			1
6 - AGENZIA PER LA PROMOZIONE DELLA RICERCA EUROPEA			2
7 - AGENCE BRUXELLOISE POUR L'ENTREPRISE			3
8 - CENTRO PARA EL DESARROLLO TECNOLÓGICO INDUSTRIAL			1
9 - CENTRUL PROIECTE INTERNATIONALE			3
10 - CENTRUM VEDECKO TECHNICKÝCH INFORMACÍ SLOVENSKEJ REPUBLIKY	1	1	2
11 - DIENST VOOR WETENSCHAPPELIJKE EN TECHNISCHE INFORMATIE- SERVICE D'INFORMATION SCIENTIFIQUE ET TECHNIQUE	0	1	1
12 - SIHTASUTUS EESTI TEADUSAGENTUUR	1	0	1
13 - VEREIN EURESEARCH	1	0	1
14 - MINISTERIE VAN ECONOMISCHE ZAKEN	1	1	2
15 - FUNDACAO PARA A CIENCIA E A TECNOLOGIA	1	0	1
16 - FOUNDATION FOR RESEARCH AND TECHNOLOGY HELLAS	1	0	1
17 - INSTYTUT PODSTAWOWYCH PROBLEMÓW TECHNIKI POLSKIEJ AKADEMII NAUK	3	2	5
18 - LUXINNOVATION GIE	2	1	3
19 - MATIMOP, ISRAELI INDUSTRY CENTER FOR RESEARCH & DEVELOPMENT	2	0	2
20 - Ministrstvo za izobraževanje, znanost in sport	2	1	3

Please enter here number of female/male ESRs funded by the project

**ACKNOWLEDGEMENT OF EU FUNDING:**

Use EU emblem:

- High-resolution emblems are available here

<http://europa.eu/about-eu/basic-information/symbols/flag/>



Use text as indicated in GA:

***This work has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No. 765497 (THERACAT).***

Or equivalent paragraph

**CONTINUOUS REPORTING to the PP:**

During whole project life cycle, whenever needed (Part A):

- Researchers
- Network-wide training events
- Fellows' individual projects
- MSCA questionnaires (not yet developed):
  - Evaluation questionnaire - at the end of the recruitment.
  - Follow-up questionnaire - two years after the end of the recruitment.
  - **BY EACH RECRUITED RESEARCHER via PP.**

**IMPORTANT:**

- Increased importance of communication (Facebook, Twitter, videos, etc.).
- **Communication is not the same as Dissemination.**

## AMENDMENTS:

- Changes in the Grant agreement (e.g. change in consortium, modification of Annex I, etc.).
- H2020 online manual (Amendments).
- **With prior consultation of the project officer** (highly recommended to involve the PO).

The Amendment Request can only be:

- Rejected (the whole) (with comments)
- Accepted (the whole) - 45 days
- Withdrawn by the initiating party

No other option; no 'negotiation'

**AGAIN** Contact with the PO MUST be done through the coordinator

## How to deal with ethics issues...

### **During the Grant Agreement Preparation:**

- You received an Ethics Summary Report;
- All **the ethics requirements have been transferred into Sygma as deliverables** (contractual obligation) and in the ethics section of your DoA.
- All ethics requirements should have been addressed.

### **During project implementation:**

- You should obtain and keep in the file any ethics committee opinion required under national law, any notification or authorisation for activities raising ethical issues required under national and/or European law for all partners at the latest before the start of the research work related to the ethics issue.
- Confirmation that the documents are in place if required (by uploading a declaration in Sygma as a Deliverable).
- Upon request by the Agency, you have to submit the required ethics documentation. If they are not in English, a summary is requested, which shows that the tasks in question are covered and includes the conclusions of the committee or authority concerned.



## **Responsible Research and Innovation (RRI):**

- Implementation of RRI actions:

<http://ec.europa.eu/programmes/horizon2020/en/h2020-section/responsible-research-innovation>

- [Public engagement](#)
- [Open access](#)
- [Gender](#)
- [Ethics](#)
- [Science education](#)

**Inter- & transdisciplinary actions will be taken in THERACAT to promote RRI application**