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-2018.html

- DEADLINE: **12 September 2018**, 17:00:00 CET

- Until the deadline, you can upload your proposal (part B 1&2), edit forms (part A) and **submit any time and as often as you like**! (submit early, submit often)

- More info: **online input** after training session

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REGISTRATION & SUBMISSION

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

Preliminary work:

✓ Create an account for EU Login – PERSONAL ACCESS

✓ Check the PIC of your host institution („Participant Identification Code"); GF: 2 PICS!

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

✓ Log into the Participant Portal via EU Login

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

✓ 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

REGISTRATION & SUBMISSION

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

- Only **one proposal** per researcher

- **Researcher** prepares proposal together with host

- **Beneficiary** (Host) is responsible for the submission of the proposal

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? → **please contact future host organisation**

- **Good to know:** Legal Entity Appointed Representative **(LEAR):**
  person appointed by the legal representative of the organisation; can change the data of the organisation and has an overview of all proposals

CONTENT

✓ Registration and Proposal Submission

■ Administrative Forms: Part A of the proposal
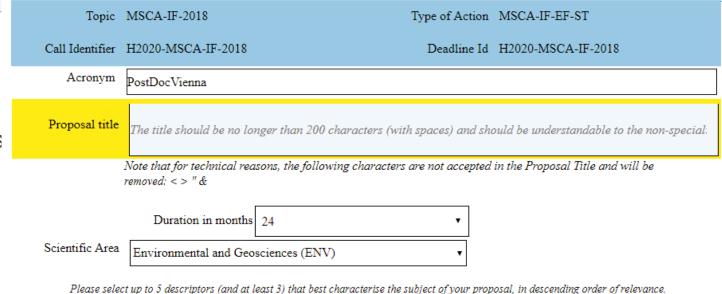
■ Support

■ 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)**

Topic	MSCA-IF-2018	Type of Action	MSCA-IF-EF-ST
Call Identifier	H2020-MSCA-IF-2018	Deadline Id	H2020-MSCA-IF-2018

Acronym: PostDocVienna

Proposal title: *The title should be no longer than 200 characters (with spaces) and should be understandable to the non-special.*

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

Duration in months: 24

Scientific Area: Environmental and Geosciences (ENV)

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

Add

Descriptor 1: Urbanization and urban planning, cities

Descriptor 2: Biomass and biofuels production

Descriptor 3: Catalytic materials

Free keywords: this and that

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 the Guide for Applicants which provides a breakdown of each scientific area into a number of descriptors.

A.2 Participants & contacts - Researcher

Proposal ID	SEP-210512480	Acronym	PostDocVienna	Short name	FFG

Qualifications ?

Doctorate Date of (expected) award	Select the exact date(DD/MM/YYYY) **20/02/2018**
Doctorate start date	Select the exact date (DD/MM/YYYY)
University Degree giving access to PHD	Date of award (DD/MM/YYYY)

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 resi[...]ur main activity (work, studies, etc) during the last 5 years up until the deadline for the submission of the [...] Please fill in this section without gaps. Short stays (as defined in the Guide[...]cants) shall not be listed in this box.

no gaps!

Period from	Period to	Duration (days)	Country	Add
	12/09/2018		▾	
	Total	0		

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

Supervisor

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title [▼]   Sex   ○ Male   ○ Female

First name* **Yasmin**   Last name* **Dolak-Struss**

E-Mail* **yasmin.dolak@ffg.at**

Position in org. [   ]

Department [   ]

☐ Same as organisation address

Street [   ]

Town [   ]   Post code [   ]

Country [▼]

Website [   ]

Phone [   ]   Phone 2 [   ]   Fax [   ]

Other contact persons

First Name	Last Name	E-mail	Phone
Therese	Lindahl	therese.lindahl@ffg.at	+xxx xxxxxxxxx

FFG

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service?

○ Yes ● No

2. Did you spend time on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country?
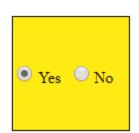
○ Yes ● No

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

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	✔

Please specify the reason:

> *Other legitimate reasons (Maximum 300 characters).*

Remaining characters   300

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 **12 SEPTEMBER 2018 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**
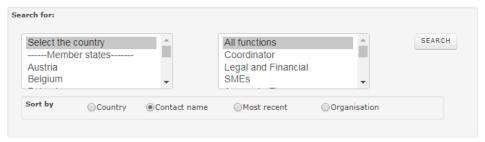 • **Proposalcheck**

Deadline FFG Proposal Check:
15 August 2018

SUPPORT

- National Contact Points in Europe & beyond:
https://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

National Contact Points

The network of National Contact Points (NCPs) is the main structure to provide guidance, practical information and assistance on all aspects of participation in Horizon 2020. NCPs are also established in many **non-EU** and **non-associated** countries ("third countries").

Search for:

Select the country	All functions	SEARCH
------Member states-------	Coordinator	
Austria	Legal and Financial	
Belgium	SMEs	

Sort by   ○ Country   ● Contact name   ○ Most recent   ○ Organisation

What is the NCP network?

NCPs are national structures established and financed by governments of the 28 EU member states and the states associated to the framework programme. NCPs give personalised support on the spot and in applicants' own languages. The NCP systems can vary from one country to another from highly centralised to decentralised networks, and a number of very different actors, from ministries to universities, research centres and special agencies to private consulting companies.

NCP Services

As the NCPs are national structures, the type and level of services offered may differ from country to country. In general, the following basic services are available in accordance with the NCP Guiding Principles [PDF] agreed by all countries:

- Guidance on choosing relevant H2020 topics and types of action

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

SUPPORT

- **https://ec.europa.eu/research/participants/portal/deskt op/en/opportunities/h2020/topics/msca-if-2018.html**

Partner Search

4   Organisations are looking for collaborating partners for this topic   VIEW/EDIT PARTNER SEARCH

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into the Participant Portal.

- **https://www.net4mobility.eu/eoi.html**   Net4M bility

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**)

- Proposals are **"evaluated as they are"**

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

- **All eligible proposals are evaluated under 8 major areas of research** ("panels") - **ranking** for EF-ST and GF according to the panels, for EF-CAR, EF-RI and EF-SE multidisciplinary ranking lists.

FORMAL CHECKS

Admissible:
readable, accessible and printable
complete: part A (administrative forms) and part B (both docs,
for GF: letter of commitment from outgoing host institution)

Eligible:
formal criteria as in Work Programme, e.g.
- 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)
- mobility rule, research experience

„Operational Capacity":
relates to whether the beneficiary has/will have the operational resources and
capacity to implement the action – from Part B Section 5

- **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**

AWARD CRITERIA

published here:
- MSCA work programme 2018-2020, p. 68
- MSCA IF Call 2018 GfA p.24

Weighted score calculated & converted into percentage

IF - Marie Skłodowska-Curie Individual Fellowships		
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 future career prospects of the researcher after the fellowship	Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
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 management structure and procedures, including risk management
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the institutional environment (infrastructure)
Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship		
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.		

0 – Proposal **fails** to address the criterion or cannot be assessed due [to] incomplete information.

1 – **Poor**. The criterion is inadequately addressed, or there are ser[ious] weaknesses.

2 – **Fair**. Proposal broadly addresses the criterion, but there ar[e] weaknesses.

3 – **Good**. Proposal addresses the criterion well, but a number of s[...] are present.

4 – **Very Good**. Proposal addresses the criterion very well, but a sm[all] shortcomings are present.

5 – **Excellent**. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

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

- **Consensus group:** the individual evaluators form a consensus group (remotely) → **Consensus Report** written by rapporteur (e.g. one of the evaluators)

- **Panel review:** Vice-Chairs of panels convene to examine & compare consensus reports; equal score: ranked according to priority order

- → **19 Panel Ranked Lists (Main list, Reserve List, List of Proposals below available budget),** Proposals below threshold: rejected

ETHICS REVIEW

- Ethics experts, briefed by REA

- Ethics screening for proposals in main or reserve list

- fully remote

- Following requirements and recommendations will be taken into account during grant preparation

TIMELINE

- 15 August 2018: Deadline for **FFG Proposal Check**

- 12 September 2018: Deadline for **Submission of Proposals**

- October – December 2018: **Evaluatio**n of Proposals

- February 2019: Information on the **outcome** of the evaluation

  (main contact: supervisor)

- Start of grant preparation phase between REA and beneficiaries

- March - May 2019: Indicative date for **Signature of the Grant Agreement**

- 1 March 2019 – 1 Sept 2020: Possible start date of the action

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