MSCA-PF/CIVIS KIT

PROPOSAL SUBMISSION STEP-BY-STEP

INSTRUCTIONS FOR PROJECT'S REGISTRATION & SUBMISSION

CIVIS

Europe's Civic University Alliance

BEFORE SUBMISSION

Before starting to prepare your PF proposal, it is highly recommendable to read carefully the **PF Guide for Applicants**, available at this link.
The guide contains useful information and detailed instructions on how to write and submit your proposal. Other useful resources are available at this link.

Proposals must be submitted exclusively electronically using the online **submission service** on the Funding & Tender Portal, available at this link.

The proposal should be prepared by the researcher in liaison with the main supervisor. Proposals can be submitted by the researcher, however, **proposal submission** (and other related actions such as withdrawal) **falls under the final responsibility of the host organization, represented by the supervisor**. The experienced researcher and the supervisor must be two different people.

SUBMISSION STEP-BY-STEP

1. Go to call page on the Funding & Tenders Portal

2. Create an ECAS account by clicking the "Register" button on the top right of the page. The procedure is very easy and it will only take a few minutes. Once you have an ECAS account, you can access the submission service. If you already have an ECAS account click on “Login”

3. Go to the Submission Service section, choose the type of action for which you want to apply and click on “Start submission”

4. Insert the Participant Identification code (PIC number) of your host institution and short name.

5. Select “researcher” as your role

6. Insert the acronym, a short summary of your project (max. 2000 characters) and choose the scientific panel (ECO, LIF, ENG, SOC, CHE, MAT, ENV, PHY) that best fits your proposal. If you do not have yet the final acronym and short summary of your proposal, you can put provisional ones and modify them later on. Click on “next”

PIC NUMBER & SHORT NAMES OF CIVIS UNIVERSITIES

Aix-Marseille Université:
955518483 - AMU

National & Kapodistrian University of Athens:
999643007 - NKUA

University of Bucharest:
999603916 - UB

Université Libre de Bruxelles:
999986290 - ULB

Universidad Autónoma de Madrid:
999861354 - UAM

Sapienza University of Rome:
999987745 - UNIROMA

Stockholms Universitet:
999885022 - SU

Tübingen University:
999991916 - TU

University of Glasgow
999974165 - UGLA

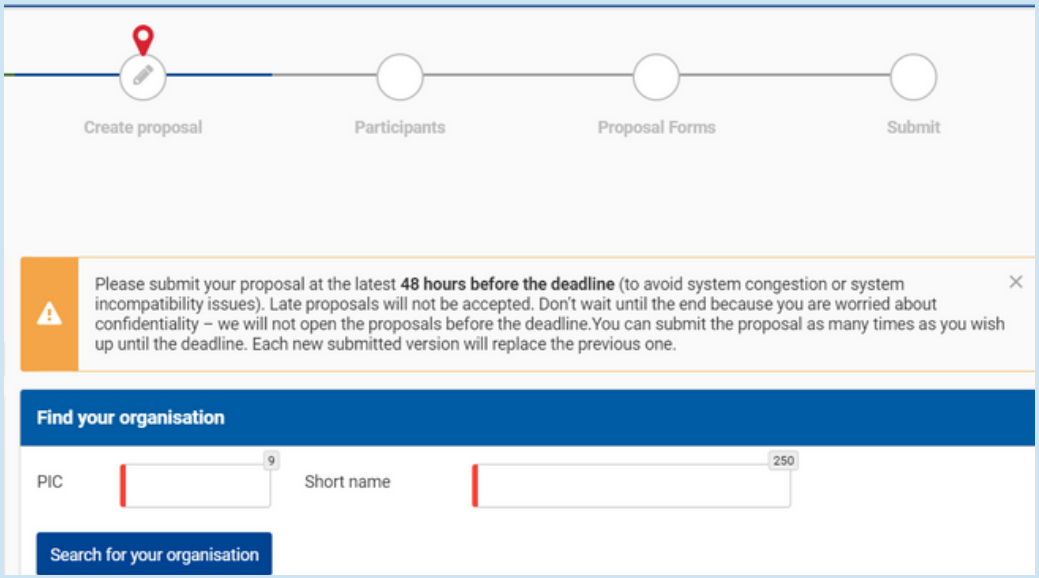
Paris Lodron University of Salzburg
999868047 - PLUS

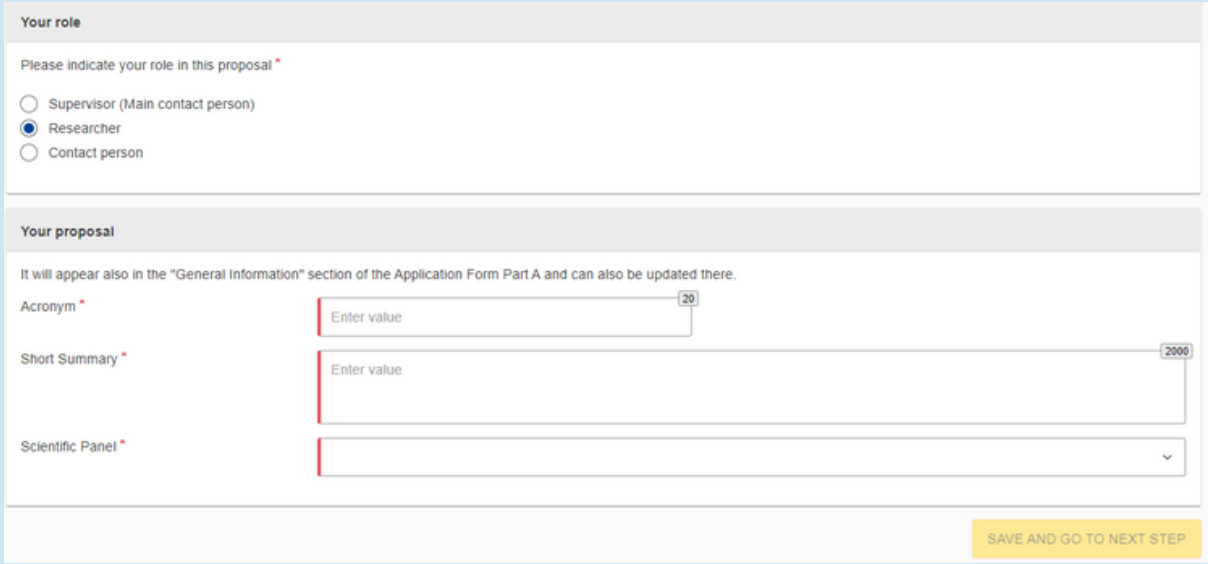
Université de Lausanne
999841469 - UNIL

Please bear in mind that the scientific panel will guide the selection of experts who will evaluate your proposal.

Please contact the office in charge of the MSCA programme before registering your proposal on the F&T Portal

Example


Create proposal
Participants
Proposal Forms
Submit
Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.
Find your organisation
PIC
9
Short name
250
Search for your organisation


Your role
Please indicate your role in this proposal *
Supervisor (Main contact person)
Researcher
Contact person
Your proposal
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.
Acronym *
20
Enter value
Short Summary *
2000
Enter value
Scientific Panel *
SAVE AND GO TO NEXT STEP

1. Accept the disclaimer (it is recommended that you agree on making the pre-registration data available to the European Commission). Your draft proposal has been created. Click on 'Continue with this proposal'

2. Add your supervisor at your Host Institution. Click on the + button that appears next to "contact". Choose 'supervisor' as Project role and type the supervisor's first name, last name and email address.

3. Add the contact person of the Office responsible for MSCA-PF projects at your Host Institution. Choose "contact person" as project role.

4. If you are applying for a Global Fellowship or you are including in your proposal a Non-Academic Placement, click on the "Add Associated Partner" button and add the PIC number of the associated partners hosting your outgoing phase or your placement. Attention: do not encode organisations hosting secondments.

Be aware that an automatic invitation is sent to the given contacts' e-mail addresses. The invited persons can access the proposal after logging into the Funding & Tenders Portal with their ECAS account under the My Proposals menu.

CONTACT PERSONS AT CIVIS UNIVERSITIES

Aix-Marseille Université:
Nadia Maio - nadia.MAIO@univ-amu.fr

National & Kapodistrian University of Athens:
Ilias Antoniou - ilantoniou@uoa.gr
Financial office - rc@elke.uoa.gr

University of Bucharest:
Filuta Ionita - filuta.ionita@cdi.unibuc.ro

Université Libre de Bruxelles:
Rachel Leproult, Dragana Petrovic, Amandine Faucon-Alonso, Amal Akheyar - ulb-europe@ulb.be

Universidad Autónoma de Madrid:
Rafael Oliveros - rafael.oliveros@uam.es
Rafaella Lenoir - rafaella.lenoir@uam.es

Sapienza University of Rome:
Rosa Di Stefano - rosa.distefano@uniroma1.it

Stockholm University:
Viviana Stechina - viviana.stechina@su.se

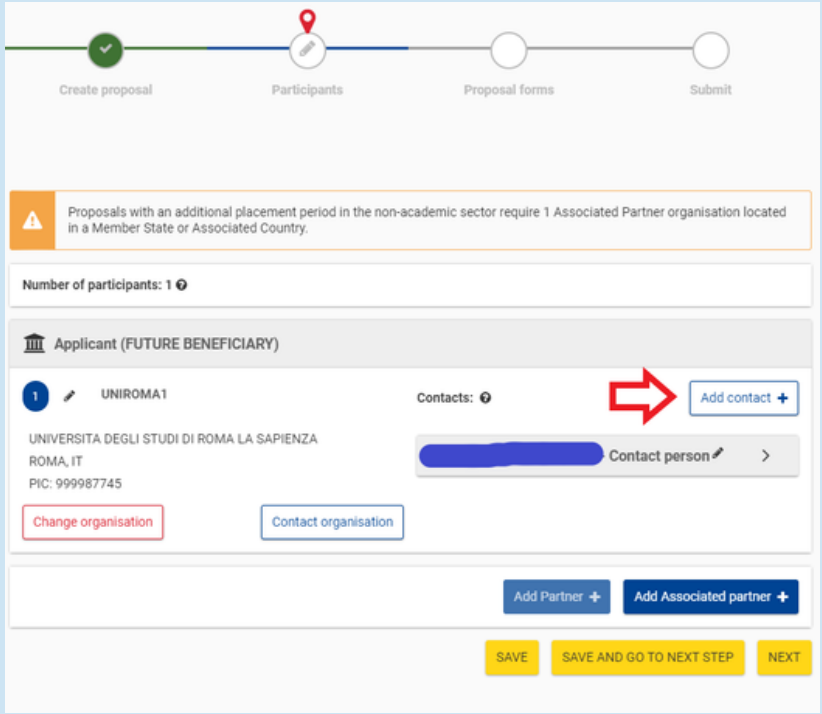
Tübingen University:
Christian Vöhringer - christian.voehringer@uni-tuebingen.de

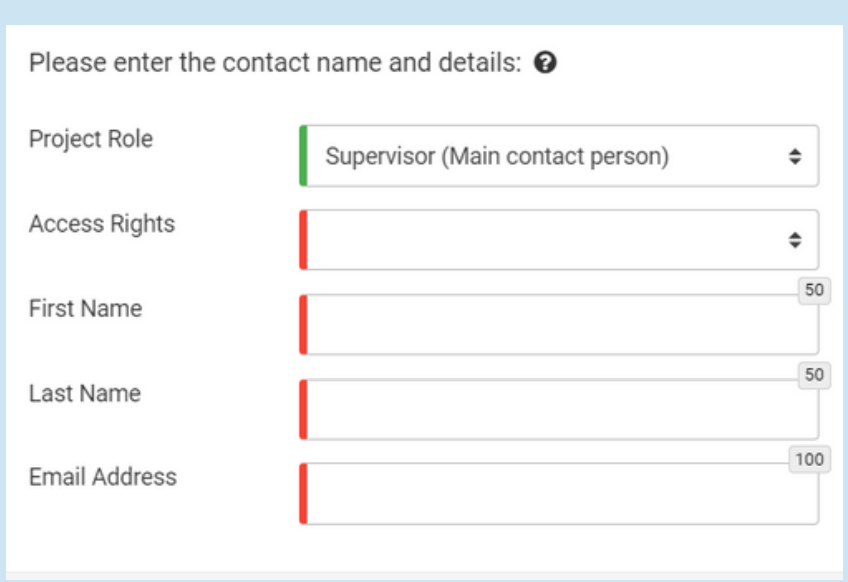
University of Glasgow
Ross Hanley, Adriana Brincat - rso-ecas@glasgow.ac.uk

Paris Lodron Salzburg University
Andrea Spannring - andrea.spannring@plus.ac.at

Université de Lausanne
Anne-Emmanuelle de Crousaz
anne-emmanuelle.decrousaz@unil.ch

Example


Create proposal
Participants
Proposal forms
Submit
Proposals with an additional placement period in the non-academic sector require 1 Associated Partner organisation located in a Member State or Associated Country.
Number of participants: 1
Applicant (FUTURE BENEFICIARY)
1
UNIROMA1
UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA
ROMA, IT
PIC: 999987745
Change organisation
Contact organisation
Contacts:
Add contact +
[redacted] Contact person
Add Partner +
Add Associated partner +
SAVE
SAVE AND GO TO NEXT STEP
NEXT


Please enter the contact name and details:
Project Role
Supervisor (Main contact person)
Access Rights
First Name
50
Last Name
50
Email Address
100

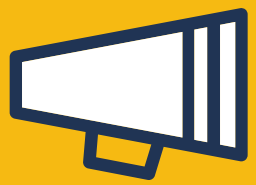
1. By clicking “next” at the bottom of the page, you will go to the “Proposal forms” section. This is where you will concretely upload and submit your proposal.

2. Click on “edit form” to start filling out the administrative form (Form A).

3. Download the templates of part B1 and B2 by clicking the download button available on the left.

4. Once you have completed part B1 and B2, you must upload the files in “Part B and Annexes” as two separate documents and exclusively in PDF format (Adobe version 3 or higher).

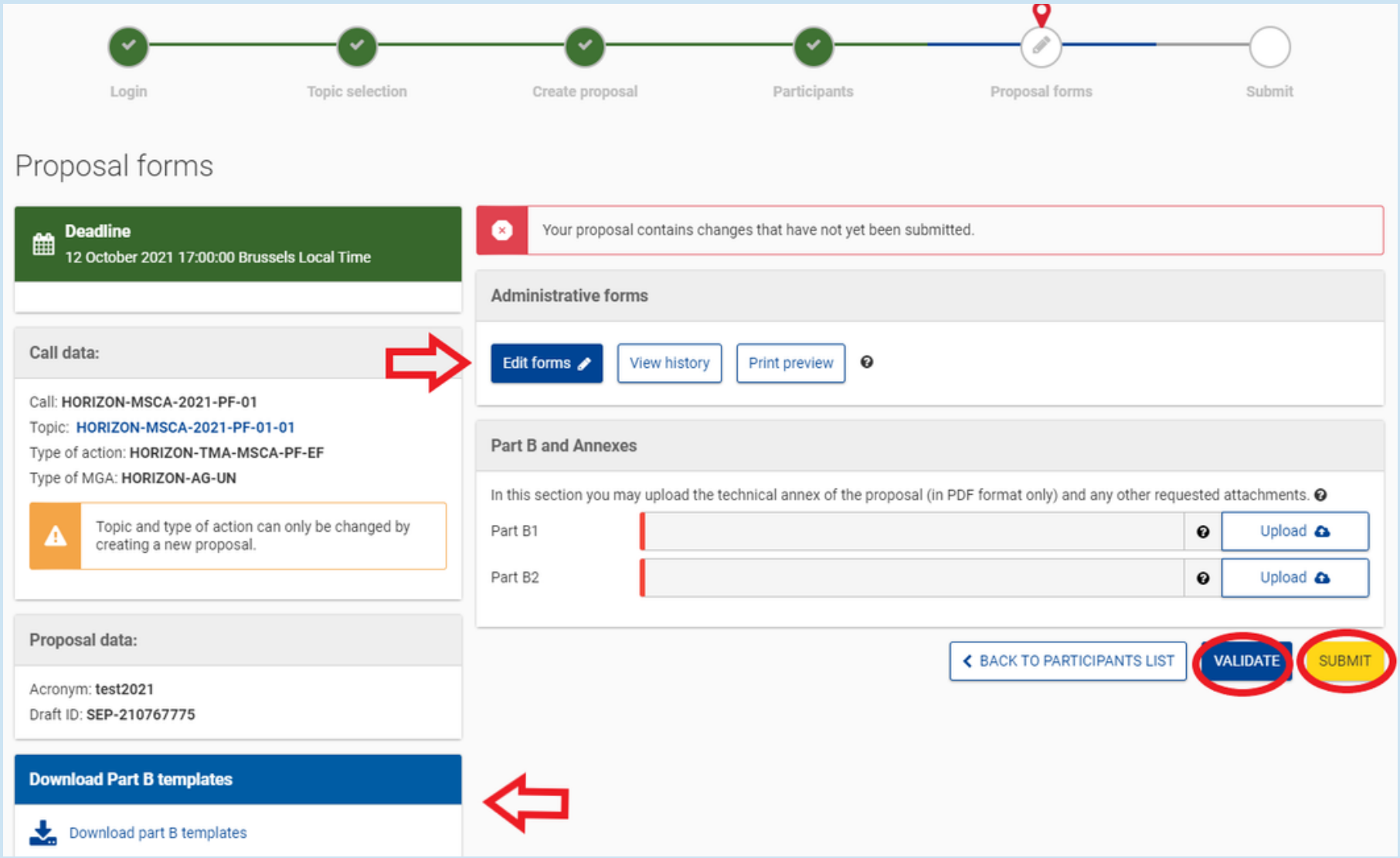
5. Click on "validate" to verify that all fields have been correctly filled in and then click on "submit".



It is possible to reopen, edit and resubmit the proposal as many times as required, before the call deadline. Go to “My proposals” and click on “Actions” and then “edit draft”.

We strongly recommend submitting proposals at least 1-2 days before the deadline.

Example


Login
Topic selection
Create proposal
Participants
Proposal forms
Submit
Proposal forms
Deadline
12 October 2021 17:00:00 Brussels Local Time
Call data:
Call: HORIZON-MSCA-2021-PF-01
Topic: HORIZON-MSCA-2021-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
Topic and type of action can only be changed by creating a new proposal.
Proposal data:
Acronym: test2021
Draft ID: SEP-210767775
Download Part B templates
Download part B templates
Your proposal contains changes that have not yet been submitted.
Administrative forms
Edit forms
View history
Print preview
Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.
Part B1
Upload
Part B2
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

Online Form A

In Part A you will be asked for certain administrative details, including:

- **Section 1 - General information**: Acronym, Proposal title, Scientific Area (panel), descriptors (min 3 & max 5), free key-words, abstract, similar previous proposal (Y/N), declarations (read and tick all the boxes)
- **Section 2 – Participants**: click on "Show participant's details" and fill in beneficiary's administrative data (concerning the institution, the researcher and the supervisor). For Global Fellowships and fellowships including a placement, you will be requested to include administrative data also for the outgoing host institution and the placement host institution;
- **Section 3 – Budget**: it is calculated automatically once you have entered the duration of your project on the first tab. You also need to indicate if you are entitled to the Family Allowance or not;
- **Section 4 – Ethics & Security**: answer all the ethics/security questions. If you reply 'Yes' to any of them, you need to provide the number of the page/s in part B1 where you describe this ethic/security aspect and provide additional information when required;
- **Section 5 - Other questions**: provide an answer to questions concerning the researcher, EURATOM and use of contact information.

Part B1 & B2

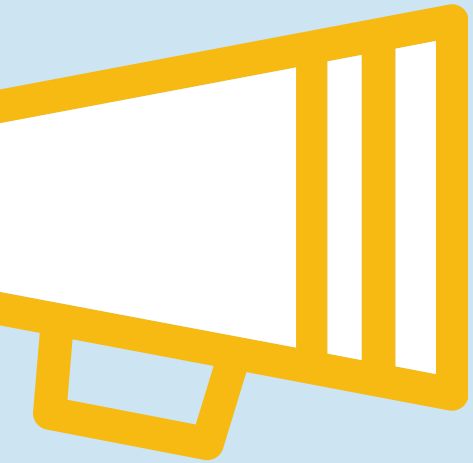
Part B represents the core part of the proposal and contains the details of the proposed research and training activities, including practical arrangements for implementation.

Part B-1 has a maximum length of 10 pages and includes:

- Section 1 - Excellence
- Section 2 - Impact
- Section 3 - Quality and Efficency of the Implementation

Part B-2 has no overall page limit and includes:

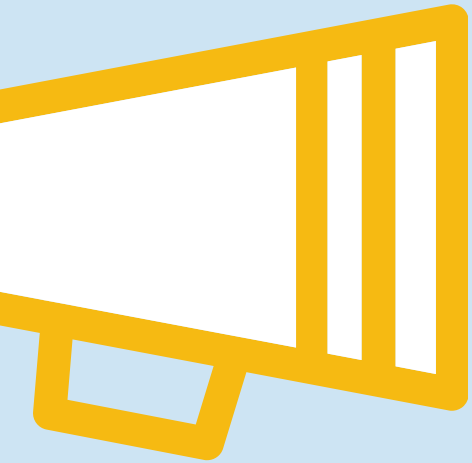
- Section 4 - CV of the researcher (max. 5 pages)
- Section 5 - Capacity of the participating organisations (max 1 page per beneficiary, max 1/2 page for each associated partner)
- Section 6 - Additional ethics information (if needed)
- Section 7 - Additional information on security screening (if needed)
- Section 8 - Environmental conisiderations in light of the MSCA Green Charter
- Section 9 - Letter of commitment from associated partner (ONLY FOR Global Fellowships or non-academic placement)



THE DEADLINE TO SUBMIT PROPOSALS IS

WEDNESDAY 13 SEPTEMBER 2023 AT 17:00:00 BRUSSELS TIME

CIVIS SUPPORT DURING PROPOSAL WRITING



The CIVIS network is available to support you during the preparation of your proposal.

If you have any doubts or questions you can join any of the following Q&A session with MSCA experts:

27 JULY 2023, 3-4 pm (CEST)
10 AUGUST 2023, 3-4 pm (CEST)
28 AUGUST 2023, 3-4 pm (CEST)

SEND US YOUR QUESTIONS IN ADVANCE ON SLIDO!

- FOR THE Q&A OF 27 JULY SEND YOUR QUESTIONS HERE
- FOR THE Q&A OF 10 AUGUST SEND YOUR QUESTIONS HERE
- FOR THE Q&A OF 28 AUGUST SEND YOUR QUESTIONS HERE

JOIN ZOOM MEETING AT THIS LINK

PASSCODE: 392153

Co-funded by the
Erasmus+ Programme
of the European Union