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 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.

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
  ➢ More than 35% of the encoded NAPs in PF-2022 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

- **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**
#### Applicant (Future Beneficiary)

- **Test Camelia Valena**
- **Brussels, BE**
- **PNr: 913842918**

**Contacts:**
- Jane Doe - Supervisor
- Mario Rossi - Researcher
- Jean Dupont - Contact person

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#### Host Applicant (MS/HE AC)

**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)

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

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**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)

Describe it in the narrative part B1 and in the dedicated tables in part B2
Secondment in the proposal (part B2):

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

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**5.1 Template table: Overview of Participating Organisations**

<table>
<thead>
<tr>
<th>Organization role</th>
<th>PIC</th>
<th>Legal Entity Short Name</th>
<th>Academic organisation (Y/N)</th>
<th>Country</th>
<th>Name of Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated partner linked to a beneficiary (if applicable)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated partner for outgoing phase (mandatory for GF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated partner for secondment (optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associated partner for non-academic placement (optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**5.2 Template table: Capacity of the Participating Organisations**

Choose one of:
- Beneficiary (compulsory)
- Associated partner linked to a beneficiary (if applicable)
- Associated partner for outgoing phase (compulsory for GF only)
- Associated partner for secondment (optional)
- Associated partner for non-academic placement (optional)

- [Full name + Legal Entity Short Name + Country]

<table>
<thead>
<tr>
<th>General description</th>
<th>Role and profile of supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Key research facilities, Infrastructure and Equipment
  - 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.
  - 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-funded research and training programmes/actions/projects
  - 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.

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

**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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**Validation result**

**Section** | **Description**
---|---
Declaration 1 | Mandatory
Test | This section has not been validated yet
Office for Sponsored Programs | This section has not been validated yet
Microsoft Research & Development Finance | This section has not been validated yet
Budget | This section has not been validated yet
Ethics | This section has not been validated yet
Other questions | This section has not been validated yet
General Information | Similar proposal submitted - missing entry
Declaration 2 | This section has not been validated yet
Declaration 3 | This section has not been validated yet
Declaration 4 | This section has not been validated yet
Declaration 5 | This section has not been validated yet

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**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.

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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

**Is the Researcher eligible for family allowance?**

<table>
<thead>
<tr>
<th>Duration of outgoing phase</th>
<th>Country in which outgoing phase will take place</th>
<th>Associated Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>United States</td>
<td>OFFICE FOR SPONSORED PROGRAMS</td>
</tr>
</tbody>
</table>

**Country in which return phase will take place**

| Belgium | |

**Placement duration (1 to 6 months)**

<table>
<thead>
<tr>
<th>Country in which placement will take place</th>
<th>Associated Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>Microsoft Research &amp; Development France</td>
</tr>
</tbody>
</table>

**Contribution for recruited researchers**

<table>
<thead>
<tr>
<th>Country Coefficient</th>
<th>Number of Months</th>
<th>Contributions for recruited researchers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Living Allowance</td>
<td>Mobility Allowance</td>
</tr>
<tr>
<td>Outgoing phase</td>
<td>1.023</td>
<td>24</td>
<td>124724.15</td>
</tr>
<tr>
<td>Return phase</td>
<td>1</td>
<td>12</td>
<td>60960.00</td>
</tr>
<tr>
<td>Placement in non-academic sector</td>
<td>1</td>
<td>4</td>
<td>20320.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>206904.15</td>
</tr>
</tbody>
</table>

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.

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