



# How to submit an MSCA IF proposal online

## STEP 1

All MSCA-IF proposals must be submitted electronically using the electronic submission system of the Participant Portal.

You first need to log in.

To do so, perform the following steps:

1. Go to the Participant Portal:  
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
2. Click the **Login** button. You will be prompted to authenticate through the **EU login** screen.



3. Enter your email address in the field provided, then click the **Next** button.  
You will be prompted for your password.
4. Enter your password in the **Password** field.
5. Click the **Sign in** button.

## STEP 2

Once logged in to the Participant Portal, you will need to select the MSCA-IF Call to start with the electronic proposal submission.

To do so, perform the following steps:

1. Click on **Funding Opportunities**.

European Commission  
RESEARCH & INNOVATION  
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME **FUNDING OPPORTUNITIES** HOW TO PARTICIPATE EXPERTS SUPPORT

LOGIN REGISTER

### Research and Innovation Funding

On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:

- 2014-2020 Horizon 2020 - research and innovation framework programme
- 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)

**Non-registered users**

- search for funding
- read the funding guide & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

**Registered users**

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

2. Click on H2020, then select Marie Skłodowska-Curie Actions from the Excellent Science Pillar. You will see a list of ALL MSCA calls.

The screenshot shows the 'Participant Portal' for 'RESEARCH & INNOVATION'. On the left sidebar, under 'EU Programmes 2014-2020', the 'Calls' section is expanded, and 'H2020' is highlighted with a red circle. The main content area is titled 'Calls for Proposals' and features a 'Horizon 2020' filter. Under the 'Excellent Science' category, the 'Marie-Skłodowska-Curie Actions' checkbox is checked and circled in red. Below the filter, there are options for 'Status' (Calls with forthcoming topics, Calls with open topics, Calls with only closed topics) and 'Sort by' (Call title, Call identifier, Publication date). A list of MSCA calls is shown, including 'Marie Skłodowska-Curie Individual Fellowships' (H2020-MSCA-IF-2018) and 'Marie Skłodowska-Curie Research and Innovation Staff Exchange' (H2020-MSCA-RISE-2019).

3. Select the Call for Individual Fellowships that is marked **OPEN** for application. In 2018, the call identifier is H2020-MSCA-IF-2018.



4. If you are planning to move to Europe to for your Fellowship, select the section 'STANDARD EF' (IF-EF), then click on Start Submission. The system will prompt you to confirm your choice. (other choices: IF-GF, for Europe-based researches to move abroad before coming back to Europe ; IF-EF-CAR, for individuals willing to come back to research after a career break ; IF-EF-RI, for European citizens wishing to come back to Europe after a long professional stay abroad ; IF-EF-SE, for Fellowships to be executed at European SMEs/private sector)

Type of Action	<b>Career Restart panel [MSCA-IF-EF-CAR]</b>	<a href="#">START SUBMISSION</a>
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	<b>Reintegration panel [MSCA-IF-EF-RI]</b>	<a href="#">START SUBMISSION</a>
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	<b>Society and Enterprise panel [MSCA-IF-EF-SE]</b>	<a href="#">START SUBMISSION</a>
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	<b>Standard EF [MSCA-IF-EF-ST]</b>	<a href="#">START SUBMISSION</a>
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	<b>Global Fellowships [MSCA-IF-GF]</b>	<a href="#">START SUBMISSION</a>
Topic	Individual Fellowships - MSCA-IF-2018	

## STEP 3

### Register your proposal.

To do so, perform the following steps:

1. Begin by **entering your organisation's PIC**. Please be aware that you need to insert the PIC of the European institution that will host you during the fellowship!

Once you enter the PIC number you will notice that the **Short name** field is automatically populated, and the address is shown in blue highlight. **Note:** If the PIC you entered is incorrect (for example, it contains less numbers than required, etc.), the system will show you an error message.

**Step 3**  
Create a Draft Proposal

**H2020-MSCA-IF-2018**

USER NAME  
[REDACTED]

TOPIC  
MSCA-IF-2018

TYPE OF ACTION  
MSCA-IF-EF-ST

WED 12 DEADLINE (Brussels Local Time)  
September 2018 17:00:00

48 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

**Create a Draft Proposal**

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer).  
You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.

**Your organisation**

PIC\*  Short name\*

Search for your organisation PIC

**Your Role**

Please indicate your role in this proposal



A Participant Identification Code (PIC) is a 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes. If you don't know the PIC of your European host, a search tool for organisations and their PICs is available [here](#).

2. Select **your role** – Researcher.
3. Fill in the **Acronym field**. Acronyms can be changed later on by editing the Administrative form in part A in the section A1 'content' within the form.
4. Fill in the **Summary** field.
5. **Download Part B** templates as indicated in the blue box on the bottom left corner of the screen.
6. Click the **Next** button.

**Your Role**

Please indicate your role in this proposal

Supervisor

Researcher

Contact Person

**Your Proposal**

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*

Character count:

Scientific Panel\*

next >>

The system will confirm that you have created a draft. Click **Continue with this proposal** to proceed to the next step. To postpone this action for a later time and return to your list of proposals in the Participant Portal, click **Go to My Proposal**.



**Step 4**  
Manage Your Related Parties

**H2020-MSCA-IF-2018**

USER NAME  
ASIANASEAN

TOPIC  
MSCA-IF-2018

TYPE OF ACTION  
MSCA-IF-EF-ST

A.B.C.  
ACRONYM  
HAPA

DRAFT ID | SEP-210529175

WED 12  
DEADLINE (Brussels Local Time)  
September 2018 17:00:00

48 days left until closure

Check Config

Download Part B Templates

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this page.

Draft proposal HAPA created

Dear ASIANASEAN,

You have successfully created a draft proposal **HAPA** for the call **H2020-MSCA-IF-2018**.

You can continue editing your draft proposal now or access it at a later time (before the deadline **2018-09-12 17:00:00** Brussels Local Time) from the [Participant Portal](#) by accessing the [My Proposals](#) tab.

An email containing this information has been sent to this email address: [asean@euraxess.net](mailto:asean@euraxess.net) (which is associated with your ECAS account *naseanas*).

Go to My Proposals [↗](#) [Continue with this proposal](#)

## STEP 4

### Prepare your proposal – Part A

Step 5 Table of contents 1 - General Information

**Horizon 2020**  
**Call: H2020-MSCA-IF-2018**  
( Marie Skłodowska-Curie Individual Fellowships )

**Topic: MSCA-IF-2018**  
**Type of action: MSCA-IF-EF-ST**  
(Standard European Fellowships)  
**Proposal number: SEP-210529175**  
**Proposal acronym: HAPA**  
Deadline Id: H2020-MSCA-IF-2018

Table of contents

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants & contacts	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Ethics	<a href="#">Show</a>
5	Call-specific questions	<a href="#">Show</a>



You can now start working on the actual proposal preparation. Start with Part A – Administrative details.

This part contains 5 sections. Click on **Show** to start entering data for the individual sections. Remember to always save your changes!

**The sections listed in Part A require you to submit the following data and information.**

### **Section 1** – General Information

- ✓ Abstract
- ✓ Panel

**Note:** Make sure you choose the correct panel! Your proposal will be evaluated in the panel which you confirm in this section! The system will prompt you if the panel differs from the one you previously selected.

- ✓ Descriptors

Descriptors (keywords) are chosen by applicants to guide REA in selection of experts and allocation of proposals to the experts. Applicants select the descriptors **in order of importance** with 1st being the most important, with a **minimum of three and a maximum of five** descriptors. The Guide for Applicants contains a breakdown of scientific areas into descriptors. **Keep in mind:**

- The mandatory **first descriptor** should best characterise the subject of the proposal and should be chosen from the area of research chosen for the proposal.
- The mandatory **second descriptor** should be within the same area of research (e.g.: CHE).
- The mandatory **third descriptor** can be from any of the eight areas of research.
- Applicants may add **two** additional descriptors chosen freely from any of the eight areas of research.

### **Section 2** – Administrative data of participating organisations (concerning the supervisor(s) and the researcher)

- Names
- Contact details incl. email addresses, phone numbers
- PIC identifiers





**Section 3** – Budget: information on the duration (person-months) to calculate the total requested EU contribution

**Note:** The budget will be calculated automatically.

**Section 4** – Ethics: identifies any ethical aspects of the proposed work.

**Note:**

- Read each question carefully and address them appropriately in Part B.
- Even if there are no issues, do not leave this section blank! Simply confirm that none of the ethical issues apply to the proposal!

**Section 5** – Call specific questions request declarations related to your eligibility and personal data, together with questions on any secondment in Europe.

## STEP 5

### Prepare & Submit Part B – the core of your proposal

**Don't forget to upload any supporting documents.**

Part B of the application is your actual proposal.

Part B is submitted as two separate documents – you will not be able to submit the proposal in the submission system unless both Parts 1 and 2 are provided in pdf format.

The structure below is mandatory. Please do NOT include a **cover page or table of contents!**

#### **DOCUMENT 1 – Maximum 10 pages!**

*Start counting page numbers*

1. Excellence
2. Impact
3. Implementation

*Stop counting page numbers. Do not exceed 10 in total.*

Of the maximum 10 pages applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied, excess pages will be blanked out and experts will not be able to



read them. It is the responsibility of the applicant to verify that the submitted pdf documents are readable and are within the page limit.

## **DOCUMENT 2 – no page limit**

4. CV of the experienced researcher
5. Capacities of the participating organisations
6. Ethical aspects

**Once you have submitted your proposal you can still make changes to it until the deadline of 12 September 2018! Note that **every new submission overwrites the previous one!****

### **Some Hints:**

#### **Part B – Document 1**

##### **1. Excellence**

- ✓ Be precise about objectives. Explain the contribution that your project is expected to make.
- ✓ What is the applicant's methodology?
- ✓ Describe originality & innovative aspects of the applicant's research – Why is your project worth funding?
- ✓ Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the applicant.
- ✓ How will the project allow you to move towards research independence?
- ✓ Why are the host institution and supervisor ideal for the research project you aim to conduct?
- ✓ Describe how this project will contribute to your own research career development. Clearly describe which new competencies you will acquire through the fellowship.
- ✓ What type of skills and knowledge will you transfer on the host institution?

##### **2. Impact**

- ✓ Impact of training on career development of the applicant and the host institution (be precise)
- ✓ List expected publications expected to result from the research project (be precise i.e. concrete journal names)
- ✓ What is your IPR strategy?



- ✓ Be precise about your outreach activities

### 3. Implementation

- ✓ Add a realistic GANTT Chart
- ✓ Work packages, deliverables, milestones
- ✓ Describe experimental risks and your contingency plan

## Part B, Document 2

You may want to consider including the following information.

### ➤ CV

- ✓ Education
- ✓ Employment
- ✓ Research Experience
- ✓ Publications
- ✓ Fellowships, Awards, Prizes
- ✓ Presentations (Invited seminars, Posters, etc.)
- ✓ Public Outreach
- ✓ Supervising and Mentoring Activities
- ✓ Teaching Experience
- ✓ Service and Leadership (*ad hoc* review activities, committee members, etc.)

### ➤ Capacity of the participating organisations

- ✓ General Description
- ✓ *Describe the reputation and expertise of your chosen host institution. Why is it the best host for your postdoc in the research field you aim to explore?*
- ✓ Role and Commitment of Supervisor
- ✓ *Your supervisor's research and funding history*
- ✓ Key research facilities, infrastructure and equipment
- ✓ Independent research premises?
- ✓ Previous involvement in Research and Training Programmes  
*Describe your host institution's involvement in national and international funding (e.g. EU Framework Programme7 (2007–2013), Horizon 2020 (2014–2020))*
- ✓ Current involvement in Research and Training Programmes



List the number of fellows at the host institution who receive fellowships, e.g. MSCA-IF or ERC

- ✓ Relevant Publications  
*List of relevant publications of your supervisor*

### General Tips

- ✓ Read and follow the Application Guide!
- ✓ Help the evaluators with a concise, well-structured and relevant proposal.
- ✓ Ensure your project is innovative. Avoid a simple extension of your doctoral thesis.
- ✓ Don't assume reviewers know what you have done and what you can do – if something is important, make sure it is stated clearly.
- ✓ Avoid using very specific jargon and acronyms that are only known to experts in a specific field.
- ✓ Do several spell checks! Ask a native English speaker to proof-read your proposal.
- ✓ Graphics and charts are a useful tool but do not overdo it. Make sure they are readable in black & white.
- ✓ Stick to the page limit!
- ✓ You can only submit one proposal per call!
- ✓ Don't wait until the last day to submit. Note that every new submission overwrites the previous one.

**Additional resources for preparing your proposal:** [presentations & training by experts](#)