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)
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.

Supervisor and Researcher MUST BE TWO DIFFERENT PEOPLE.
- 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.
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.

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

- **Outgoing Phase (TC) – ONLY FOR GF**
- **Non-Academic Placement (MS/HE AC) – IF APPLICABLE**
Maximum Nb of Participants for GF: 3
Maximum Nb of Participants for EF: 2

Host Applicant (MS/HE AC)

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

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**

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
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
Secondment in the proposal (part B2):

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

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.

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

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Correct all Errors and verify all Warnings
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.

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.
### 3 - Budget

**Application forms**

**Title**

**Correct number of months**

**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**

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#### Table of Contributions

<table>
<thead>
<tr>
<th>Country Coefficient</th>
<th>Number of Months</th>
<th>Contributions for Recruited Researchers</th>
<th>Institutional Contributions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Living Allowance</td>
<td>Mobility Allowance</td>
<td>Family Allowance</td>
</tr>
<tr>
<td>Outgoing phase</td>
<td>1.023</td>
<td>24</td>
<td>124724.15</td>
<td>14400.00</td>
</tr>
<tr>
<td>Return phase</td>
<td>1</td>
<td>12</td>
<td>60960.00</td>
<td>7200.00</td>
</tr>
<tr>
<td>Placement in non-academic sector</td>
<td>1</td>
<td>4</td>
<td>20320.00</td>
<td>2400.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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.