

On-line workshop on MSCA Postdoctoral Fellowships 2022 for applicants and their supervisors (30-31/05/2022)

Homework after registration – to be ready for 30 May (Interactive part)

Please prepare for the workshop your Gantt chart, it can be a first version, the sooner you start working on your Work plan, the better. You do not need to send us your Gantt chart in advance!

A Gantt chart must be included in your project proposal and should indicate the proposed Work Packages (WP), major deliverables (D), milestones (M), secondments, placements. The Gantt chart counts towards the 10-page limit.

The schedule in the Gantt chart should indicate the number of months elapsed from the start of the action (Month 1).

We usually advise to divide your research into **2-3 research WPs** but also include **non-research WPs**, such as WP **“Project Management”**, WP **“Training and Transfer of Knowledge”** and also WP **“Dissemination, Exploitation and Communication”**.

Obligatory deliverables:

Within your WP **“Project Management”**, add an obligatory deliverable **“Data Management Plan”** (to be submitted within the first six months of the project), also **“Mobility Declaration”** (1st month), **“Final Report”** (at the end of the project).

Within your WP **“Training and Transfer of Knowledge”**, add **“Career Development Plan”**, again as obligatory D (to be submitted at the beginning of the project, not later than 6 months after its start).

Within your WP **“Dissemination, Exploitation and Communication”**, add an obligatory deliverable **“Plan for dissemination, exploitation and communication of results”** (to be submitted towards the end of the project).

See an example and some guidelines below.

This is an example of a Gantt chart:

Work Package	Title	Year 1												Year 2												Year 3													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
WP1	Management						D1.1																	M1.1													D1.2		
WP2	Data collection							M2.1								D2.1																							
WP3	Field work							M3.1													M3.2	D3.1																	
WP4	Research part x																	M4.1, D4.1																		M4.2, D4.2			
WP5	Research part y																																				M5.1, D5.1		
WP6	Dissemination and communication					D6.1					D6.2			D6.3							D6.4																		
WP7	Secondments																																			M7.1			
...	...																																						

Legend	Milestone	M
	Deliverable	D

Notes:

- The titles of the WPs indicated here do not have to be strictly followed or included in the Gantt chart for your specific proposal. Adapt as needed.
- The number of WPs provided here is an example only. Add or remove WPs as needed.
- Remove any columns for a duration longer than that of your proposal.
- Add as much detail as needed for your proposal.

A **deliverable** is a report that is sent to the Commission or Agency providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements). Use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

A **milestone** is a control point in the project that helps to chart progress. Milestones may correspond to the achievement of a key result, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the project where, for example, the consortium must decide which of several technologies to adopt for further development. The achievement of a milestone should be verifiable.