



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 Participant Portal.

You first need to log in.

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.

This website uses cookies. Learn more about the [European Commission's cookie policy](#) Close this message

EU Login
One account, many EU services

English (en)

Sign in to continue

Use your e-mail address

Next

[Create an account](#)

Or

Facebook

Twitter

Google

Or use the eID of your country

Select your country

[About EU Login](#) [Cookies](#) [Privacy Statement](#) [Contact](#) [Help](#)

European Union | EU Institutions

5.0.1-d11 | 5 ms

Powered by European Commission



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.

To do so, perform the following steps:

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.

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**.



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

Type of Action	Career Restart panel [MSCA-IF-EF-CAR]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	Reintegration panel [MSCA-IF-EF-RI]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	Society and Enterprise panel [MSCA-IF-EF-SE]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	Standard EF [MSCA-IF-EF-ST]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2018	
Type of Action	Global Fellowships [MSCA-IF-GF]	START SUBMISSION
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.

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: ASEAN

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

Parties

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

Draft proposal HAPA created

Dear ASEAN,

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 (which is associated with your ECAS account [naseanas](#)).

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

Download Part B Templates



STEP 4

Prepare your proposal – Part A

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 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.

In order to check the details on this funding opportunity, please access <http://bit.ly/MSCAIF2018>

About EURAXESS Brazil and Latin America and the Caribbean (LAC)

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

EURAXESS Brazil & 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 and contact us at brazil@euraxess.net or lac@euraxess.net.

To **join the community**, register here:

EURAXESS Brazil mailing list: <http://bit.ly/ListaEURAXESSBrazil>

EURAXESS LAC mailing list: <http://bit.ly/maillingEURAXESSLac>