



# How to submit a MSCA-IF proposal

Experienced researchers (completed doctoral degree or at least four years' full-time research experience) can apply for post-doctoral funding within the [MSCA Individual Fellowships](#). In order to make it easier for them to be familiar with the application procedure, EURAXESS Worldwide team prepared a step-by-step process on how to apply for this type of grant:

## STEP 1

All MSCA-IF proposals must be submitted electronically using the electronic submission system of the of the EC's Funding & Tender Opportunities Portal (previously known as Participant Portal).

You first need to log in.

1. Go to the Funding & Tender Opportunities 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 Funding & Tender Opportunities 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 **HORIZON 2020**.

The screenshot shows the 'Funding & tender opportunities' portal. At the top, there's a navigation bar with the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. Below this is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...'. To the right of the search bar is a yellow 'Search' button. Below the search bar is a section titled 'Calls for proposals by EU Programme'. This section contains a grid of 16 programmes. The 'Horizon 2020 Framework Programme (H2020)' is circled in red. The other programmes listed are: 3rd Health Programme (SHP), Asylum, Migration and Integration Fund (AMIF), Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial Development Programme (EDIDP), EU Aid Volunteers Programme (EUAID), Erasmus+ Programme (EPLUS), Europe For Citizens (EFC), European Maritime and Fisheries Fund (EMFF), European Statistics (ESTAT), HERCULE III (HERC), Internal Security Fund Borders and Visa (ISFB), Internal Security Fund Police (ISFP), Justice Programme (JUST), and Pilot Projects and Preparatory Actions (PPPA).

2. In the search function "Find Calls for Proposals in Horizon 2020", type in 'MSCA-IF-2020'.



Horizon 2020 Framework Programme (H2020)

Horizon 2020 is the EU funding programme for research and innovation

Horizon 2020 programme is running from 2014 to 2020 with a €80 billion budget. It provides research and innovation funding for multi-national collaboration projects as well as for individual researchers and supports SMEs with a special funding instrument.

For more information on Horizon 2020, please see the H2020 web site.

- Find calls for proposals
- Projects & Results
- SME Participations
- Financial Capacity Assessment
- What's new

**Find calls for proposals in Horizon 2020**

Filter by programme part:      Filter by focus area:      Filter by cross-cutting priority

3. Select the Call for Individual Fellowships that is marked **OPEN** for application. In 2020, the call identifier is H2020-MSCA-IF-2020.

The screenshot shows the EURAXESS portal interface. On the left, there are filters for 'Filter by programme (only for grants)' with 'H2020' selected, 'Filter by programme part' with 'Select a Programme part...' dropdown, 'Filter by focus area' with 'Select a Focus area...' dropdown, 'Filter by cross-cutting priority' with 'Select a Priority...' dropdown, and 'Filter by call' with 'Select a Call...' dropdown. The main content area displays two call listings:

- Co-funding of regional, national and international programmes MSCA-COFUND-2019**  
Types of action: Doctoral programmes | Types of action: Fellowship programmes | Programme: Horizon 2020  
Open for submission      Opening date: 04 April 2019      Deadline model: single-stage  
Deadline date: 27 September 2019 17:00:00 Brussels time
- Individual Fellowships MSCA-IF-2019**  
Types of action: Career Restart panel | Types of action: Reintegration panel | Types of action: Global Fellowships | Types of action: Standard European Fellowships | Types of action: Society and Enterprise panel | Programme: Horizon 2020  
Open for submission      Opening date: 11 April 2019      Deadline model: single-stage  
Deadline date: 12 September 2019 17:00:00 Brussels time

4. LAC-based researchers planning to move **TO EUROPE** to complete the Fellowship, select the section 'STANDARD EF', then click on Start Submission. The system will prompt you to confirm your choice.



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## Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

- Topic description
- Conditions and documents
- Partner Search
- Submission service
- Get support
- Call Updates

Go back to search results

Type of Action: CAR - Career Restart panel [ MSCA-IF-EF-CAR]	<a href="#">Start SUBMISSION</a>
Type of Action: RI - Reintegration panel [ MSCA-IF-EF-RI]	<a href="#">Start SUBMISSION</a>
Type of Action: Society and Enterprise panel [ MSCA-IF-EF-SE]	<a href="#">Start SUBMISSION</a>
Type of Action: Standard European Fellowship [ MSCA-IF-EF-ST]	<a href="#">Start SUBMISSION</a>
Type of Action: Global Fellowships [ MSCA-IF-GF]	<a href="#">Start SUBMISSION</a>

### 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!**
2. 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.

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, **ask your host organisation**. There is also a search tool for organisations and their PICs available [here](#).



**Step 3**  
Create a Draft Proposal

**H2020-MSCA-IF-2018**

USER NAME: [REDACTED]  
 TOPIC: MSCA-IF-2018  
 TYPE OF ACTION: MSCA-IF-EF-ST  
 DEADLINE (Brussels Local Time): WED 12 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 **search**

**Your Role**

Please indicate your role in this proposal

3. Select **your role** – Researcher.
4. 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.
5. Fill in the **Summary** field.
6. **Download Part B** templates as indicated in the blue box on the bottom left corner of the screen.
7. 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\* [Please select ▼]

**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: ASEANASEAN

TOPIC: MSCA-IF-2018

TYPE OF ACTION: MSCA-IF-EF-ST

ACRONYM: HAPA

DRAFT ID: SEP-210529175

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 your coordinators can edit the elements on this screen.

**Draft proposal HAPA created**

Dear ASEANASEAN,

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 3 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	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show





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 (Research Executive Agency) 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.

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

## **STEP 5**

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

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!**  
**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.

In order to check the details on this funding opportunity, please access:  
[bit.ly/MSCAIF2020](http://bit.ly/MSCAIF2020)

### **Support for Applicants**

For researchers interested in applying for the MSCA IF there are a variety of tools available to support you in the application process:



- **Guide for Applicants:** Please make sure you carefully read the latest guide for applicants available [here](#).
- **Finding a Host Institution:** check out some ways on how you can find your host [here](#).
- **National Contact Point Network:** 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, including MSCA. LAC researchers can contact the MSCA NCPs in the country where there would like to undertake their MSCA IF and in their home country. Find their contacts here: [bit.ly/Horizon\\_NCP](https://bit.ly/Horizon_NCP)

The NCPs offer the following services:

- ✓ Advice on administrative procedures and contractual issues
  - ✓ Training and assistance on proposal writing
  - ✓ Distribution of documentation (forms, guidelines, manuals etc.)
  - ✓ Assistance in partner search
  - ✓ The EU-funded Net4Mobility+ project has a number of resources that might assist applicants with their candidacies. Check their website: [net4mobilityplus.eu](https://net4mobilityplus.eu)
- **Facebook:** Follow the MSCA on Facebook: [facebook.com/Marie.Curie.Actions/](https://facebook.com/Marie.Curie.Actions/)
  - **FAQ:** Here is a link to a FAQ-Blog: [mariecurieactions.blogspot.com](https://mariecurieactions.blogspot.com)

### **About EURAXESS Latin America and the Caribbean (LAC)**

EURAXESS LAC is a networking tool for European researchers active/seeking activity in Latin America and the Caribbean countries and for LAC researchers wishing to collaborate with and/or pursue a career in Europe.

EURAXESS LAC provides information about research in Europe, European research policy, opportunities for research funding, for EU-LAC and international collaboration and for trans-national mobility.

### **Membership is free.**

Visit us at [lac.euraxess.org](https://lac.euraxess.org) and contact us at [brazil@euraxess.net](mailto:brazil@euraxess.net) or [lac@euraxess.net](mailto:lac@euraxess.net).

To **join the community**, register here: [bit.ly/EuraxessBR\\_LAC\\_Mailing](https://bit.ly/EuraxessBR_LAC_Mailing)