

A WEBINAR FOR MSCA-IF RESEARCHERS

Making the most of your MSCA Individual Fellowship



28 May 2021

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Agenda

10:00 – 11:15	Session 1	
10:00 – 10:05	Opening Remarks	Christopher Reynolds
10:05 – 10:10	Welcome	Begoña Arano
10:10 – 10:25	Introduction: Understanding the MSCA	Christopher Reynolds
10:25 – 10:35	Project Lifecycle: Setting the Scene	Antonio Cipollaro
10:35 – 10:55	MSCA-IF Budgets	Manuel de la Guia
10:55 – 11:15	Implementation of your MSCA-IF Project	Daniela Ceccarelli
11:30 – 13:00	Session 2	
11:30 – 11:50	Project Reporting	Elisavet Gagatsi
11:50 – 12:10	Open Access Requirements	Marianne da Silva
12:10 – 12:25	Communication, Exploitation and Dissemination	Dimitris Káganis
12:25 – 12:45	Your MSCA-IF Project and the Covid-19 Pandemic	Cécile Menétrey-Monchau
12:45 – 13:00	Concluding Remarks	Christopher Reynolds

Questions and Survey - Who are you today?



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BEGOÑA ARANO

Welcome remarks



CHRISTOPHER REYNOLDS

Introduction: Understanding the MSCA

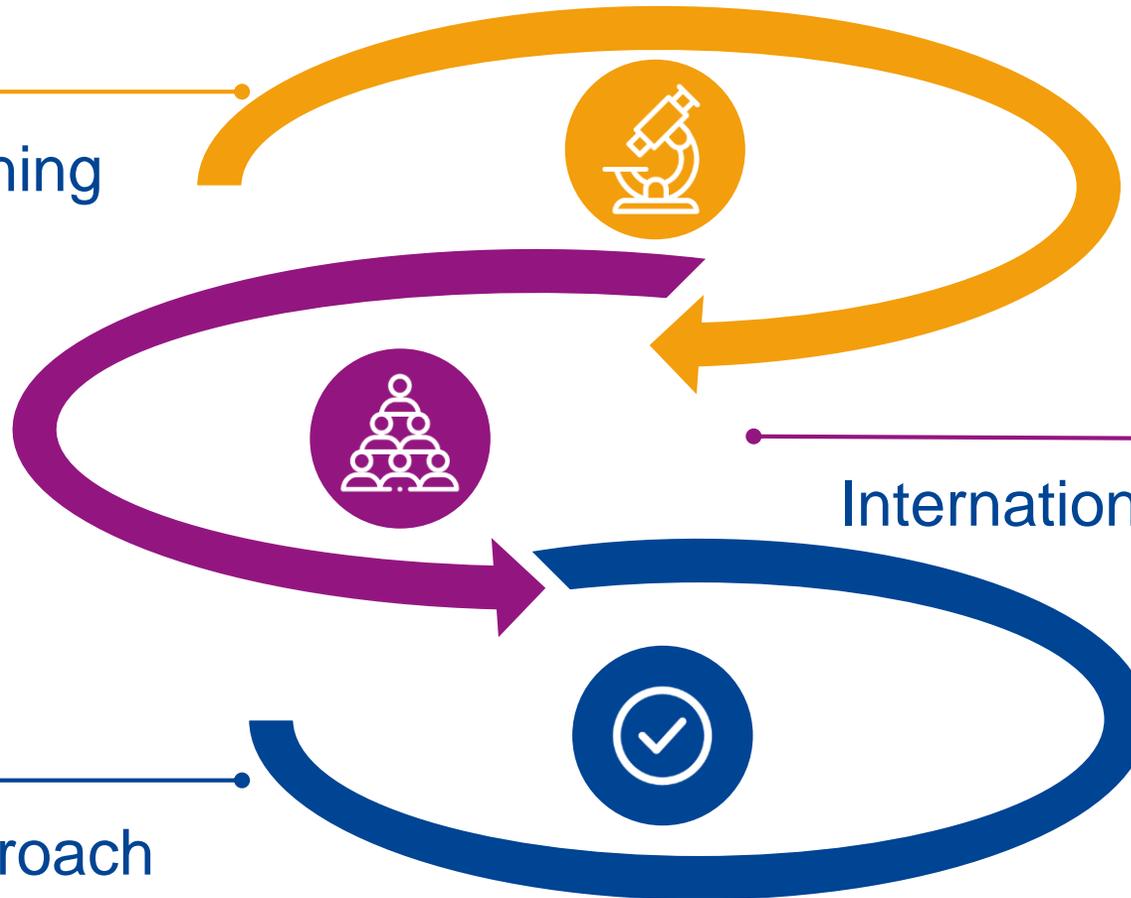


The Marie Skłodowska-Curie Actions

 Since 1996

Researcher training
and mobility

Bottom-up approach



International and inter-sectoral



135,000 +



After all, science is essentially international, and it is only through lack of the historical sense that national qualities have been attributed to it.

Marie Skłodowska-Curie

Who are we?



DG Education, Youth, Sport and Culture (DG EAC)

- Political responsibility

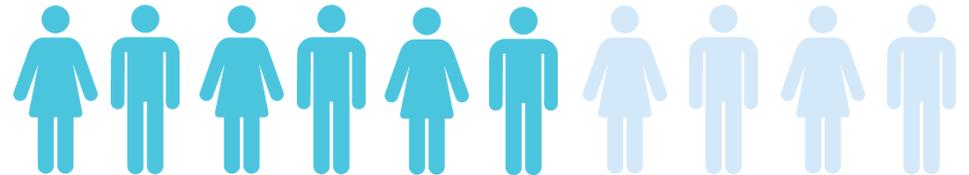
European Research Executive Agency (REA)

- Programme management

The MSCA team @ REA



60 Project Officers



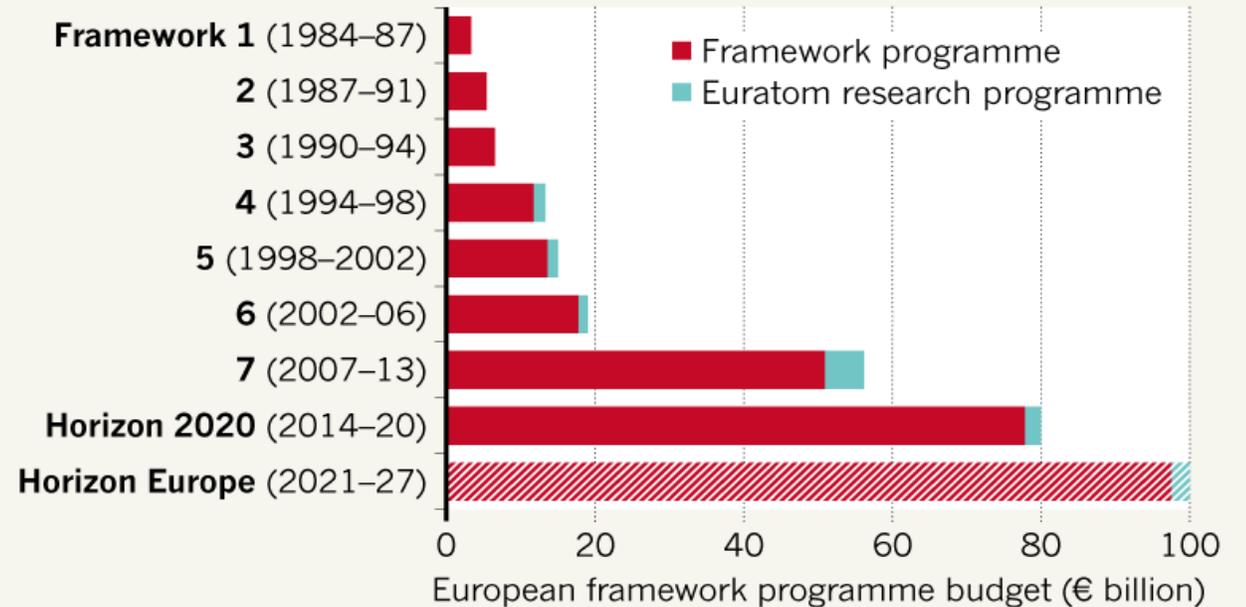
Where does the funding come from?

EU Research and Innovation Programmes



EUROPE'S SCIENCE SPENDING

The European Commission has proposed a €100-billion (US\$120-billion) budget for Horizon Europe, the next instalment of its research-funding programme, which will last from 2021 to 2027.



©nature

Euratom's budget is included as part of the framework's total funding, but its grants are distributed through a separate programme.

Source: Nature 557, 150 (2018)

Horizon Europe (2021-2027)



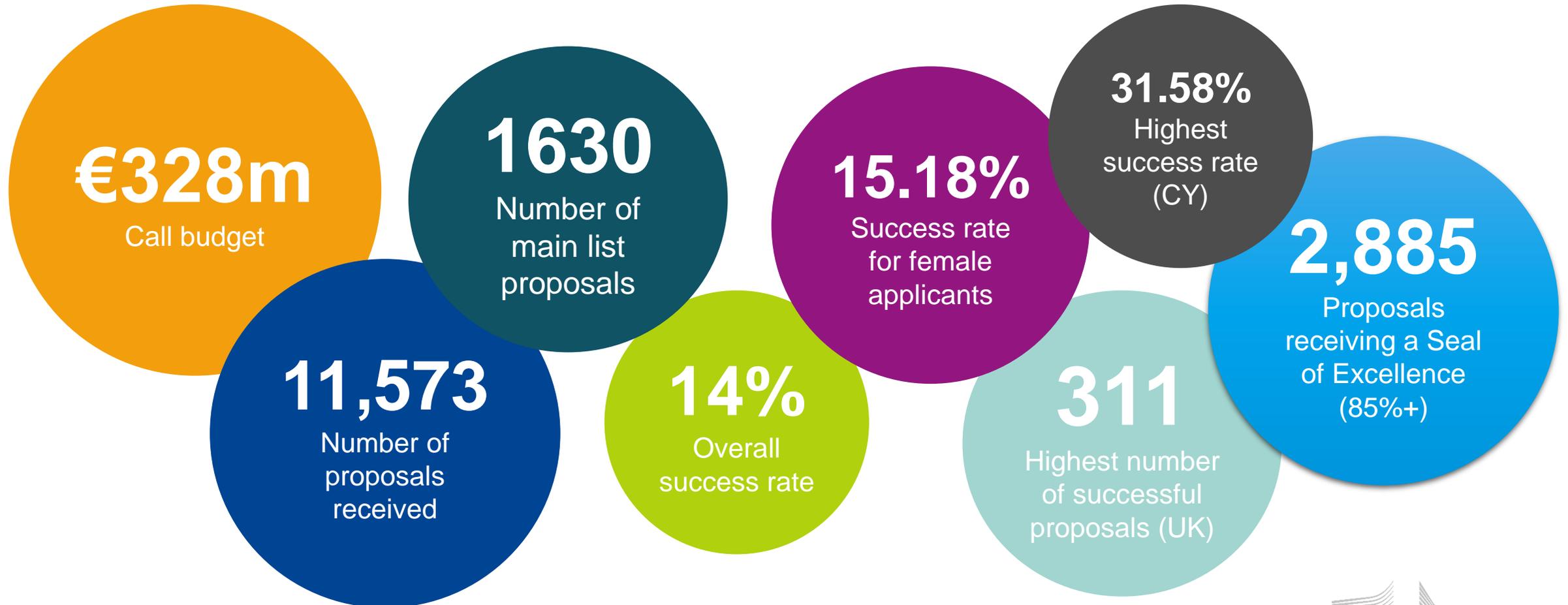
Overall budget:

€95.5 billion

(+30% compared to H2020)

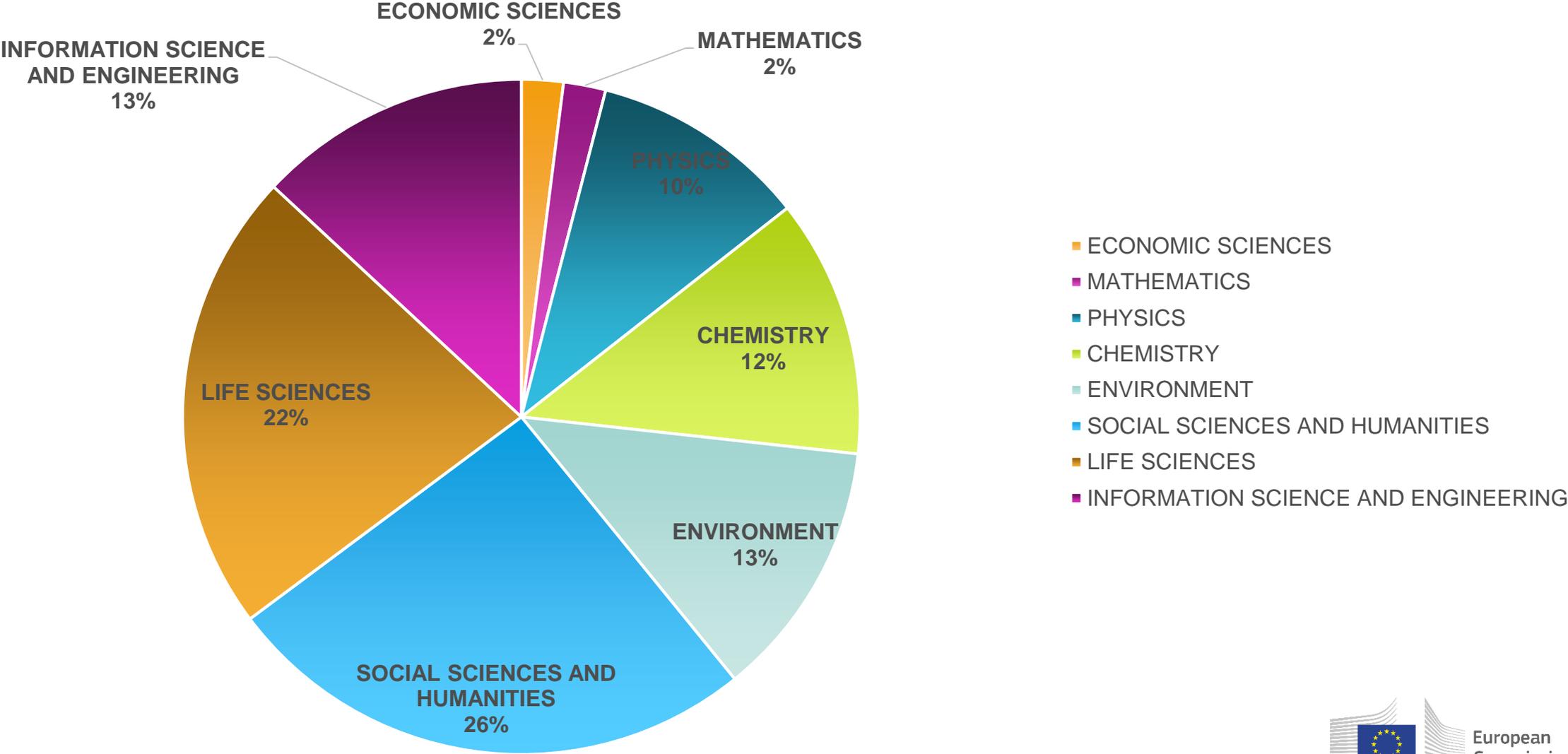
MSCA: ca. €6.6 billion

MSCA-IF 2020 Call Statistics

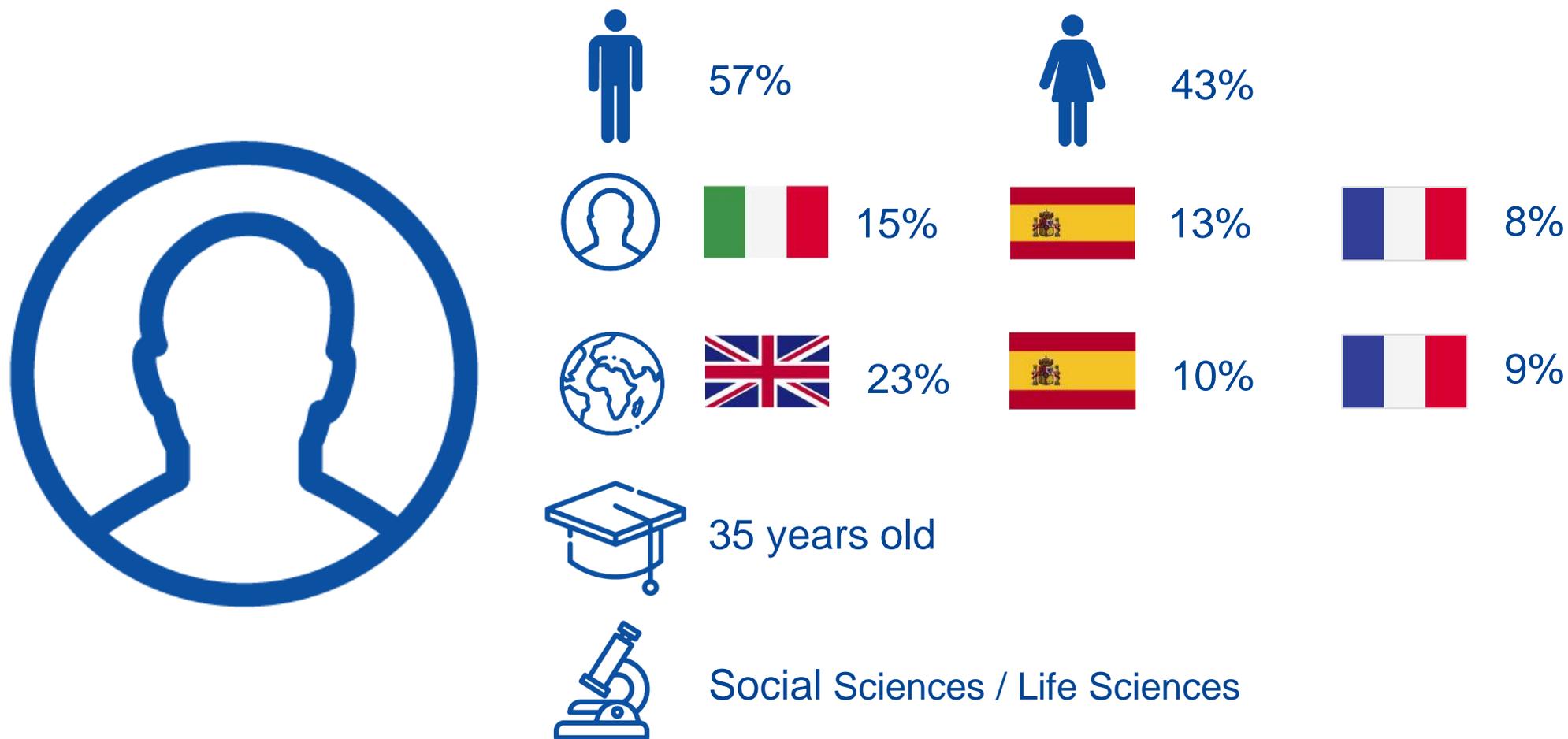


MSCA Individual Fellowships 2020

Proposals by scientific panel



Who are MSCA-IF researchers?



Who are you today? Results



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ANTONIO CIPOLLARO



Project Lifecycle: Setting the Scene



Individual Fellowships - Main features

European Fellowships (EF)

From 12 to 24 months
(36 months for CAR)

Researcher mobility: has to move to an EU Member State or Associated Country (EU MS/AC)

1 Beneficiary in EU MS/AC

Global Fellowships (GF)

From 24 to 36 months

12-24 months
OUTGOING phase



Third Country
(TC)

MANDATORY



12 months
return phase

1 Beneficiary in EU MS/AC

+

1 Partner Organisation in TC



Beneficiaries and Partner Organisations can be either in academic or non-academic sector

Your reference documents and people

Documents

Your Grant Agreement

i. Legal text, ii. Scientific Part (Annex 1)

Annotated Model Grant Agreement

FAQs on the FTOP

People

Scientific supervisor

Administrative contact (HR)

National Contact Point

Project Officer

Funding and Tender Opportunities Portal

Your project area –Where it all happens

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo and a 'Help' dropdown. The main content area is divided into a left sidebar and a main workspace.

MY PROJECT sidebar (HORIZON 2020):

- Call:
- Type of Action:
- Acronym:
- Current Phase: Grant Management
- Number:
- Duration:
- GA based on the: H2020 MGA MSCA-IF — Mono - 3.null
- Start Date:
- Estimated Project Cost:
- Requested EU Contribution:
- Contact:
- Buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes
- H2020 ONLINE MANUAL
- HOW TO

Main Workspace:

- Launch new interaction with the EU (+)
- Continuous Reporting**: Progress bar from Started to Completed.
- Continuous reporting data**: Progress status for this task type: [Consortium]
- Process documents**: Deliverables (2) [Expand All / Collapse All]
- Process communications**:

Coordinator	<i>New submission of the technical report</i>	Dear PO,thank you very much.Best,Mario	18 Nov 2020
Coordinator	<i>Amendments of the Technical Report</i>	Dear Project Officer,I would need to speak to you ...	27 Oct 2020
Coordinator	<i>Deviation for the Secondment</i>	Dear Mario, thank you for your message informing a...	13 Jun 2019
Coordinator	<i>Deviliverables concerning ethic issues</i>	Dear Project Officer,thank you for your reply and ...	06 Aug 2018
- Process history**:
 - submitted deliverable D1.2 on 21 Aug 2018 17:03
 - submitted deliverable D1.1 on 21 Aug 2018 17:02
 - EU launched the process on 17 Jul 2018 00:15

Funding and Tender Opportunities Portal H2020 Online Manual

The screenshot displays the 'H2020 Online Manual' website. At the top, the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)' are visible. Below this is a blue navigation bar with 'HORIZON 2020 ONLINE MANUAL' and user account icons. A search bar is located at the top left of the main content area. On the left side, there is a blue sidebar menu with a tree structure of links. The main content area is divided into several sections: 'My Area - User account & roles', 'Grants' (with sub-sections for 'Applying for funding' and 'Grant management'), 'Working as an expert', and 'Cross-cutting priorities & issues'. Each section contains a series of buttons or links representing different steps or topics.

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

HORIZON 2020 ONLINE MANUAL

Search

H2020 Online Manual

- My Area - User account & roles
 - EU Login
 - Roles & access rights
 - Terms and Conditions of Use
- Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register in the Participant Register
 - Registration of your organisation
 - LEAR appointment
 - Validation of potential beneficiaries
 - Bank account validation
 - Financial capacity assessment
 - Data update
 - Certifications
 - Submit a proposal
 - Get prepared
 - Electronic proposal submission
 - From evaluation to grant signature
 - Admissibility and eligibility check
 - Evaluation of proposals
 - Evaluation criteria
 - Evaluation process and results
 - Grant preparation
 - Enter & submit grant data

My Area - User account & roles

Grants

Applying for funding

Find a call → Find partners → Register an organisation → Submit a proposal

Evaluation & Grant signature

Admissibility and eligibility check → Evaluation of proposals → Grant preparation → Grant signature

Grant management

Keeping records | Amendments | Reports & payment requests | Deliverables

Dissemination & exploitation | Communicating your project | Acknowledgement of EU funding | Checks, audits, reviews & investigations

Working as an expert

Expert registration | Contracting & payment | Expert roles & tasks

Cross-cutting priorities & issues

International cooperation | Social Sciences & Humanities | Open access & Data management | Climate action & Sustainable development

Ethics | Gender | SMEs | ERA-NETs

Links to regional policy | Intellectual property | Innovation procurement

Financial instruments

Individual Fellowships – some reminders

Career Development Plan

Your MUST ensure together with your supervisor that you establish your training plan in relation to the research objectives and the career goals.

There is no official template. It is not a deliverable but a contractual requirement!

Optional Secondments

- up to 3 or 6 months depending on project duration
- can take place **ONLY in a EU MS/AC (not in a TC)**
- the partner hosting the secondment is responsible for the supervision of the researcher
- different from short visits (can be in a TC, under the supervision of your host institution, only for a small part of the project)

Part-time

Max. 50%, for professional, personal or family reasons, subject to approval → **not during the GF outgoing phase for professional reasons**

Reporting

EF: 1 period → 1 final report

GF: 2 periods → 1 interim report (after the end of the outgoing phase) + 1 final report



Thank you!

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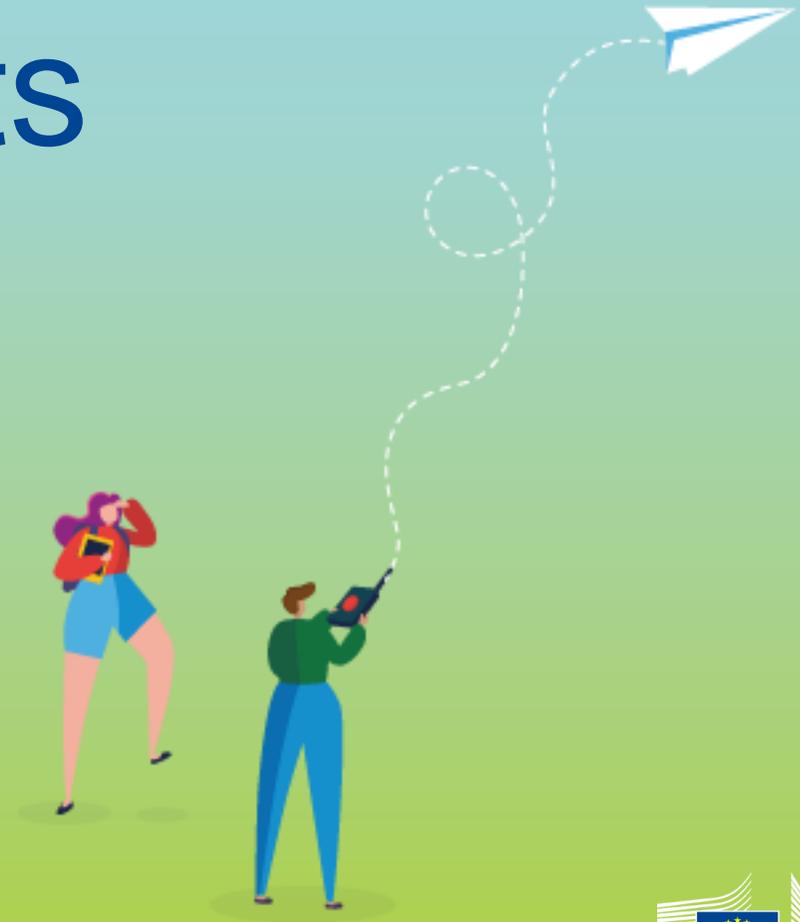
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MANUEL DE LA GUIA

MSCA-IF Budgets



Budget breakdown



Estimated eligible ¹ costs (per budget category)										
A. Costs for the recruited researcher						B. Institutional costs				Total costs
A.1 Living allowance		A.2 Mobility allowance		A.3 Family allowance		B.1. Research, training and networking costs		B2. Management and indirect ⁴ costs		
Unit		Unit		Unit		Unit		Unit		
Costs per unit ⁶	Total a ⁷	Costs per unit ⁶	Total b ⁷	Costs per unit ⁶	Total c ⁷	Costs per unit ⁶	Total d ⁷	Costs per unit ⁶	Total e ⁷	f=a+b+c+d+e
6 373.28	152 958.72	600.00	14 400.00	500.00	12 000.00	800.00	19 200.00	650.00	15 600.00	214 158.72

Where are the costs charged



Estimated eligible ¹ costs (per budget category)				
A. Costs for the recruited researcher			B. Institutional costs	
A.1 Living allowance	A.2 Mobility allowance	A.3 Family allowance	B.1. Research, training and networking costs	B2. Management and indirect ⁴ costs

Employment or fixed-amount fellowship with social security coverage

(i.e. gross amount, including compulsory deductions and taxes, such as employer - employee social security contributions)

Costs related to the **researcher mobility**. e.g. relating to travel and accommodation

If the researcher has **family**, to reduce family-related obstacles to researcher mobility

1. **Training and Networking activities** that contribute directly to the researcher's career development
2. **Research expenses**
3. **Visa-related fees** (even if incurred before the recruitment date) and **travel expenses**
4. **Secondment costs**

For the **beneficiary's additional costs** in connection with the project.

 Usually, payment as part of the salary is the **simplest** way to pay these allowances.

Budget calculation

		Estimated eligible ¹ costs (per budget category)										
		A. Costs for the recruited researcher					B. Institutional costs					Total costs
		A.1 Living allowance	A.2 Mobility allowance	A.3 Family allowance	B.1. Research, training and networking costs	B2. Management and indirect ⁴ costs						
Form of costs ⁵		Unit	Unit	Unit	Unit	Unit						
		Costs per unit ⁶	Total a ⁷	Costs per unit ⁶	Total b ⁷	Costs per unit ⁶	Total c ⁷	Costs per unit ⁶	Total d ⁷	Costs per unit ⁶	Total e ⁷	f=a+b+c+d+e
1. Host	Number of units (person-months)	24.00										
1. Host		6 373.28	152 958.72	600.00	14 400.00	500.00	12 000.00	800.00	19 200.00	650.00	15 600.00	214 158.72

Eligibility



The costs (in MSCA: the person-months) must fulfil several eligibility conditions, including:

- **to have been fully incurred for the benefit of the researcher**
- **to be incurred for a researcher who:**
 - is eligible (e.g. research experience, mobility)
 - has an employment contract/equivalent direct contract or, if national law prevents it, a fixed-amount fellowship
 - is employed full-time (part-time employment can be accepted)
- **the institutional costs must be used for the implementation of your project**



What do I do if I have unused funds?

Budget flexibility

Transfers between budget categories are formally not possible; however there is some flexibility for the institutional costs:

- **Research, training and networking costs** – unused amounts may be used for other project-related purposes (e.g. to increase the salary of the researcher, or to organize additional trainings)
- **Management and indirect costs** – unused amounts may be used for other project related purposes (e.g. to increase the salary of the researcher)

Please keep in mind that:

Unused budget can be used in support of your research

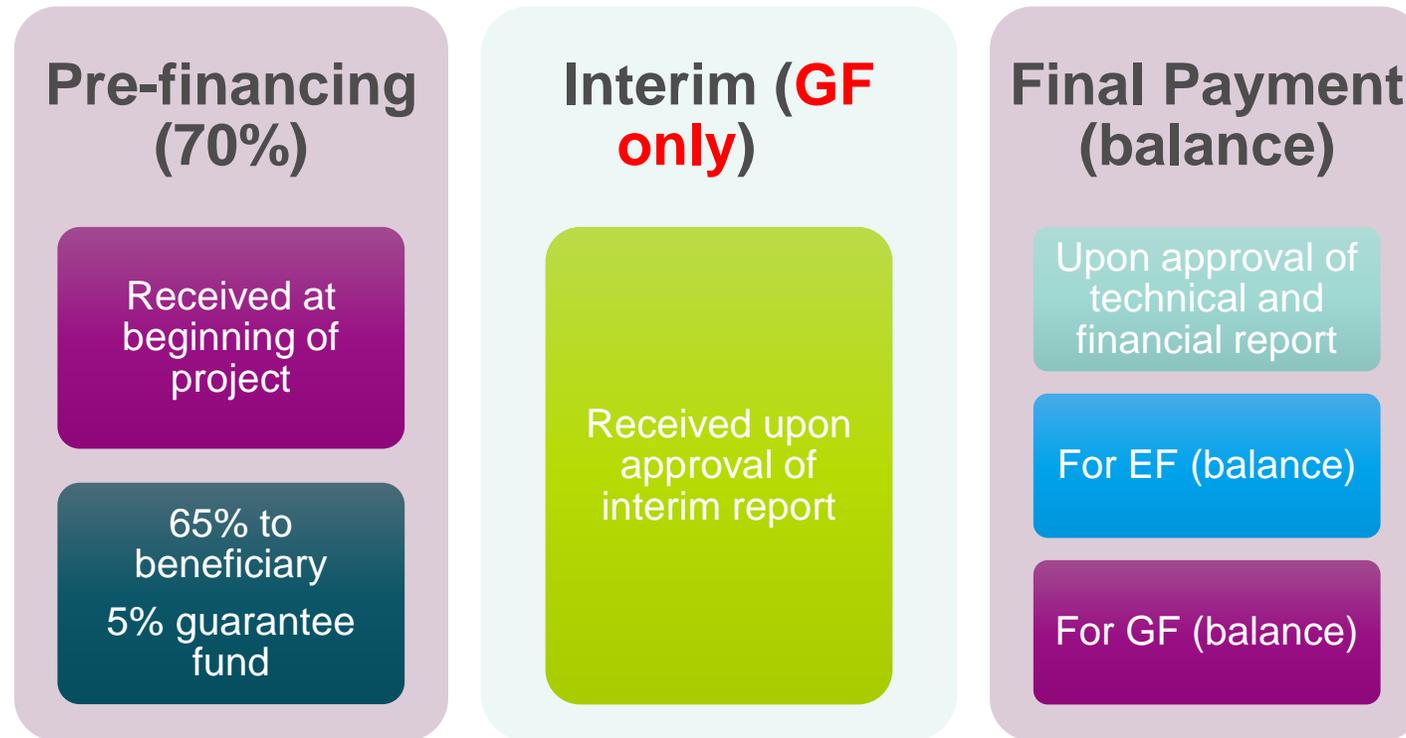
The duration (number of person/months) of the project can never be extended

There is no time limit on the use of institutional costs (must be related to the MSCA project)

Payments



All payments are paid to the host institution, as responsible for the implementation of the project.



Budget modifications



- **Part-time and project suspensions** do not modify the budget of the project. Grants get extended according to the time dedicated to the project.
- **Early terminations** do reduce the budget of the project. Depending on the final duration of the project, the final payment will be reduced, or a recovery process will be initiated.
- **Budget reductions** due to substantial errors, irregularities, fraud or serious breach of contractual obligations can be applied at the end of the project.
- **Special Needs Allowance:** cover the additional mobility costs faced by researchers with a disability.



Thank you!

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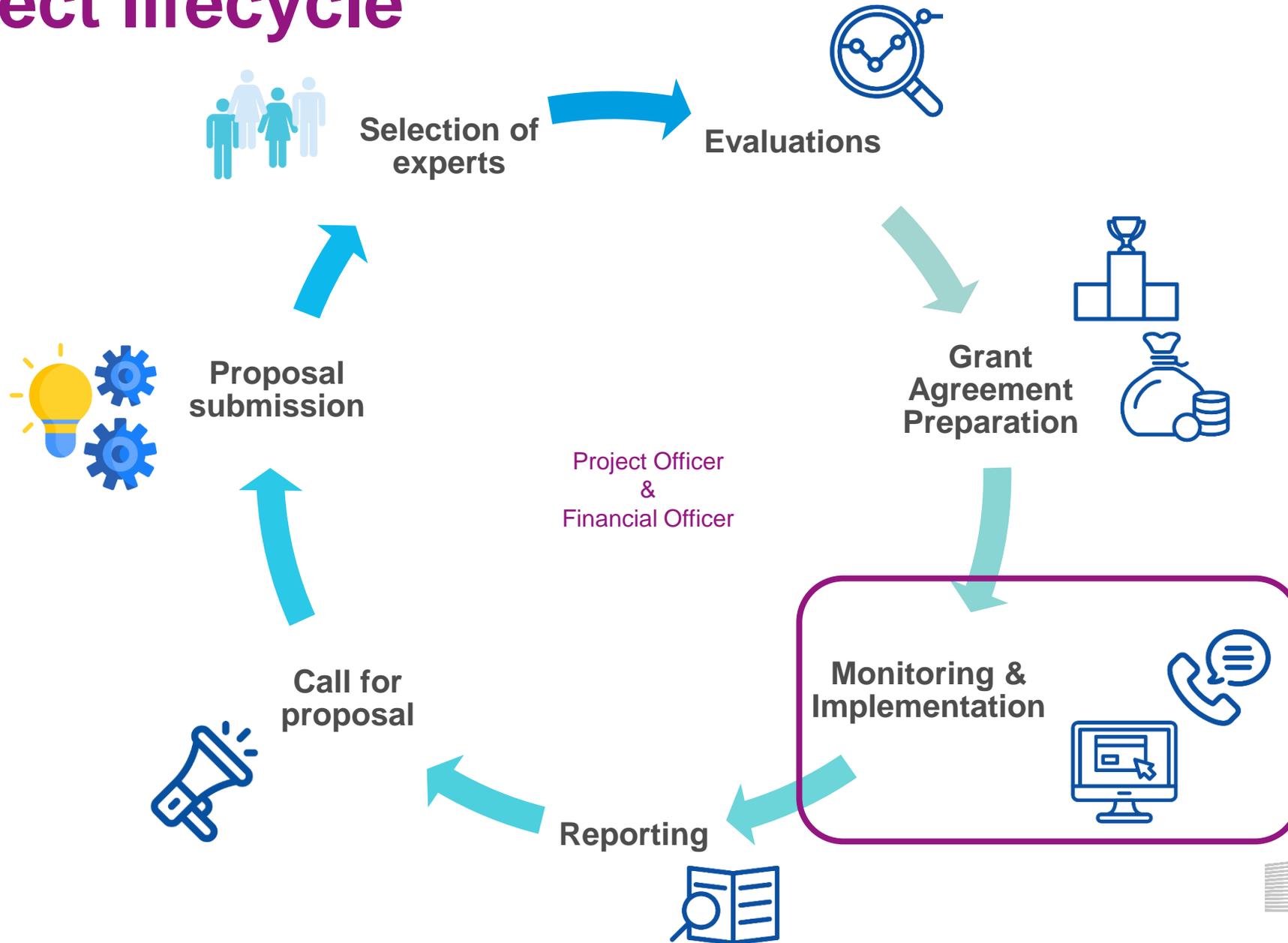
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DANIELA CECCARELLI

Implementation of your MSCA-IF Project



Project lifecycle



Interaction with your Project Officer



Notifications



Amendments



Deliverables

Launch interaction via Portal

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
Call: H2020-MSCA-IF-1
Type of Action: MSCA-IF-EF-ST
Acronyms:
Current Phase: Grant Management
Numbers:
Duration:
Start Dates:
Estimated Project Cost:
Requested EU Contribution:
Contact:

CANCELLED-Consortium Requested Amendment AMD

1 Launch new interaction with the EU

Launched Prepared Submitted Admissible Decision

Process specific documents
Process specific communications

Launch new interaction with the EU

Choose one of the options below

Consortium Requested Amendment
Several draft amendment requests can be launched in parallel (although it is strongly recommended to limit the number). Once an amendment is signed, these draft amendments will be updated or invalidated by the system in order to reflect the latest signed amendment.
Choose the data set based on which you would like launching a new amendment request:
 latest legal data
 AMD

Launch

Formal Notification
Attention! The use of the formal notification channel is reserved for specific purposes- i.e. for correspondence requiring acknowledgement of receipt (the content or nature necessitates) e.g. as a means to dispatch replies to formal notifications received from the EU Commission/Agency or for communications under the scope of Article 17 of the model grant agreement (MGA Art. 17.1 - obligation to provide information upon request and 17.2 - obligation to inform) and whenever it is clearly stipulated e.g. termination of the grant agreement (Article 50.1 of the MGA) or termination of participation of one or more beneficiaries (Article 50.2 of the MGA).
If you wish to interact with officers, please use the messaging facility (see below).

Launch

Communication to the Project Officer
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.

Launch

© European Communities - Version 1.9.5

Notifications

- **Start date** (in case of projects with open start date)
- Changes to the **secondment** duration, location, destination, add/remove
- Changes to the **scientific supervisor** (approval by PO required)
- **Grant Termination** (in case of personal or professional reasons - no liability for Fellow)

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020
Call: H2020-MSCA-IF-2014
Type of Action:
Current Phase: Grant Management
Number:
Duration: 24 months
Start Date:
Estimated Project Cost:

Launch new interaction with the EU +

Submitted Informed Invited Prepared Signed Paid

Notify the project start date

Process specific documents

Process specific communications

SyGMA
System for Grant Management

MSCA-IF-...
HORIZON 2020
Call: H2020-MSCA-IF-2017
Topic: MSCA-IF-2017
Unit: REA/A/02

Project Continuous Report

Summary for publication Deliverables, Ethics, DMP, Other Reports Critical Risks Publications Dissemination Patents (IPR) Gender Secondments ABS Regulation

Secondments

Researcher

First Name	Last Name	Gender	Birthdate	Nationality

Supervisors

Title	First Name	Family Name	Position at the host organization	Email	Real

Project Recruitment Periods

No	Phase	Hosting Organisation	Sector of Hosting Org.	Hosting Country	Start Date	End Date	Working Time Commitment	Working Time Perc.
1		Universiteit Van Amsterdam	Academic	NL - Netherlands	01-02-2019	31-01-2021	Full Time	100 %

Project Secondment Periods

No	Sending Organisation	Sector of Sending Org.	Sending Country	Secondment Organisation	Sector of Sec. Org.	Secondment Country	Start Date	End Date	Working Time Commitment	Working Time Perc.

Amendments



Any change to the **Grant Agreement** in its terms & conditions or its **annexes**

- **Change of start date** (for personal and professional reasons, within the latest possible start date of your call)
- **Part-time** for personal and family reasons (up to 50% part-time)
 - Possible for professional activity, assessed on a case by case
 - Organization of the part-time work to be agreed with Supervisor and approved by PO (to respect mobility rule, avoid double funding, etc...)
- **Suspensions for personal/professional reasons**
 - Suspensions must be requested if the researcher is absent for more than 30 consecutive days (for reasons other than normal annual leave)
 - Suspensions should not exceed 30% of the project duration
 - Parental, maternity, sick leave
 - Professional activity, assessed on a case by case
 - No costs eligible
- **Change of host: “transfer of the agreement”** to a new beneficiary (primarily due to transfer of Supervisor to another institution and Fellow wishes to follow)

Amendments

We understand science evolves but we need to know!

- Change of Annex 1 - change to the fundamental scientific direction of the project

Work packages 1 & 2

“Instead of making a model, I have built a data analysis pipeline using data from clinical collaborators.”

Objectives *“not applicable given that the project objectives have changed in the process”...*

Substantial deviations from original proposal – not previously communicated to the Project Officer

“At this stage (middle of WP1) I took the corrective action to switch focus from cytoskeletal sensing in mammalian cells”

Ethics implications: from fruit-fly to mouse model

Amendments



1. **Initiate** an amendment (AMD) process via the Portal (Coordinator only)
2. **Consult** the EU Officer (recommended)
 - Review of the amendment and/or to apply some modifications on the amendment data.
3. **Sign and Submit** (Project Legal Signatory – PLSIGN- only)
4. **Verification** by REA
 - AMD accepted and countersigned
 - AMD rejected and rejection letter created

Make sure that the amendment **request** is sent well **before the end of the reporting period** – no amendments will be accepted afterwards.

Deliverables



We are not talking here about the scientific deliverables set in your proposal

1. Data Management Plan (within the first 6 months, then updated if needed)

- To be assessed and approved by the Project Officer
- *how to properly draft a DMP will be addressed in an upcoming presentation*

2. Ethics requirements

- No specific template nor guidelines (if you are not sure, check with the Project Officer how to address the deliverables)
- To be assessed and approved by the Project Officer

Ethics requirements = official GA deliverables

Ethics requirements

RESEARCH & INNOVATION
Grant Management Services

European Commission

Help

Daniela CECCARELLI

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-IF-2018
Type of Action: MSCA-IF-EF-ST
Acronym: [REDACTED]
Current Phase: Grant Management
Number: [REDACTED]
Duration: 24 months
GA based on the: H2020 MGA MSCA-IF — Mono - 5.null
Start Date: 01 Jan 2020
Estimated Project Cost: €172,932.48
Requested EU Contribution: €172,932.48
Contact: Daniela CECCARELLI

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

H2020 ONLINE MANUAL

HOW TO

Order by: Process | Date

Select: All | Essentials | Notifications | Search...

Show draft | Show obsolete | Expand All | Collapse All

Date Documents

September 2018
▶ Proposal (1)

January 2019
▶ Evaluation Summary (1)

February 2019
▶ Evaluation Result Letter (1)
▶ Grant Agreement (1)
▶ Grant Declaration (1)

April 2019
▼ Ethics Appraisal Report (2)
[REDACTED]_EthSR
[REDACTED]_EthSR

May 2019
▶ GrantData (1)

December 2019
▶ Prefinancing (1)

January 2020
▶ Deliverables (1)

October 2020
▶ Deliverable Assessment (1)
▶ Deliverables (5)

December 2020
▶ Deliverables (1)

Ethics Evaluation

Ethics Summary Report

Call Reference	H2020-MSCA-IF-2018
Proposal Number	[REDACTED]
Acronym	[REDACTED]

Ethics Issues

Human embryos/foetus	
Does this research involve Human Embryonic Stem Cells (hESCs)?	Yes
Are they previously established cells lines?	Yes
Comments The applicant added hESC after the screening was performed. Scientific re-evaluation confirmed that the use of hESC lines is properly justified. hESCs are of standard use (H1, H9, HUES8). No new hESC lines will be generated through the project	

Deliverables in Continuous Reporting

SyGMa System for Grant Management Project Continuous Report

MSCA-IF-... Summary for publication

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION **HORIZON 2020** Deliverables Ethics, DMP, Other Reports

Call: H2020-MSCA-IF-2018 Critical Risks

Topic: MSCA-IF-2018 Publications

Unit: REA/A/02 Disseminat...

Patents (IPR)

Open Data

Gender

Secondmen...

ABS Regulation

Deliverables, Ethics, DMP, Other Reports

[Link to anti plagiarism tool](#)

Show Filters Clear Filters

WP No	Del Rel. Nr	Del No	Title	Description	Lead Bc	Nature	Disseminat	Est. Del. Date	Rev. Due Date	Receipt Date	Approval Date	Status	
WP1	D1.1	D1	HCT - Requirement No. 2	- Copies of relevant documents for using, produ...	CRG	Ethics	Confident	30 Jun 2020		08 Oct 2020	08 Oct 2020	Approved	
WP1	D1.2	D2	A - Requirement No. 3	- The beneficiary must confirm that relevant au...	CRG	Ethics	Confident	30 Jun 2020		09 Oct 2020	09 Oct 2020	Approved	
WP1	D1.3	D3	NEC - Requirement No. 4	- If applicable, details on new cells and the p...	CRG	Ethics	Confident	31 Dec 2020				Pending	
WP1	D1.4	D4	EPQ - Requirement No. 5	- The beneficiary must confirm that authorisati...	CRG	Ethics	Confident	30 Jun 2020		09 Oct 2020	09 Oct 2020	Approved	
WP1	D1.5	D5	HCT - Requirement No. 6	- In case of use of human cells/tissues availab...	CRG	Ethics	Confident	30 Jun 2020		09 Oct 2020	09 Oct 2020	Approved	
WP1	D1.6	D7	HEF - Requirement No. 1	- Copies of the necessary ethics and legal auth...	CRG	Ethics	Confident	31 Jan 2020		22 Jan 2020	30 Jan 2020	Approved	
WP2	D2.1	D6	Data Management Plan	The Data Management Plan describes the data man...	CRG	ORDP: Op	Confident	30 Jun 2020		04 Dec 2020	08 Jan 2021	Approved	



Carefully read the description and submit deliverables by the expected **deadline**

How to address ethics deliverables

1. Confirmation – no extra documents required

View Description



- The beneficiary must confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and are kept on file.

2. Documents submission

View Description



- Further information about the possible harm to the environment caused by the research and the measures that will be taken to mitigate the risks must be provided.
- Authorisations for relevant facilities (e.g. safety classification of laboratory, GMO authorisation) must be submitted.
- Appropriate health and safety procedures conforming to relevant local/national guidelines/legislation followed for staff involved in this project must be submitted.



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“



Break

”



ELISAVET GAGATSI

Project Reporting



Project lifecycle

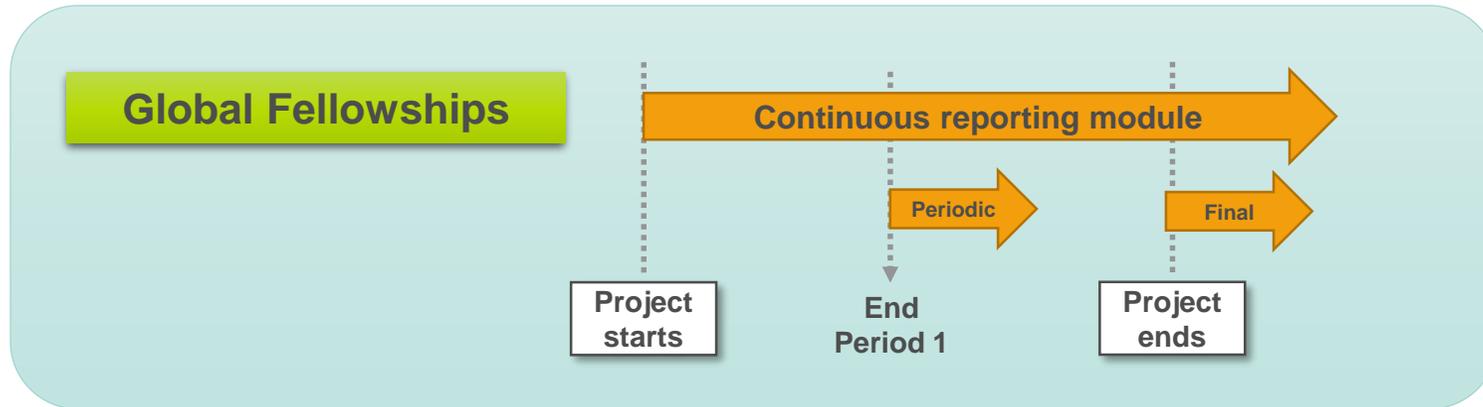


Reporting



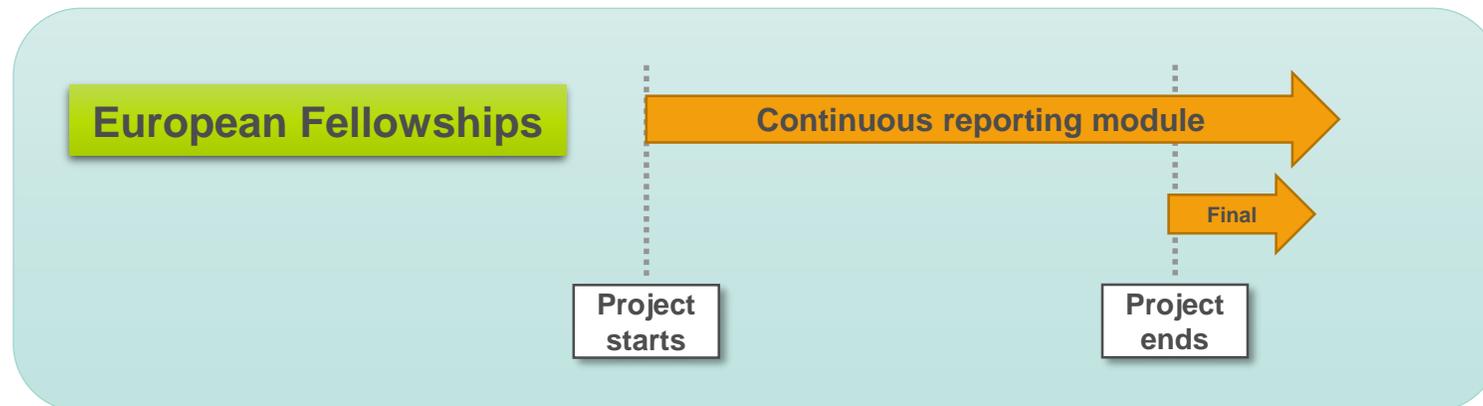
- Reporting obligations (**when**)
- The Final (Periodic) Report (**what, where, how**)
- What is next after you submit the report?
- Frequent Mistakes (**to avoid!!**)

When?



60 days after the end of:

- period 1 (GF)
- the project (GF & EF)



any **amendment request** shall be sent **well before the end of the reporting period** – no amendments will be accepted afterwards

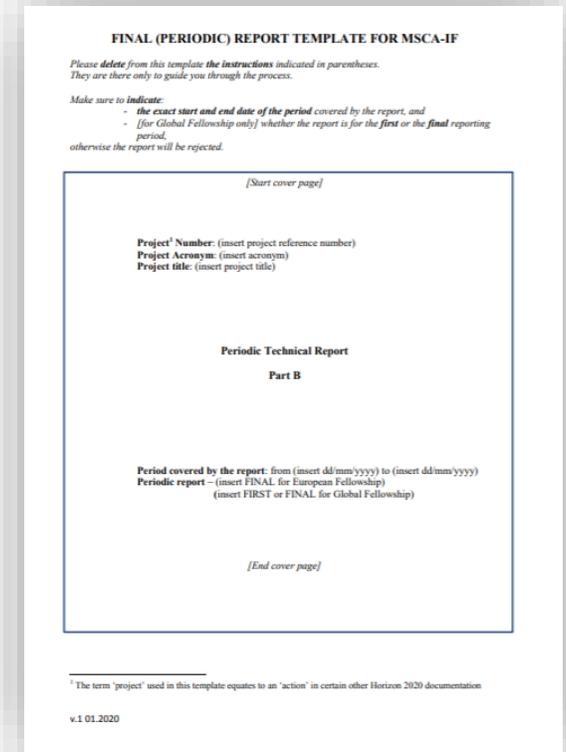
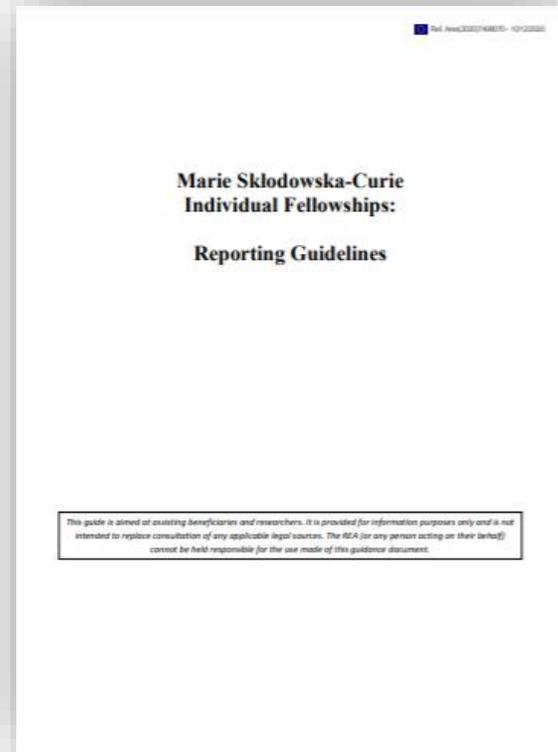
How?

Follow the **instructions** that will be sent to you at the end of the reporting period/ project



Key documents:

1. **MSCA- IF: Reporting Guidelines**
2. **Final (Periodic) Reporting Template for MSCA-IF**



Make sure you use **MSCA –IF** reporting templates

How?

Through Funding & Tenders Portal

RESEARCH & INNOVATION
Grant Management Services

MY PROJECT
HORIZON 2020

Call: H2020-MSCA-IF-2018
Type of Action: MSCA-IF-EF-ST
Acronym: [redacted]
Current Phase: Grant Management
Number: [redacted]
Duration: 24 months
GA based on the: H2020 MGA MSCA-IF - Mono - 5.null
Start Date: 01 Apr 2019
Estimated Project Cost: [redacted]
Requested EU Contribution: [redacted]
Contact: [redacted]

Periodic Reporting
01 Apr 2021
Draft Submitted Observations Paid

Continuous Reporting
03 Apr 2019
Started Completed

HOW TO

Welcome Elisavet GAGATSI (gagatel)

EXPERT SUPPORT

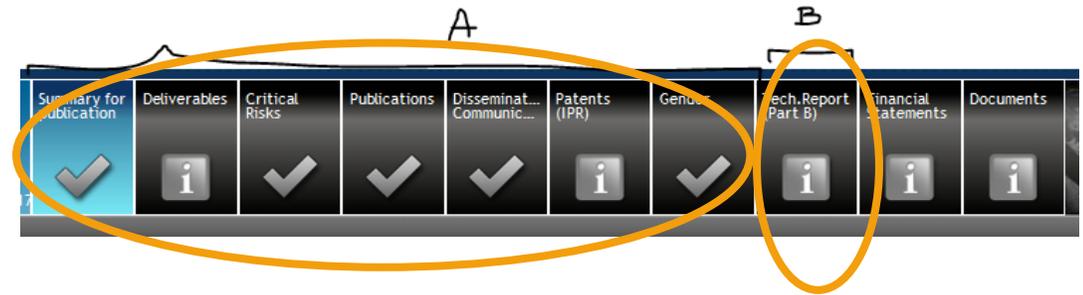
Online manual "Grant management" IT HOW TO "Grant management"

Search..

PROGRAM	PROJECT	PHASE	ACTIONS
H2020		Active	Manage Consortium Manage Project View Proposal

Update e-mail addresses
Add contact persons

Where? Periodic Report module



Technical Report for the project period

Part A - Info from **continuous reporting**

Part B – Narrative

- cover page (number, acronym, title and the actual start/end dates)
- overview of the work progress towards the objectives of the project.

- Publishable Summary
- Deliverables
- Secondments
- Publications
- Dissemination and communications activities
- Horizontal aspects (gender, patents)



Financial statement automatically filled – not editable, but check accuracy!



all **deliverables** must be submitted well before the end of the reporting period.

What (to report)?



What was planned (GA)

Objectives

Activities (scientific WPs, training, knowledge transfer, non scientific activities, exploitation, dissemination, etc)

Impact

What was done

Everything that was done

Deviations from the original proposal (missed objectives, trainings, activities, etc)

Progress assessment

Deviations from the grant agreement (Reasons for deviation, Consequences on original plan, Proposed corrective actions)

You have submitted your report ...Now What?

Your **Project Officer** and **Financial Officer** will assess the report and:

- Proceed with the payment or
- Ask for additional information/ clarifications or
- Ask for a revision of the report



- Check **suspension letter**
- **15 days** to provide information or re-submit the report
- **Resubmission via the portal**

MY PROJECT

HORIZON 2020

Call: H2020-SCC-2014
Type of Action: CSA
Acronym: 114819 teaTEST
[ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 114819
Duration: 36 months
Start Date: 22 May 2015
Estimated Project Cost: €819.00
Requested EU Contribution: €20.00
Contact: [Mario DIONISIO](#)

[Latest Legal Data](#)
[Process List](#)
[Document Library](#)
[Communication Center](#)

H2020 ONLINE MANUAL

 **HOW TO**

Launch new interaction with the EU 

Periodic Reporting

REP-114819-1 - period
22/05/2015 > 21/11/2016

23 Nov 2016 21 Feb 2017 (1/90 days)

Draft Submitted Paid

 Suspension Payment Deadline - REP-114819-1 - 1 to read and upload additional supporting documents **Upload** 

Process specific documents

Process specific communications

Write a message...

 EU requested additional supporting documents on 24 Nov 2016 12:03

 AST (POPESCU, Tiberiu) submitted the report on 23 Nov 2016 15:20

 EU made the periodic report available to the Coordinator on 23 Nov 2016 15:06

 EU launched the periodic reporting on 23 Nov 2016 15:05

Continuous Reporting

114819 - 114819 teaTEST
[ABAC: ABACBUDL]

22 Nov 2016

Started Completed

 Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation

114819 - 114819 teaTEST
[ABAC: ABACBUDL]

01 Nov 2016 22 Dec 2016 (2/30 days)

Submitted Informed Invited Prepared Signed Paid

Process specific documents

Process specific communications

Frequent mistakes (to avoid)

- ✗ Wrong **dates** encoded in technical report
- ✗ Non respect of the **report structure**
- ✗ Non reporting on the **original proposal** (description of the action)
- ✗ **Insufficient** information, **poor** content
- ✗ **Missing information** on:
 - non scientific activities (management, training, communication etc)
 - secondments
 - deviations
 -
- ✗ Incorrect/ missing information on **project publications** (i.e. repository link, open access)



Thank you!

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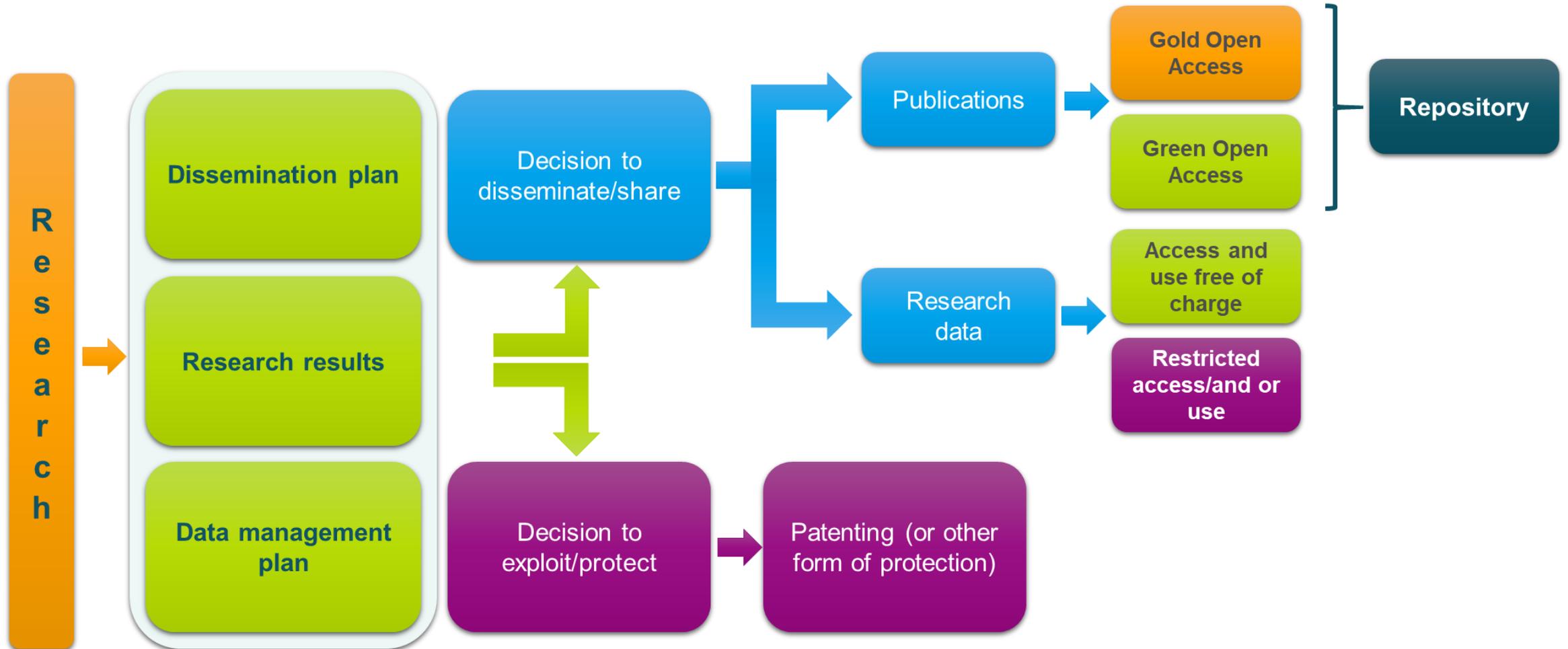
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MARIANNE DA SILVA

Open Access Requirements



Open Access- What are we talking about?



Open Research Data Pilot (ORDP)

Open access research data

What are we talking about?

A repository document for data (meta data, data of scientific publications, all other data..) collected during the project, presenting the measures taken to make it possible for third parties to access, mine, exploit, reproduce and disseminate free of charge

What are the rules for a good Data Management Plan (DMP):

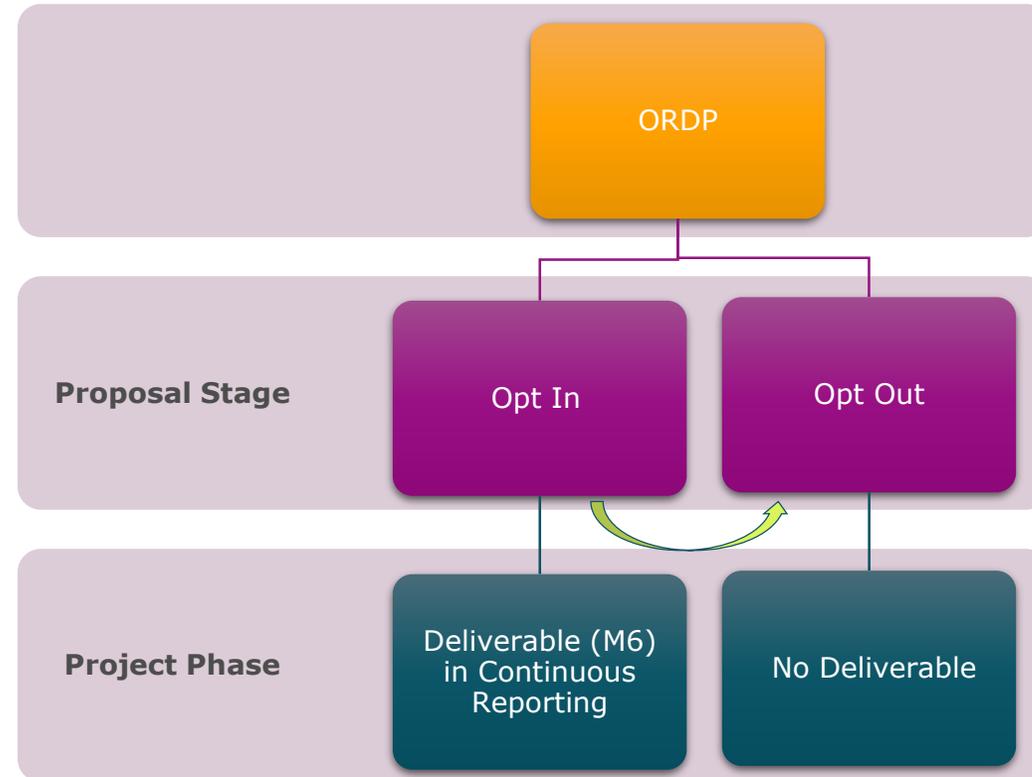
The document assessed by Project Officer should clearly describe how the fellow is set on:

- Making data **F**indable
- Making data openly **A**ccessible
- Making data **I**nteroperable
- Increase data **R**e-use
- Allocation of resources and data security

Open Research Data Pilot (ORDP)

So Practically?

1. Proposal stage: you can opt out from ORDP (**OPTIONAL**)
2. During project implementation: you can choose to opt out BUT justification must be given
3. At **M6** of project implementation, deliverable to submit through continuous reporting on FTOP



Open Research Data Pilot (ORDP)

What template?

1. [Template available](#)
2. Google Open Access data H2020
3. Make sure you do not use templates that are specific to other Agencies (not ERC)
4. Follow the guidelines, answer all questions and submit

TEMPLATE HORIZON 2020 DATA MANAGEMENT PLAN (DMP)

- Instructions and footnotes in blue must not appear in the text.
- For options [in square brackets]: the option that applies must be chosen.
- For fields in [grey in square brackets] (even if they are part of an option as specified in the previous item): enter the appropriate data.

Introduction

This Horizon 2020 DMP template has been designed to be applicable to any Horizon 2020 project that produces, collects or processes research data. You should develop a single DMP for your project to cover its overall approach. However, where there are specific issues for individual datasets (e.g. regarding openness), you should clearly spell this out.

[Guidelines on FAIR Data Management in Horizon 2020](#) are available in the Online Manual.

FAIR data management

In general terms, your research data should be 'FAIR', that is findable, accessible, interoperable and re-usable. These principles precede implementation choices and do not necessarily suggest any specific technology, standard, or implementation-solution.

This template is not intended as a strict technical implementation of the FAIR principles, it is rather inspired by FAIR as a general concept.

More information about FAIR:

[FAIR data principles \(FORCE11 discussion forum\)](#)

[FAIR principles \(article in Nature\)](#)

Structure of the template

The template is a set of questions that you should answer with a level of detail appropriate to the project.

It is not required to provide detailed answers to all the questions in the first version of the DMP that needs to be submitted by month 6 of the project. Rather, the DMP is intended to be a living document in which information can be made available on a finer level of granularity through updates as the implementation of the project progresses and when significant changes occur. Therefore, DMPs should have a clear version number and include a timetable for updates. As a minimum, the DMP should be updated in the context of the periodic evaluation/assessment of the project. If there are no other periodic reviews envisaged within the grant agreement, an update needs to be made in time for the final review at the latest.

In the following the main sections to be covered by the DMP are outlined. At the end of the document, Table 1 contains a summary of these elements in bullet form.

This template itself may be updated as the policy evolves.

Open Access - Publications



2 steps for open access to publications:

1. Selecting open access route (**green or gold open access**)
2. Depositing publications in open access **independent repositories**



Irrespectively of route chosen, the **publication must be deposited in an open access repository!**

Important!

1. Rules concern all **peer-reviewed publications** (not conference proceedings, book chapters...) only stemming from **your MSCA project**
2. Accepted **embargo period** is **6 months**, with an **exception of 12 months for Social Sciences and Humanities**
3. EU funding must be correctly acknowledged in all publications

But Wait.....



How can I know if a journal respects the EU's OA requirements?

1. Check the Publications rules on [SHERPA/ROMEO](#)
2. Aim to target Journals which respect the EU's OA rules

My publication is not from SSH and I have a 12 months embargo period- What do I do?

1. Check the rules for Green Access and Accepted Version
2. Go for Gold Access
3. Contact your Project Officer

Journal of the American Chemical Society

Publication Information

Title	Journal of the American Chemical Society (JACS) [English]
ISSNs	Print: 0002-7863 Electronic: 1520-5126
URL	http://pubs.acs.org/journal/jacsat/about.html
Publishers	American Chemical Society [Society Publisher]

Publisher Policy

Open Access pathways permitted by this journal's policy are listed below by article version. Click on a pathway for a more detailed view.

Published Version [pathway a]	£ None PMC, Funder Designated Location, Journal Website	+
Published Version [pathway b]	£ 12m Institutional Repository, PMC, Author's Homepage, +1	+
Accepted Version	12m Non-Commercial Institutional Repository, Non-Commercial Subject Repository, +3	+
Submitted Version	None Subject Repository, ChemRxiv, bioRxiv, arXiv	+

Repositories



What is an online repository?

Site independent of the journal website, with free access (sometimes with a restricted – embargo - access period) where publications may be deposited.

Why?

Ensure free access to the publications to all.

When?

The article should be deposited “**as soon as possible and at the latest on publication**” (access to it might be delayed in case of embargo).

Repositories



What does the EU accept as Repositories?

Many repositories out there BUT they need to be fully Open access (no email registration required)

Suggested repositories:

- Independent Repositories
- Institutional repositories
- Subject Based or Generalist: e.g: arXiv, BiorXiv, Zenodo, PubMedCentral, AND MANY OTHERs
- Not social media type repositories:
 - ResearchGate is not a repository!



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DIMITRIS KÁGANIS



Communication, Exploitation and Dissemination



What is the difference?



Communication

- Promote your project and results
- Mainstream newspapers and magazines, TV and radio channels



Dissemination

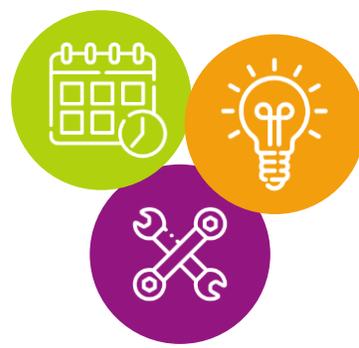
- Make your results public
- Open Science
- Horizon results platform



Exploitation

- Make good use of your results
- Commercial, societal political purpose

Communication



HOW

Having a well-designed strategy

Conveying clear messages

Using the right media channels

WHEN

From the start of the project until the end (and beyond)

WHY

Engage with stakeholders

Attract the best experts to your team

Generate market demand

Raise awareness of how public money is spent

Show the success of European collaboration

Build your own communication strategy



- **Be strategic:** allocate resources, involve professional communicators and ensure continuity
- **Set your goals and objectives:** make clear what you want to achieve with your communication strategy, and how
- **Define your audience:** include all relevant target groups and tailor your content to each audience.
- **Choose your message:** is it news? Share it with your audience. Keep it simple and remember to tell a story; do not just list the facts
- **Use the right medium:** Use a channel that will reach your target audience. Do you have a media list relevant to your area?
- **Evaluate your efforts:** set simple indicators to measure your success
- **Read the full guide on Horizon 2020 project communication:** <https://europa.eu/!Qf94Pu>

Remember to let your Project Officer and National Contact Point know about your achievements

Communication examples

Common activities

- Project website
- Social media
- Events
- Publications (non scientific)
- MSCA Ambassadors
- MSCA Open Doors events
- Public talks (multimedia releases)

EC activities

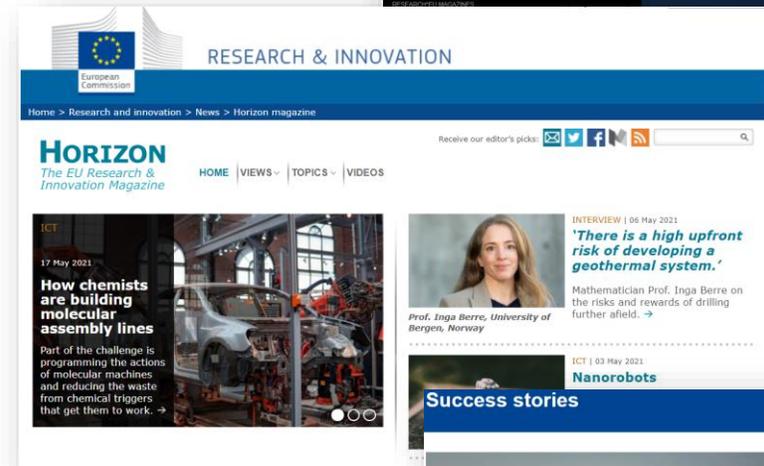
- European Researchers' Night (NIGHT)
- EC events, conferences
- [Marie Curie Alumni Association](#) (MCAA)
- MSCA “Fellow of the Week” on Facebook
- EC Campaigns



A GLOBAL NETWORK OF RESEARCHERS

EU communication channels

- [CORDIS](#)
- [Research & innovation success stories](#)
- [Horizon Magazine](#)
- [Research & Innovation Days](#)
- [Horizon Results Platform TV](#)



Publicly acknowledge EU Funding



In any communication activity related to the project and any infrastructure, equipment and major results funded by the grant, **the beneficiary must acknowledge receiving H2020 Funding** (MSC Grant) by:

displaying the EU emblem

EU emblem high-resolution emblems can be found here

https://europa.eu/european-union/about-eu/symbols/flag_en



including a standard sentence

For communication activities: “*This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number].*”

For infrastructure, equipment and major results: “*This [infrastructure][equipment][insert type of result] is part of a project that has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No [number].*”

Legal obligation: article 29.4 and 38.1.2 of the Grant Agreement



Twitter and REA

#H2020

#MSCA

#MarieCurious

#MSCAjobalert

#MSCA20

#EUbudget4results

#Bioeconomy

#Openaccess



#MSCA-IF





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CÉCILE MENÉTREY-MONCHAU

Your MSCA-IF Project and the Covid-19 Pandemic



What help is available to you?



EUROPEAN COMMISSION FAQ

[Funding and Tenders Portal](#)

[Research Enquiry services](#)



HOST ORGANISATION

- Remote work/Telework
- Suspension request
- Furlough
- Practicalities...



NATIONAL CONTACT POINTS (NCP)

- [NCP website](#)



Our General Approach

Flexibility

- As much flexibility as possible within the limits of MSCA-IF rules as they appear in the Grant Agreement
- Postponing reporting deadlines, part-time, telework, etc., all on a case-by-case basis
- Postponing start date of the project
- Suspension (requires fellow's agreement, beneficiary encouraged to use the institutional costs during the suspension period)
- Flexibility on project implementation (fieldwork, change of secondment, scientific deliverables, etc.)

Communication

- Changes must be agreed with REA prior to their implementation

Inform your Project Officer of your specific situation to discuss and agree on solutions



Most Common Issues

No extension: neither the number of person/months nor the maximum grant amount can be increased.

2 possibilities:

- Part-time (50% minimum)
- Suspension for personal or professional reasons of the researcher of up to 30% of the project duration possible, and beyond this period on case-by-case basis

In all cases, the project duration remains the same but the end date of the project is postponed.

Requires amendment to Grant Agreement



Most Common Issues

Mobility Rule

Can the researcher work on the project “remotely” from his/her current place of residence?

If possible, delay the project starting date.

Other situations examined on a case-by-case basis, but must:

- be duly justified
- be only for a limited period of time
- if the nature of the project allows
- fellow must relocate to the country of the beneficiary as soon as conditions allow.

REA will consider adopting a flexible approach whenever possible.



Most Common Issues

Secondments (EF and GF)

Secondments are an important part of your project (training, networking etc.)

- Postpone secondment until later in the project
- Change the secondment host?
- Is a “remote” secondment possible?

No secondments can take place during periods of suspension



Most Common Issues

Outgoing Phase (GF)

Due to the exceptional COVID-19 circumstances, **if duly justified and upon approval of the Project Officer:**

- the funded researchers can pursue their research work notably through telework (if allowed by their employer) **from a third country or from Europe**, according to their personal choice;
- work for the project can be performed with the beneficiary not only **before** the outgoing phase but also **throughout** it.

The Project Officer will monitor the situation closely and the researcher must be seconded to the partner organisation of the outgoing phase specified in the grant agreement as soon as the conditions allow it.



And much more....

Sources of Information

- Contact your PO for clarification or to request changes!
- Please remember to visit the [FAQs](#)

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN Register Login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Horizon 2020 Framework Programme (H2020) clear filter

Friday 14th May 2021 between 7 p.m. and 11 p.m. (UTC+2), there might be availability issues with the management of documents on the Funding and Tenders Portal. We apologize for any inconvenience this may cause.

COVID-19 outbreak

GRANTS TENDERS

Filter by CATEGORY

- Roles and access rights
- Participant registration and validation...
- Funding opportunities, calls
- Proposals submission and evaluation

Frequently Asked Questions (FAQ)

These pages are updated with the answers to the most frequent questions that have been submitted to the Research Enquiry Service, IT Helpdesk, eProcurement Helpdesk, Call Coordinators and H2020 NCP correspondents.

In case of questions related to a call for tenders, there is always a specific timeslot to ask questions and requesting information, clarification must be done exclusively within the call for tenders on [eTendering](#).

Read about calls for tenders

Active(10) Archived(0)

European Commission



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CHRISTOPHER REYNOLDS

Concluding Remarks



<https://ec.europa.eu/research/mariecurieactions/>



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Marie Curie Alumni Association

Work as an Expert