Most frequent mistakes in the PF proposal submission

REA MSCA PF Coordination Team



Type of action and host institution

• Wrong type of action encoded: GF instead of EF or vice versa

• Wrong Applicant Organization: outgoing phase host or affiliation of researcher

Documents Part A Part B1 Part B2

Coordinator

MONASH UNIVERSITY MALAYSIA SDN BHD JALAN LAGOON SELATAN, BANDAR SUNWAY, MY PIC: 986569056

Documents Part A Part B1 Part B2

Coordinator INDIAN INSTITUTE OF TECHNOLOGY KANPUR IIT KANPUR, KANPUR, IN PIC: 996330748

Documents Part A Part B1 Part B2

Coordinator bouznad imad eddine Cheraia collo skikda-Algeria, Cheraia, DZ PIC: 889147106

Documents Part A Part B1 Part B2

Coordinator

Universidad Tecnologica de Panama Avenida Universidad Tecnológica de Panamá , Panama , PA PIC: 996662100



After you **log in** the F&T portal and select the **topic** you will be redirected to this page to **Create your proposal**.



Please verify you have chosen the correct type of action: HORIZON-TMA-MSCA-PF - **European Fellowship (EF)** or **Global Fellowship (GF)**

Please encode Applicant organization for: -Host Coordinator (MS/HE AC) – future beneficiary



Information about physical people and basic proposal details

Researcher and Supervisor are NOT the same person

Missing abstract, panel and keywords



If these fields are not filled, you should not move forward to the next steps

4	Support & Helpdesk		
3		Your role	
	Online Manual IT How To	Please indicate your	r role in this proposal
	T Helpdesk ? FAQ	 Supervisor Researcher Contact person 	on and the second se
	Service Desk:		
8	EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu		
\$	C +32 2 29 92222	Your proposal	
		lt will appear also in	the "General Information" section of the Application Form Part A and can also be updated there.
NNNNN		Acronym	Enter value
NIIII		Short Summary	2000 Enter value
NNNNN	Supervisor and		
XNNXX	Researcher	Scientific Panel	÷
MXM	MUST BE TWO		
XXXXXX	DIFFERENT PEOPLE		SAVE AND GO TO NEXT STEP



- When the **Scientific Area** (Panel) is selected, a drop down menu with selected **Descriptors** (keywords) will appear.
- Select **more than one keyword** as these will be used for the pairing with the experts

< Table of content	S	General In	formation	Participan	nts & contacts >
	Table of contents	Validate form	Save form	Save & exit form	
Call HORIZ	ON-MSCA-2022-PF-01	Туре о	f Model Grant Ag	greement HORIZON-AG-UN	
Acronym *	vda				
Proposal title					
	Note that for technical reason	ns, the following chai	racters are not acc	epted in the Proposal Title and wi	ill be
Scientific Area	ECO - Economic Sciences	(ECO)	v		
		412-2			5

List of participants

Wrongly encoded NAPs, secondments and short visits

50% of the encoded NAPs in PF-2021 were secondments/short visits and not non-academic placements

Wrongly encoded outgoing/return phase institutions



After the proposal is created, please **list all Participants** to the proposal

C)					
Create pr	oposal	Participants	Proposal form	15	Submit	
In this s	tep you as coordinator sh	ould manage and review t	the participants of your p	proposal.		×
i Only you	as coordinator can edit t	the elements on this scree	en.			
Note: Ye	ur changes will be applie	d only after you click the "	Save Changes" button.			
1 This Ca	l requires at least 1 Assoc	ciated Partner for the outg	joing phase located in a	Third Country		
A Call req	uires at least 1 Associated	d Partner organisation.				
Number of part	cipants: 1 0					
🏛 Applican	(Future Beneficiary)					
1 🖋 Te	st		Contacts: 🕜		Add contac	ct +
Test				- Supervisor	ø	>
Brussels, BE PIC:				oupernooi		
Change organ	isation	Contact organisation				
						/
			Add F	Partner + Add As	ssociated partn	er 🕇
			SAVE	SAVE AND GO TO N	IEXT STEP	NEXT

Contacts: 😧	Add contact +
Jane Doe - Supervisor	ø >
Mario Rossi - Researcher	ø 🖹 >
Jean Dupont - Contact person	ø 🛍 >

Maximum three contacts can be listed for the host Applicant

Please only encode **associated partners ONLY** for:

Outgoing Phase (TC) - ONLY FOR GF
 Non-Academic Placement (MS/ HE AC) - IF APPLICABLE



Number of participants: 3 € Image: Applicant (Future Beneficiary)	Maximum Nb of Participants for GF : 3 Maximum Nb of Participants for EF : 2
1 Image: Test Camelia-Valeria Test Camelia-Valeria Brussels, BE PIC: 913842918 Mario Rossi - Researcher Image: Contact person Image: Contact person	- Host Applicant (MS/HE AC)
Change organisation Contact organisation	ASSOCIATED PARTNERS
Associated Partner	First Associated partner: Host of Outgoing Phase
OFFICE FOR SPONSO RED PROGRAMS PRESIDENT AND FELLOWS OF HARVARD COLLEGE CAMBRIDGE, US PIC: 992204077	(Third Country) Always put the outgoing phase partner first
Change organisation Contact organisation ▲ Associated Partner	Second Associated partner : Host for Non-Academic Placement (MS/HE AC)
Microsoft Research and Development France Issy Les Moulineaux, FR PIC: 989925450 Change organisation Contact organisation	Do not encode hosts for secondments here
Add Partner + Add Associated partner + SAVE SAVE AND GO TO NEXT STEP NEXT	European Commission

How to encode the Associated partners in the proposal (part B2): Add the outgoing phase host and the NAP host as associated partners in

Tables 5.1 and 5.2 of part B2

5.1 Template table: Overview of Participating Organisations

Organisation role	PIC	Legal Entity Short Name	Academic organisation (Y/N)	Country	Name of Supervisor
Beneficiary					
Associated partner linked to a beneficiary (if applicable)					
Associated partner for outgoing phase (mandatory for GF)					
Associated partner for secondment (optional)					
Associated partner for non- academic placement (optional)					
Other:					

5.2 Template table: Capacity of the Participating Organisations

Choose one of:				
Beneficiary (compulsory)				
□ Associated partner linked to a beneficiar	y (if applicable)			
Associated partner for outgoing phase (c	compulsory for GF only)			
□ Associated partner for secondment (optic	onal)			
Associated partner for non-academic pla	cement (optional)			
	-			
[Full name + Legal Entity Short Name +	Country]			
General description				
Role and profile of supervisor				
Kay research facilities Infrastructure	Demonstrate that the beneficiary has sufficient			
and Equipment	facilities and infrastructure to host and/or offer a			
and Equipment	suitable environment for training and transfer of			
	knowledge to the recruited experienced researcher.			
	If applicable, indicate the name of the associated			
	partner linked to a beneficiary and describe the			
	nature of the link in the corresponding table.			
Previous and current involvement in EU-	Indicate up to 5 relevant EU, national or			
funded research and training	international research and training actions/projects			
programmes/actions/projects	in which the institution/department has previously			
	participated and/or is currently participating.			

The word "**Optional**" refers to the fact that the NAP is optional to the proposal (not a mandatory element of the application). **If it is part of the proposal, it needs to be addressed here (this is not optional)**.

How to encode secondments



O not encode it as an Associated Partner (section 1 – Participants)

Encode it in section 5 – Other Questions

Describe it in the narrative part B1 and in the dedicated tables in part B2



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General Information >

Table of contents Validate form Save form Save & exit form

Call: HORIZON-MSCA-2022-PF-01 (MSCA Postdoctoral Fellowships 2022)

Topic: HORIZON-MSCA-2022-PF-01-01

Type of Action: HORIZON-TMA-MSCA-PF-GF

(HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships)

Proposal number: SEP-210854238

Proposal acronym: ABC

Type of Model Grant Agreement: HORIZON Unit Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

Secondment in the application forms (**part A**):

- Go to Section 5 "Other Questions"
- Click "Yes" to question 4
- Add the total duration of the secondments in months

Other Questions	
4. Is there a secondment envisaged in Part B of this proposal?	\bullet Yes \bigcirc No
The following are not considered as secondments: - outgoing phase of a Global Fellowship - optional six-months placement in the non-academic sector - short visits or field work	
Total duration of the secondments (in months): 6	



Secondment in the proposal (part B2):

• Add the secondment host in Tables 5.1 and 5.2 of part B2

5.1 Template table: Overview of Participating Organisations

Organisation role	PIC	Legal Entity Short Name	Academic organisation (Y/N)	Country	Name of Supervisor
Beneficiary					
Associated partner linked to a beneficiary (if applicable) Associated partner for outgoing phase (mandatory for GE)					
Associated partner for secondment (optional)					
Associated partner for non- academic placement (optional)					
Other:					

5.2 Template table: Capacity of the Participating Organisations

Choose one of:			
Beneficiary (compulsory)			
Associated partner linked to a benefician	y (if applicable)		
Associated partner for outgoing phase (compulsory for GF only)		
□ Associated partner for secondment (option	onal)		
Associated partner for non-academic pla	acement (optional)		
[Full name + Legal Entity Short Name +	Country]		
General description			
Role and profile of supervisor			
Key research facilities Infrastructure	Demonstrate that the heneficiant has sufficient		
and Equipment	facilities and infrastructure to host and/or offer a		
and Equipment	suitable environment for training and transfer of		
	knowledge to the recruited experienced researcher.		
	If applicable, indicate the name of the associated		
	partner linked to a beneficiary and describe the		
	nature of the link in the corresponding table.		
Previous and current involvement in EU-	Indicate up to 5 relevant EU, national or		
funded research and training	international research and training actions/projects		
programmes/actions/projects	in which the institution/department has previously		
	participated and/or is currently participating.		

Commission

The word "**Optional**" refers to the fact that the secondment is optional to the proposal (not a mandatory element of the application). **If it is part of the proposal, it needs to be addressed here (this is not optional)**.

Validation errors and warnings

- Several applications submitted with **Warnings not addressed**
- Most of the inconsistencies identified in participating organizations, proposal duration, and budget

- Warning indicating the criterion that should be respected to have an admissible application
- Blocking issue if not solved, submission will not be possible



Once both **parts B1 and B2 are uploaded**, before submitting, please **VALIDATE** your application

Proposal forms

	i In this step you can edit the Administrative Forms and upload the proposal itself. @
Deadline 14 September 2022 17:00:00 Brussels Local Time	Your proposal contains changes that have not yet been submitted.
172 days left until closure	Administrative forms (Part A)
Call data:	Edit forms 🖌 View history Print preview
Call: HORIZON-MSCA-2022-PF-01 Topic: HORIZON-MSCA-2022-PF-01-01 Type of action: HORIZON-TMA-MSCA-PF-GF	Part B and Annexes
Type of MGA: HORIZON-AG-UN	In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.
A Topic and type of action can only be changed by creating a new proposal.	Part B2 part_B2_proposal_ABC.pdf delete
Proposal data:	BACK TO PARTICIPANTS LIST VALIDATE SUBMIT
Acronym: ABC Draft ID: SEP-210854238	

After clicking on **VALIDATE**, a new screen will appear where all information provided in the forms will be available and validation errors/warnings will appear (*next slide*)



General Information >

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Save form

Save & exit form

Validate form

Table of contents

By clicking on **Validate form** all validation error/warnings will be listed

	Call: HORIZON-MSCA-2022-PF-01 (MSCA Postdoctoral Fellowships 2022)			< Other questions	Other questions Validation result			Exit forr		
	Topic: HORIZON-MSCA-2022-PF-01-01			Table of	contents Validate for	n Save form	Save & exit form			
Ty (HORIZON	pe of Action: HORIZON-TMA-MSCA-PF- TMA MSCA Postdoctoral Fellowships - Global F	GF Fellowships)		Application forms Validation result						
	Proposal number: SEP-210854238			Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility crite proposal will be blocked unless that specific field is corrected! Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility of the proposal will not be blocked (proposal will be submitted with the missing or incorrect value).				gibility criteria. The submission of the ae call eligibility criteria. The submiss		
	Proposal acronym: ABC									
Туре	e of Model Grant Agreement: HORIZON Unit G		Section	Description						
				Declaration	Declaration 1 is manda	ory		Show Erro		
	Table of contents			Test	This section has not be	m validated yet		Show Erro		
			Correct all	OFFICE FOR SPONSORED PROGRAMS	This section has not be	m validated yet		Show Erro		
Section	Title	Action	Errors and	Microsoft Research & Development France	This section has not be	en validated yet		Show Erro		
1	General information	Show	verify all	Budget	This section has not be	en validated yet		Show Erro		
3	Budget	Show	Warnings	Ethics	This section has not be	This section has not been validated yet This section has not been validated yet		Show Erro		
4	Ethics and security	Show		Other questions	This section has not be	en validated yet		Show Erro		
5	Other questions	Show		General Information	Similar Proposal subm	tted - missing entry		Show Warn		
				Declaration	Declaration 2 is missin	g		Show Warni		
ow to fill in the form	s			Declaration	Declaration 3 is missin	5		Show Warni		
e form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are e-filled based on the steps in the submission wizard.			Declaration	Declaration 4 is missin	ş		Show Warni			
		Read more		Declaration	Declaration 5 is missin	Į		Show Warn		

Most common errors in budget

- Wrongly encoded nations (TC instead of MS/HE AC for host beneficiary, NAPs in TC)
- Wrong duration of different phases (EF duration, GF outgoing phase, GF return phase, NAP)
 - Wrong budgets (directly related to wrong durations)
 - Wrong Country Coefficient (directly related to wrong nation encoding)
 - Secondments/short visits added as Associated Partners generated an extra budget



Pay **particular attention** to the **Budget Table** and the information

reported therein

< Participants & contac	ts	Budg	get		Ethics >				
	Table of contents	Validate form	Save form	Save & exit form					
Application forms									
Proposal ID SEP-210854238 Acronym ABC 3 - Budget									
Is the Researcher eligible for family allowance?* \bigcirc Yes \bigcirc No									
Duration of outgoing phase	Country in v	which outgoing phase	e will take place		Associated Partner				
	*			~					
Country in which return phase will take place Belgium	~			·					
Placement duration (1 to 6 months)	Country is	n which placement w	vill take place		Associated Partner				
	*			~					

			Contributi	ons for recruited i	researchers	Institutional of		
	Country Coefficient	Number of Months	Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	Total
Outgoing phase	1	0	0.00	0.00	0.00	0.00	0.00	0.00
Return phase	1	12	60960.00	7200.00	0.00	12000.00	7800.00	87960.00
Placement in non-academic sector	1	0	0.00	0.00	0.00	0.00	0.00	0.00
Total			60960.00	7200.00	0.00	12000.00	7800.00	87960.00

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.



Please fill in **all the fields** with the correct information.

If not, this will be reflected on a wrong budget as listed in the table below

Verify that the information encoded in the budget table corresponds to the intended application.

Refer to next slide for an example of correctly filled budget table.



European

Commission

< Participants & contact:			ts Budget					Ethics >					
			Table of cont	ients Valid	late form	Save form	Save & exit form						
	Application forms												
	Proposal ID SEP-210854238												
	3 - Budget												
Γ	Is the Researcher eligible for family allow	vance?*	Yes Or	10							- Cor	rect family status	
	Duration of outgoing ph	ase	Cour	ntry in which out	tgoing phase wil	l take place		Associate	d Partner		The :		
/	24 🗸		 United Sta 	United States					~	- This should be a IC			
	Country in which return phase wi									This should be a MC/UF AC			
	Belgium	~								- 1115	Should be a MS/TE AC		
	Placement duration (1 to 6 n	nonths)	Co	Country in which placement will take place				Associated Partner			- This should be a MS/HE		
(4		✓ France	France Microsoft Research & Development France									
				Contributio	ons for recruited i	researchers	Institutional	contributions	tions				
		Country Coefficient	Number of Months	Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	Total				
	Outgoing phase	1.023	24	124724.15	14400.00	15840.00	24000.00	15600.00	194564.15		Cor	ract number of months	
	Return phase	1	12	60960.00	7200.00	7920.00	12000.00	7800.00	95880.00			rect number of months	
	Placement in non-academic sector	1	4	20320.00	2400.00	2640.00	4000.00	2600.00	31960.00				
	Total			206004.15	24000.00	26400.00	40000.00	26000.00	322404.15				
						-							

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.



Once there are **no Validation errors/warnings**, you can **save and exit** and prepare for submission

