Marie Skłodowska-Curie Actions
Individual Fellowships

Proposal Submission and Evaluation

CONTENT

- Registration and Proposal Submission

- Administrative Forms: Part A of the proposal

- Support

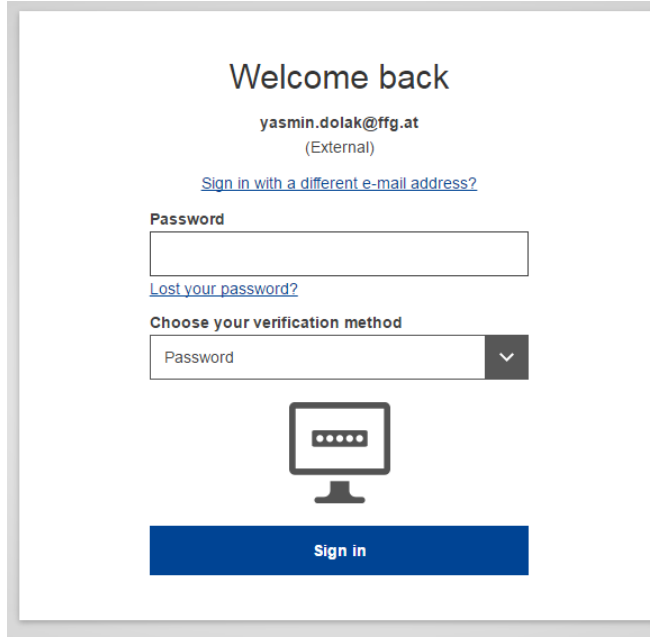- Evaluation

PROPOSAL SUBMISSION

- Electronic submission via Participant Portal („PP")

- **http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-if-2017.html**

- **DEADLINE: 14 September 2017, 17:00:00 CET**

- Until the deadline, you can upload your proposal (part B), edit forms (part A) and submit any time and as often as you like! **(submit early, submit often)**

PROPOSAL SUBMISSION

- Proposal **prepared by the researcher in liaison with the host organisation**, represented by the main supervisor

- **Only one proposal per researcher**

THE PARTICIANT PORTAL

- All call information, documents, registration and submission via Participant Portal („PP")

- Enter through EU Login, a „Single Sign on" for all services of the Participant Portal: organisation, proposals, projects etc.- **PERSONAL ACCESS**

First of all: Check the specific call page and information – most important the
MSCA Work Programme for IF & Guide for Applicants

participant portal → „funding opportunities" → Calls H2020 → MSCA IF 2017
https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/msca-if-2017.html

Decide whether „EF" (which panel?) or „GF"

- ✓   Create an account for EU Login

- ✓   Check the PIC of your host institution („Participant Identification Code")

- ✓   Start submission service: select the fellowship and panel (GF? EF? etc.)

- ✓   Log into the Participant Portal via EU Login

- ✓   Create a proposal: include PIC of host institution, acronym, abstract (max. 2000 characters)

- ✓   **Fill in administrative forms (Part A)**

- ✓   **Upload part B (document 1 & document 2; both as pdf)**

- ✓   **Validate your proposal to see which information is missing**

- ✓   **Submit your proposal and check whether the system created a project number**

- ✓   **Log out and check your email for notification**

PIC

- When an organisation has been registered and validated, it will receive a **PIC (Participant Identification Code)**

- Organisations that participated in Horizon 2020 or FP7, already have a PIC → search tool on the Participant Portal in the „Beneficiary Register"

  https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html

  SEARCH

- If the host organisation is not yet registered? → REGISTER ORGANISATION

- Legal Entity Appointed Representative **(LEAR):**
  Person, is nominated from the organisation; can change the data of the organisation and has an overview of all proposals

- **Global Fellowships:** 2 Parties obligatory (Beneficiary & Partner), both with PIC!

Step 5
Edit Proposal

LOGIN   FUNDING SCHEME   CREATE DRAFT   PARTIES   EDIT PROPOSAL   SUBMIT

H2020-MSCA-IF-2017

USER NAME
Yasmin DOLAK-STRUSS

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-EF-ST

ACRONYM
IF-for-Vienna

DRAFT ID | SEP-210432864

THU 14 DEADLINE (Brussels Local Time)
September 2017 17:00:00

146 days left until closure

Configuration OK ✓

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ❓

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ❓

[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]   ⊗ ❓

<< Step 4 - Parties   validate   submit

Online Help:

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals_en.htm
Documents, FAQs, Links

https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Submission+of+Proposals
Submission Wizard Step by Step

HOW TO

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf
Grants Manual - Section on: Proposal submission and evaluation

CONTENT

✓ Registration and Proposal Submission

– Administrative Forms: Part A of the proposal

– Support

– Evaluation

Part A – Administrative Forms

- **A1: General information**

- **A2: Participants & contacts**

    organisation – partially linked to PIC, supervisor, researcher…

- **A3:** Budget

    automatically calculated, based on the person months

- **A4:** Ethics

- **A5: Call specific questions**

A.1 General information

- Acronym
- Title
- Duration in months
- **Sc. Area (Panel)**
- **Descriptors (3-5)**
- **Free Keywords**

- **Abstract**
- **Similar proposals y/n**

1 - General information

Topic	MSCA-IF-2017
Call Identifier	H2020-MSCA-IF-2017
Type of Action	MSCA-IF-EF-ST
Deadline Id	H2020-MSCA-IF-2017

Acronym IF-for-Vienna

Proposal title
The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

Scientific Area SOC

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.

Descriptor 1 [Add]

Free keywords
You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.

Please choose the scientific area and descriptors carefully, and in order of importance, since this will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to experts. To help you select the most relevant area for your proposal, please consult Annex 2 of the Guide for Applicants which provides a breakdown of each scientific area into a number of descriptors.

A.2 Participants & contacts - Researcher

Qualifications

– University degree

– **Doctorate**

– **Research experience**

– Other acad. qualifications

Place of activity/residence

- last 5 years from deadline **(14 Sep 2017)**
- **no gaps!**

| Proposal ID | SEP-210432864 | Acronym | IF-for-Vienna | Short name | FFG |

Qualifications [?]

University Degree is the degree entitling the Researcher to embark on a doctorate either in the country in which the degree was obtained or in the country in which the researcher is recruited.

Doctorate (in progress) : Please Specify in part B the status of your Doctorate Studies.

Full-Time Equivalent Research Experience is measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.

University Degree giving access to PhD	Date of award (DD/MM/YYYY)
Doctorate	Start date (DD/MM/YYYY)
Doctorate	Date of (expected) award (DD/MM/YYYY)
Full time research experience	Number of months

(Measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.)

Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies, etc) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (14/09/2017).

Period from	Period to	Duration (days)	Country	Add
	14/09/2017			
		Total		

A.2 Participants & contacts - Supervisor

Supervisor:

Main scientist or team leader in charge of the proposal for the participant.

For participant number 1 (the future host institution), this will be the person REA will contact concerning this proposal

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ○ Yes ◉No

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission?   ◉Yes ○No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation?   ◉Yes ○No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal?   ◉Yes ○No

Add Secondments

In which sector is the secondment in Member States / Associated Countries foreseen?   Delete

☐ Academic   ☒ Non Academic

Do you already know the organisation to which this secondment will be?   ◉ Yes ○No

Name

Country

A.5 Call specific questions II

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[1] , which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	⦿ Yes	◯ No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	☐
- to allow the protection of results (e.g. patenting)	☐
- incompatibility with the need for confidentiality linked to security	☐
- incompatibility with privacy/data protection	☐
- achievement of the project's main aim would be jeopardised	☐
- other legitimate reasons	☐

SOME HINTS FOR SUCCESSFUL SUBMISSION…

- If doubts or questions – don't wait and ask!

- **Submit early, submit often -** latest submitted version will be evaluated.

- Uploading the proposal (without clicking „submit") in the last moment invalidates the previous version – as the system replaces the old version

- SUBMISSION IS OVER on **14 SEPTEMBER 2017 17:00:00 CET**

CONTENT

✓ Registration and Proposal Submission

✓ Administrative Forms: Part A of the proposal

– Support

– Evaluation

SUPPORT

AURAM – Austrian Universities' Research Administrators and Managers
The network of Austrian university research support staff

AURAM ("Austrian Universities' Research Administrators and Managers") is a network uniting the research support staff of Austria's public universities.
Its main aim is to offer professional support for all science- and research-related topics.

Transregional networking and a regular exchange of ideas are the cornerstones of our mission to give new impetus to the universities' research support landscape and to professionalize existing research support offers. By opening up new perspectives on current research topics and programs in collaboration with relevant funding organizations, AURAM seeks to pave the way for future success.

Contact:
AURAM - Austrian Universities' Research Administrators and Managers
Chairperson: Univ.-Doz. Dr. rer.nat Ursula Diefenbach (TU Graz)
e-mail: diefenbach@TUGraz.at
phone: +43-(0)316-873 6025

Members:

Universität Wien
Universität Graz
Universität Innsbruck
Medizinische Universität Wien
Medizinische Universität Graz
Medizinische Universität Innsbruck
Universität Salzburg
Technische Universität Wien
Technische Universität Graz
Montanuniversität Leoben
Universität für Bodenkultur Wien
Veterinärmedizinische Universität Wien
Wirtschaftsuniversität Wien
Universität Linz
Universität Klagenfurt

Research Support of the Universities
http://www.forschungsservice.at

- **General questions**
- **Specific institutional questions**
- **In some cases: Proposalcheck**

SUPPORT

https://www.ffg.at/europa/h2020/msca/if

| Therese Lindahl | ✉ therese.lindahl@ffg.at |
| National Contact Point | ☎ 057755-4604 |

| Lil Reif | ✉ lil.reif@ffg.at |
| Expert | ☎ 057755-4608 |

| Yasmin Dolak-Struß | ✉ yasmin.dolak@ffg.at |
| Expert | ☎ 057755-4606 |

→ • **Detailed questions**
   • **Proposalcheck**

Deadline FFG Proposal Check:
15 August 2017

SUPPORT

www.euraxess.org

Support services for **mobile researchers** and their **employers**

EURAXESS JOBS:
https://euraxess.ec.europa.eu/jobs

- Job offers in Europe and beyond
- Personalized Newsletter
- Find other fellowship programmes und funding opportunities

SUPPORT

www.euraxess.org

Support services for **mobile researchers** and their **employers**

EURAXESS RIGHTS:
https://euraxess.ec.europa.eu/information

Information about:
- European Charter for Researchers & Code of Conduct for the Recruitment of Researchers
- EU-entry regulations
- Pension schemes for researchers: RESAVER

CONTENT

✓ Registration and Proposal Submission

✓ Administrative Forms: Part A of the proposal

✓ Support

– Evaluation

THE EVALUATION PROCESS

- The evaluation is carried out by the „**R**esearch **E**xecutive **A**gency" (**REA**) on behalf of the **E**uropean **C**ommission (**EC**)

- **Check** done by REA: is the proposal **admissible & eligible** ?

IS THE PROPOSAL ADMISSIBLE AND ELIGIBLE?

Several formal criteria checked by REA, for example:

- electronic submission before deadline

- proposal is readable & printable

- proposal is complete: part A (administrative forms) and part B (both docs, **for GF: letter of commitment from outgoing host institution**)

- minimum number / type of participating organisations:

  – EF/GF: 1 beneficiary located in MS/AC (host)

  – for GF in addition 1 partner organisation in Third Country (TC)

- content of the proposal matches the description of the submeasure described in the work programme 2016-2017

- The evaluation is carried out by the „**R**esearch **E**xecutive **A**gency" (**REA**) on behalf of the **E**uropean **C**ommission (**EC**)

- **Check** done by REA: is the proposal **admissible & eligible** ?

→ **Individual evaluation:** each proposal is evaluated (remotely) against the evaluation criteria by at least 3 experts → **Individual Assessment Reports**

EVALUATORS

- Scientific experts

- balanced composition with respect to skills, geographical diversity, gender, public-private sector balance

- rotation of experts is ensured

- experts are remotely briefed, …

- … sign a contract, including a declaration of confidentiality & absence of conflict of interest

- …evaluate the proposals against the award criteria set out in the Work Programme (Excellence, Impact, Implementation)

- Plus: Independent Observer

EVALUATION CRITERIA MSCA IF

Excellence	Impact	Quality and efficiency of the implementation
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	**Enhancing the potential and future career prospects of the researcher**	Coherence and effectiveness of the **work plan**
Quality and appropriateness of the training and of the two way **transfer of knowledge** between the researcher and the host	Quality of the proposed measures to exploit and **disseminate** the project results	Appropriateness of the allocation of **tasks and resources**
Quality of the supervision and of the integration in the team/institution **Capacity of the researcher** to reach or re-enforce a position of professional maturity/independence	Quality of the proposed measures to **communicate** the project activities to different target audiences	Appropriateness of the **management structure and procedures**, including risk management Appropriateness of the **institutional environment** (infrastructure)
50%	30%	20%
Weighing		
1	2	3
Priority in case of *ex aequo*		
NB: An overall threshold of 70% will be applied to the total weighted score.		

EVALUATION CRITERIA MSCA IF

published here:
- MSCA work programme 2016-2017, p. 62/63
- MSCA IF Call 2017 GfA p.23

Score 0 – 5 for each criterion, decimal points possible

Weighted score calculated & converted into percentage

Self Evaluation form:
http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/2016-2017/h2020-call-ef-msca-if-2016-17_en.pdf

THE EVALUATION PROCESS

- ✓ The evaluation is carried out by the „**R**esearch **E**xecutive **A**gency" (**REA**) on behalf of the **E**uropean **C**ommission (**EC**)

- ✓ **Check** done by REA: is the proposal **admissible & eligible** ?

- ✓ **Individual evaluation:** each proposal is evaluated (remotely) against the evaluation criteria by at least 3 experts → **Individual Assessment Reports**

- ✓ **Consensus group:** the individual evaluators form a consensus group (remotely) → **Consensus Report**

- ✓ **Panel review:** Vice-Chairs of panels convene to examine & compare consensus reports → **Panel report** (incl. Evaluation Summary Reports for all proposals)

- ✓ **19 Panel ranked lists (Main list, reserve list, list of proposal below available budget),** proposals below threshold are rejected

TIMELINE

- 15 August 2017: Deadline for **FFG Proposal Check**

- 14 September 2017: Deadline for **Submission of Proposals**

- October – December 2017: **Evaluatio**n of Proposals

- February 2018: Information on the **outcome** of the evaluation (main contact: supervisor)

- Start of grant preparation phase between REA and beneficiaries

- March - May 2018: Indicative date for **Signature of the Grant Agreement**

Disclaimer

All text, images and graphics are subject to copyright. Publication or use - whether in part or whole - is permitted only with express written consent from Österr. Forschungsförderungsgesellschaft mbH. We can not accept responsibility for the correctness, accuracy or completeness of the information offered. Any liability for damages that have been caused by the use or non-use of the information offered or by inaccurate or incomplete information is precluded.