MSCA PF Masterclass 2022 Submission of the MSCA PF proposal and further activities

Rebeka Lesjak University Office for Research

May 2022

Proposal submission

- Proposals must be submitted electronically via the Funding&Tenders portal (use template Part B – available in word version).
- Proposal should be prepared by the researcher in liaison with the supervisor.
- Proposals can be submitted by the researcher.
- Submit your proposal as soon as possible (you can edit and resubmit your proposal) – last submitted version will be evaluated.
- Only one proposal per researcher.
- Supervisor can be involved in more than one proposal.

MSCA PF Project proposal

- Part A: administrative form (structured information of the basic administrative data, eligibility conditions,partner organisations and contact persons, etc.) – online (Funding &Tenders portal).
- Part B: document 1 & document 2 (detailed description of the planned research and innovation project outlining objectives, work packages, etc. & CV of the researcher, capacities of the participating institutions, ethical aspects) download, fill and upload in pdf. (Funding &Tenders portal) page limit!

Proposal submission_admissibility

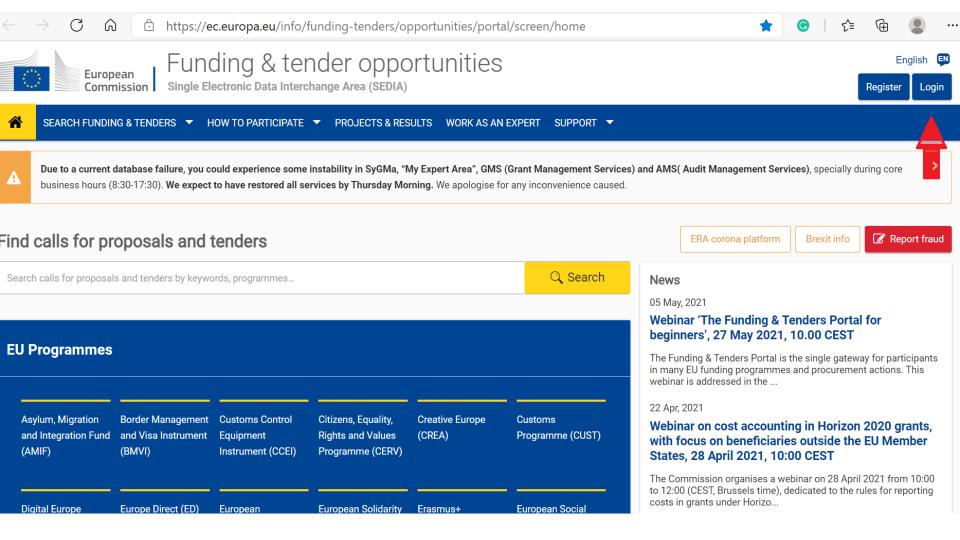
- Proposals must be
 - readable, accessible and printable,
 - complete with administrative data, proposal description and any obligatory supporting documents specified in the call,
 - respect the 10-page limit,
 - include header on each page

Beneficiary / Host institution

- UNIVERZA V LJUBLJANI (University of Ljubljana)
- Short name: UL
- Address: KONGRESNI TRG 12, 1000
 LJUBLJANA, SI
- PIC CODE: 999923240

Quick steps to the Online Submission Process

- Register/Login to the Funding&Tenders Portal (EULogin account)
- Select the correct MSCA PF Call
- Create Draft of your proposal
- Manage Your Related Parties
- Edit Proposal draft form, download templates, complete all required information, upload files
- Submit your proposal
- More detailed information about the online submission process is available on F&T Portal in the document Proposal Submission Service User Manual: http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf





One account, many EU services





English (en)

Create an account





v Ljubljani

Login

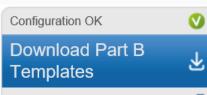
Create an account

Help for external users		
First name		
Last name		
E-mail		
Confirm e-mail		
E-mail language		
English (en)	~	
Enter the code		
d		

Step 3

Create a Draft Proposal





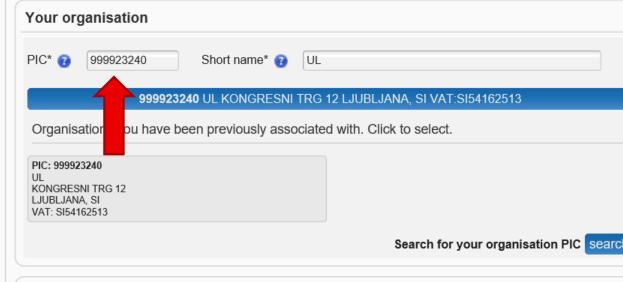
27 120 11

Visit our 'H2020 Online Manual'

Visit our 'How to' user guide



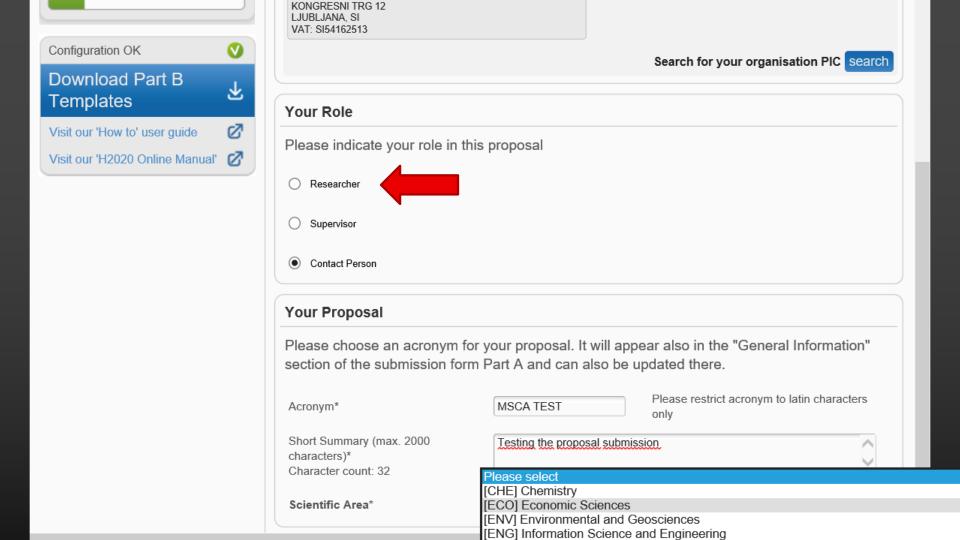
Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

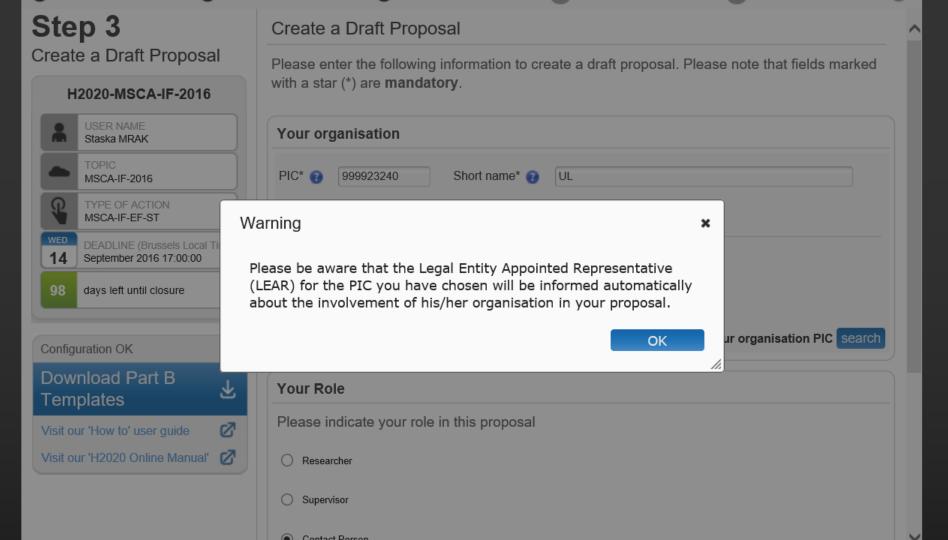


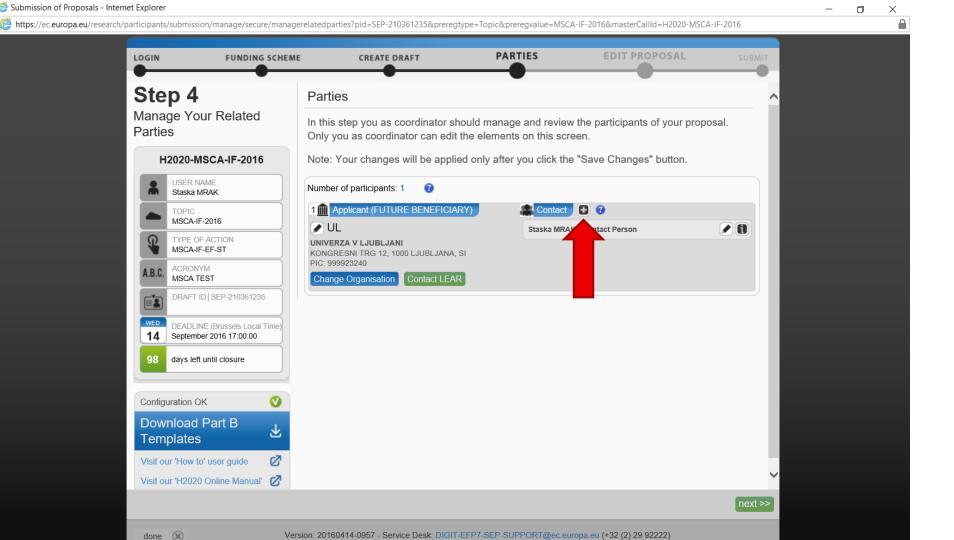
Your Role

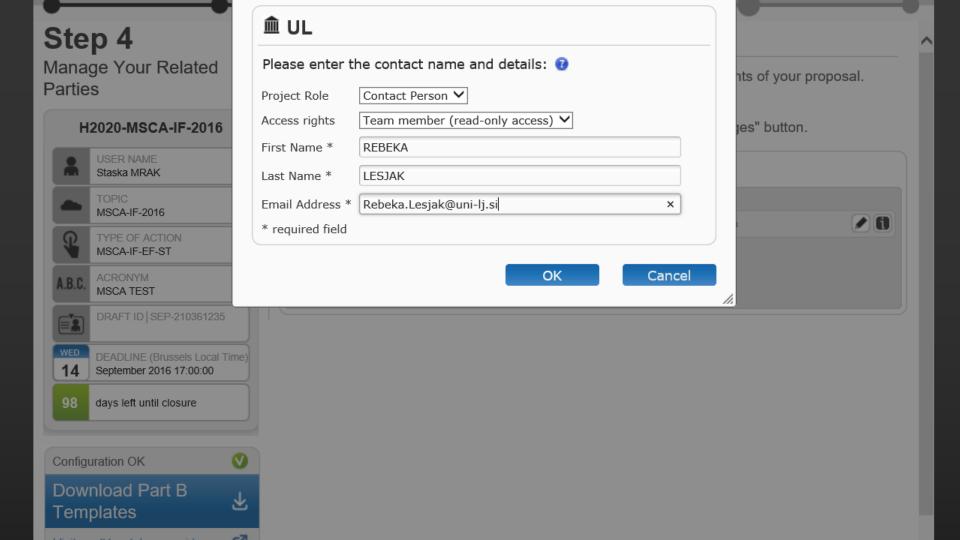
Please indicate your role in this proposal

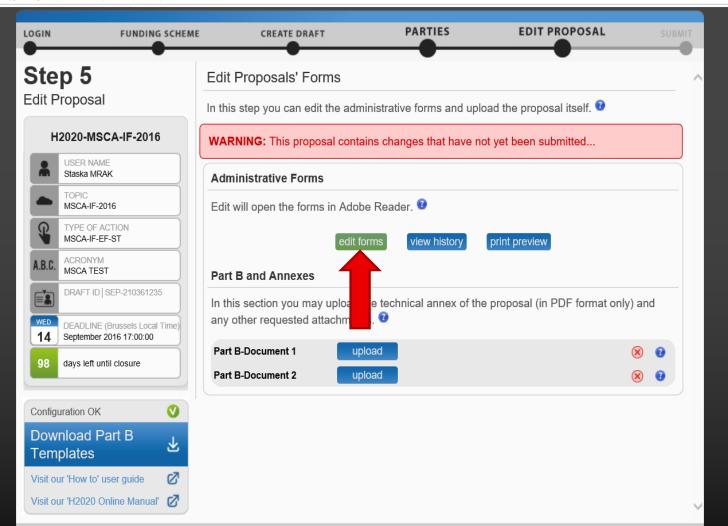
- Researcher
- Supervisor

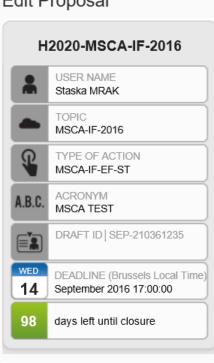




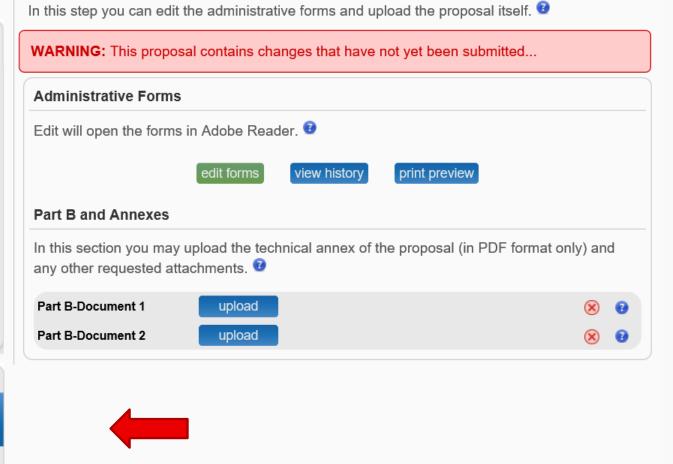


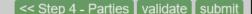


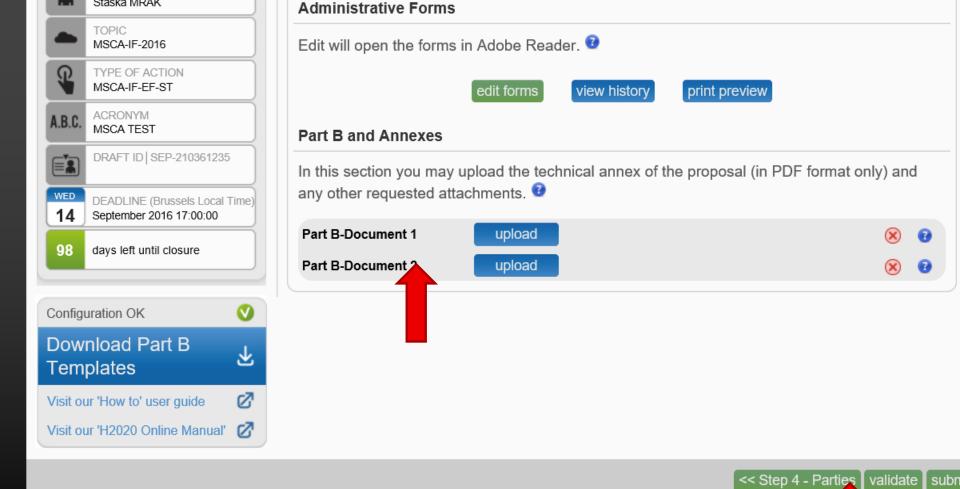














Further Activities

E-mail:

- PowerPoint presentations.
- Profile / general description of University of Ljubljana you can use in your application (Capacity of the hosting organisation).
- Other useful documents.

Continuation of the support

Further Activities

 The researchers interested in submitting a proposal for the PF call with the deadline on 14. September 2022 with a supervisor from UL have the opportunity to send us <u>finished project proposals</u> by 30 June 2022 for a project proposal review.

(You can send your proposal earlier)

Workshop with expert from Grantcraft

Join us tommorow for a workshop on *How to write a competitive MSCA PF proposal* with dr. Vicky Edkins.

 Objective of the workshop is to get familiarized with the key messages that need to be communicated within the Excellence, Impact and Implementation sections of your proposal.

Thank you for your attention.



Rebeka Lesjak

University Office for Research

Univerza v Ljubljani / University of Ljubljana

msca@uni-lj.si; rebeka.lesjak@uni-lj.si