

Information regarding the KU Leuven for completing part A (version 2016)

Part A of your application needs to be completed online. Select the type of fellowship that you apply for (ST-RI-CAR-SE-GF) to start the application process:

<https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2226-msca-if-2016.html>

You will need the following information about the KU Leuven to complete part A:

- ☐ In step 3 of the registration process, you are asked for the PIC of the KU Leuven.
The KU Leuven PIC is 999991334. Please do not use any other PIC as they are not validated nor linked to our institution. The legal name of the KU Leuven is **Katholieke Universiteit Leuven**. The short name is **KU Leuven**. All information about the KU Leuven will be automatically entered in the A forms if you use the correct PIC.

- ☐ In step 4 of the registration process, you should enter your name ('researcher'), your supervisor's name ('supervisor') and the KU Leuven EU team as the administrative contact for your proposal ('contact person'). For the EU-team, please use the following information:

First name: An - Last name: Jansen

E-Mail : **eu-info@kuleuven.be**

Phone: +32-16-320-946

You will not be able to change your name, your supervisor's name and the contact person's name in the A form. If you need to make changes, you have to return to step 4 of the registration process.

- ☐ In the A form, under the heading 'declarations' you have to select the third option to answer question 4: "as sole participant in the proposal is exempt from the financial capacity check".
- ☐ In the A form, under the heading 'future host institution' will all the information be there if you use the correct PIC. You still need to answer YES to "Does this participant deliver doctoral degrees that are recognised as such by the relevant national authorities?"
- ☐ In the A form, under the heading 'budget' you may answer YES to 'Is the researcher eligible for family allowance?' if at the time of the deadline you are married, legally living together and/or if you have children.

Some guidance on the **title, abstract and keywords**. Evaluators select the proposals that they want to evaluate based on the title, abstract and keywords.

- Choose good keywords so that your best expert will find your proposal
- Provide an informative title
- Provide a concise to the point abstract