



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 at time of application (different from the real future host organization)

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**.

European Commission | Funding: Submission Service

Welcome [User Name]

Progress: Login, Topic selection, **Create proposal**, Participants, Proposal forms, Submit

Create proposal

Deadline
14 September 2022 17:00:00 Brussels Local Time
172 days left until closure

Call data:
Call: HORIZON-MSCA-2022-PF-01
Topic: HORIZON-MSCA-2022-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-GF
Type of MGA: HORIZON-AG-UN

Warning: Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC: [input] Short name: [input] Search

Organisations you have been previously associated with. (Click to select)

PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle, BE	PIC: 992204077 OFFICE FOR SPONSORED PROGRAMS MASSACHUSETTS AVENUE 1350 CAMBRIDGE, US	PIC: 999987745 UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA Piazzale Aldo Moro 5 ROMA, IT VAT: IT02133771002
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Please encode **Applicant organization** for: **-Host Coordinator (MS/HE AC) – future beneficiary**

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

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

Support & Helpdesk

Online Manual IT How To

IT Helpdesk FAQ

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

Supervisor and
Researcher
**MUST BE TWO
DIFFERENT PEOPLE**

Your role

Please indicate your role in this proposal

Supervisor
 Researcher
 Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym 20

Short Summary 2000

Scientific Panel

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 contents General Information Participants & contacts >

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Call HORIZON-MSCA-2022-PF-01 Type of Model Grant Agreement HORIZON-AG-UN

Acronym * vda

Proposal title

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

Scientific Area ECO - Economic Sciences (ECO)

< Table of contents Participants & contacts >

Call HORIZON

Acronym * v

Proposal title

Scientific Area

Please select

Descriptor 1

Free keywords

E2 - Economic Development
 Competitiveness, innovation, research and development
 Economics of innovation
 Industrial clusters
 Natural resources and environmental economics
 E1 - Economics
 Behavioural economics
 Big data
 Development, economic growth
 Econometrics, statistical methods
 Economic geography
 Economic history
 Industrial economics
 International trade
 Labour economics
 Macroeconomics
 Public economics
 Social economics
 Urban and regional economics
 E4 - Finance

Word or words that best describe(s) the subject of your project.

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Add

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.

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

The screenshot shows a progress bar at the top with four steps: 'Create proposal' (completed), 'Participants' (current step, marked with a red location pin), 'Proposal forms', and 'Submit'. Below the progress bar is an information box stating: '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 screen. Note: Your changes will be applied only after you click the "Save Changes" button.' Two warning boxes follow: 'This Call requires at least 1 Associated Partner for the outgoing phase located in a Third Country' and 'Call requires at least 1 Associated Partner organisation.' A summary bar indicates 'Number of participants: 1'. The main section is titled 'Applicant (Future Beneficiary)' and shows a participant named 'Test' with a redacted name, address 'Brussels, BE', and PIC. To the right of the participant details is a 'Contacts' section with an 'Add contact +' button. At the bottom of the participant details are 'Change organisation' and 'Contact organisation' buttons. At the bottom of the entire interface are 'Add Partner +' and 'Add Associated partner +' buttons, with the latter highlighted by a red box. At the very bottom are 'SAVE', 'SAVE AND GO TO NEXT STEP', and 'NEXT' buttons.

This close-up shows the 'Contacts' section of the interface. It features an 'Add contact +' button at the top right. Below it is a list of three contacts, each in a grey box with edit, delete, and next icons:

- Jane Doe - Supervisor
- Mario Rossi - Researcher
- Jean Dupont - Contact person

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

Applicant (Future Beneficiary)

1 Test Camelia-Valeria

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Contacts: 0 Add contact +

Jane Doe - Supervisor

Mario Rossi - Researcher

Jean Dupont - Contact person

Change organisation Contact organisation

Associated Partner

2 OFFICE FOR SPONSO
RED PROGRAMS

PRESIDENT AND FELLOWS OF HARVARD COLLEGE
CAMBRIDGE, US
PIC: 992204077

Change organisation Contact organisation

Associated Partner

3 Microsoft Research &
Development France

Microsoft Research and Development France
Issy Les Moulineaux, FR
PIC: 989925450

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Maximum Nb of Participants for **GF**: 3
Maximum Nb of Participants for **EF**: 2

Host Applicant (MS/HE AC)

ASSOCIATED PARTNERS

First Associated partner: Host of Outgoing Phase
(Third Country)

Always put the outgoing phase
partner first

Second Associated partner: Host for Non-Academic
Placement (MS/HE AC)



Do not encode hosts for secondments here

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

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



Do 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

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? Yes 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):

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

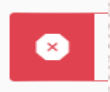
The word “**Optional**” refers to the fact that the secondment is optional to the proposal (not a mandatory element of the application). **If it is part of the proposal, it needs to be addressed here (this is not optional).**

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

The screenshot shows a web interface for proposal submission. On the left, there are sections for 'Deadline' (14 September 2022 17:00:00 Brussels Local Time, 172 days left), 'Call data' (Call: HORIZON-MSCA-2022-PF-01, Topic: HORIZON-MSCA-2022-PF-01-01, Type of action: HORIZON-TMA-MSCA-PF-GF, Type of MGA: HORIZON-AG-UN), and 'Proposal data' (Acronym: ABC, Draft ID: SEP-210854238). A warning box states: 'Topic and type of action can only be changed by creating a new proposal.' The main area has a blue header: 'In this step you can edit the Administrative Forms and upload the proposal itself.' Below it is a red error message: 'Your proposal contains changes that have not yet been submitted.' The 'Administrative forms (Part A)' section has buttons for 'Edit forms', 'View history', and 'Print preview'. The 'Part B and Annexes' section has a header: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' It shows two uploaded files: 'part_B1_proposal_ABC.pdf' and 'part_B2_proposal_ABC.pdf', each with a 'Delete' button. At the bottom right, there are three buttons: '< BACK TO PARTICIPANTS LIST', 'VALIDATE' (circled in red), and 'SUBMIT'.

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*)

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
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4	Ethics and security	Show
5	Other questions	Show

How to fill in the forms

The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are pre-filled based on the steps in the submission wizard.

Read more

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



Correct all Errors and verify all Warnings

< Other questions Validation result Exit form >

Table of contents Validate form Save form Save & exit form

Application forms

Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the 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 criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	Action
Declaration	Declaration 1 is mandatory	Show Error
Test	This section has not been validated yet	Show Error
OFFICE FOR SPONSORED PROGRAMS	This section has not been validated yet	Show Error
Microsoft Research & Development France	This section has not been validated yet	Show Error
Budget	This section has not been validated yet	Show Error
Ethics	This section has not been validated yet	Show Error
Other questions	This section has not been validated yet	Show Error
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration 2 is missing	Show Warning
Declaration	Declaration 3 is missing	Show Warning
Declaration	Declaration 4 is missing	Show Warning
Declaration	Declaration 5 is missing	Show Warning

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 & contacts

Budget

Ethics >

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Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget

Is the Researcher eligible for family allowance?* Yes No

Duration of outgoing phase	Country in which outgoing phase will take place	Associated Partner
▼	▼	▼

Country in which return phase will take place
Belgium ▼

Placement duration (1 to 6 months)	Country in which placement will take place	Associated Partner
▼	▼	▼



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.

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
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.

Application forms

Proposal ID **SEP-210854238**

Acronym **ABC**

3 - Budget

Is the Researcher eligible for family allowance?* Yes No

Duration of outgoing phase	Country in which outgoing phase will take place	Associated Partner
24	United States	OFFICE FOR SPONSORED PROGRAMS

Country in which return phase will take place
Belgium

Placement duration (1 to 6 months)	Country in which placement will take place	Associated Partner
4	France	Microsoft Research & Development France

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
Outgoing phase	1.023	24	124724.15	14400.00	15840.00	24000.00	15600.00	194564.15
Return phase	1	12	60960.00	7200.00	7920.00	12000.00	7800.00	95880.00
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

Correct family status

This should be a **TC**

This should be a **MS/HE AC**

This should be a **MS/HE AC**

Correct number of months

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

< Other questions

Validation result

Exit form >

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Validate form

Save form

Save & exit form

Application forms

Validation result

There are no validation errors.

The screenshot displays the 'Proposal forms' section of a submission interface. At the top, a progress bar shows six steps: Login, Topic selection, Create proposal, Participants, Proposal forms, and Submit. The 'Proposal forms' step is currently active, indicated by a red location pin icon. Below the progress bar, the 'Proposal forms' section contains several elements:

- Deadline:** 14 September 2022 17:00:00 Brussels Local Time, with 172 days left until closure.
- Call data:** Call: HORIZON-MSCA-2022-PF-01, Topic: HORIZON-MSCA-2022-PF-01-01, Type of action: HORIZON-TMA-MSCA-PF-GF, Type of MGA: HORIZON-AG-UN. A warning icon indicates that the topic and type of action can only be changed by creating a new proposal.
- Proposal data:** Acronym: ABC, Draft ID: SEP-210854238.
- Administrative forms (Part A):** Includes buttons for 'Edit forms', 'View history', and 'Print preview'. A message states: 'In this step you can edit the Administrative Forms and upload the proposal itself.' and 'Your proposal contains changes that have not yet been submitted.'
- Part B and Annexes:** Includes a message: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' Below this, two files are listed: 'part_B1_proposal_ABC.pdf' and 'part_B2_proposal_ABC.pdf', each with a 'Delete' button.
- Navigation:** At the bottom right, there are buttons for '< BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'.