Most frequent mistakes in the PF proposal submission

REA MSCA PF Coordination Team



Type of action and host institution

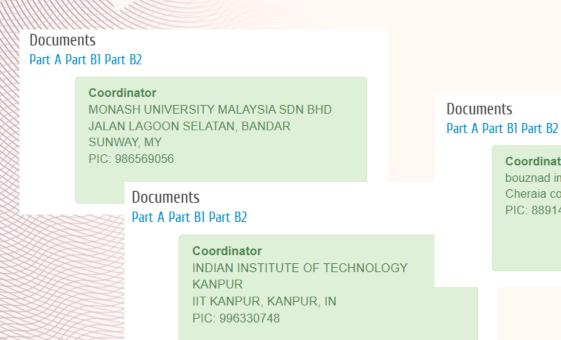
- Wrong type of action encoded: GF instead of EF or vice versa
- Wrong Applicant Organization: outgoing phase host or affiliation of researcher at time of application (different from the real future host organization)

Coordinator

bouznad imad eddine

PIC: 889147106

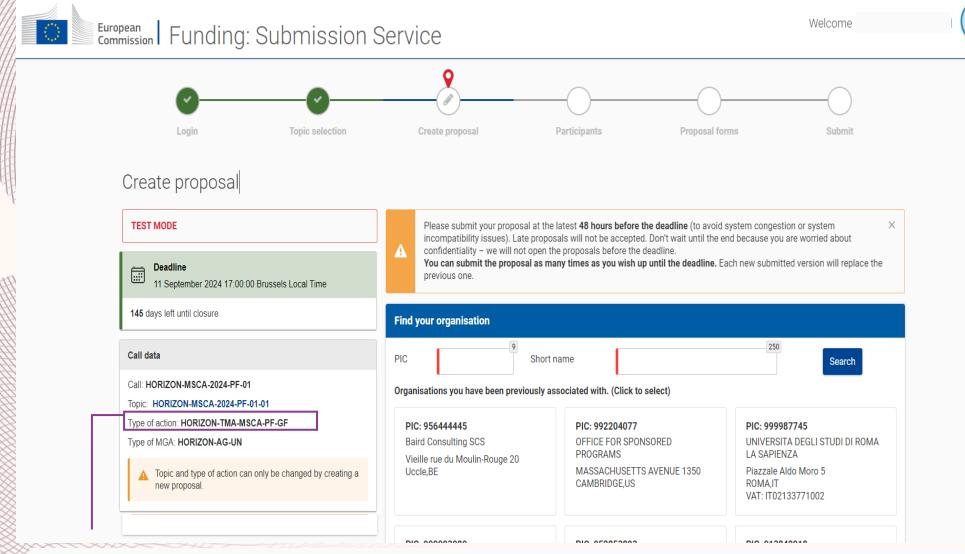
Cheraia collo skikda-Algeria, Cheraia, DZ



Documents Part A Part B1 Part B2 Coordinator Universidad Tecnologica de Panama Avenida Universidad Tecnológica de Panamá, Panama . PA PIC: 996662100



After you **log in** the F&T portal and select the **topic** you will be redirected to this page to **Create your proposal**.



ase encode
plicant
anization for:
st Coordinator
S/HE AC) ture
neficiary



Please verify you have chosen the correct type of action: HORIZON-TMA-MSCA-PF - **European Fellowship (EF)** or **Global Fellowship (GF)**

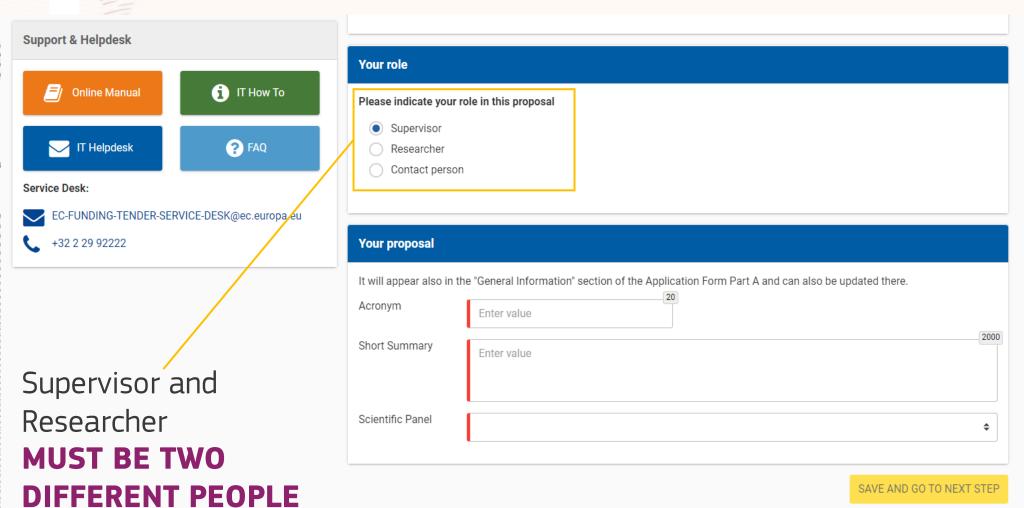
Information about physical people and basic proposal details

- Researcher and Supervisor are NOT the same person
- Missing abstract, panel and keywords





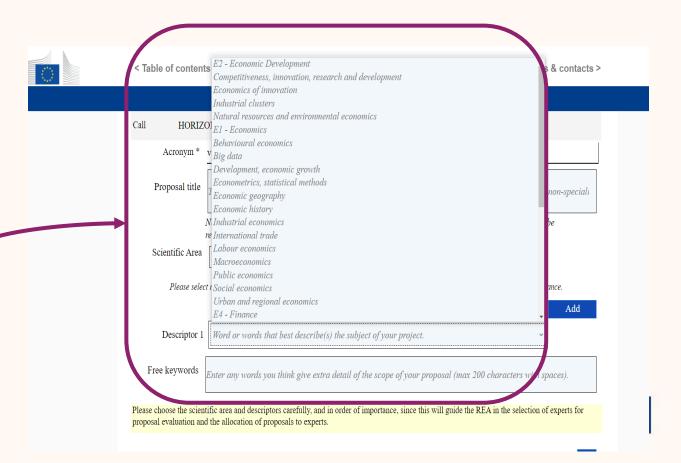
If these fields are not filled, you should not move forward to the next steps





- 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



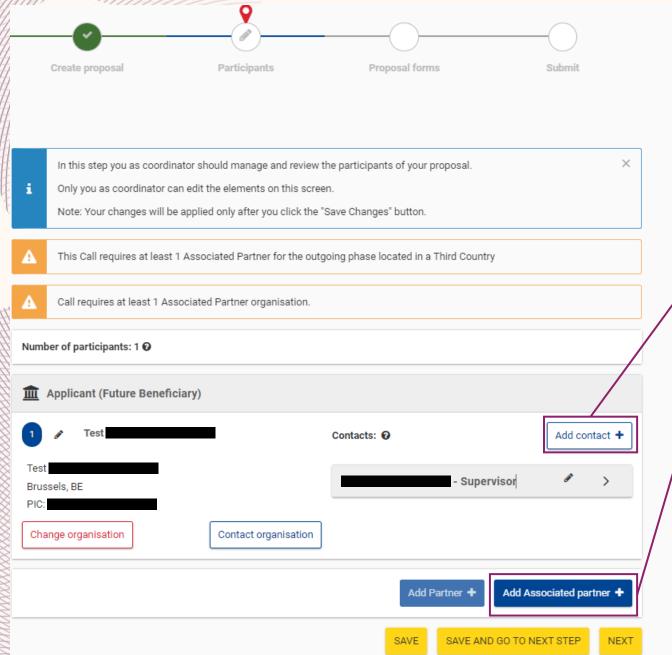


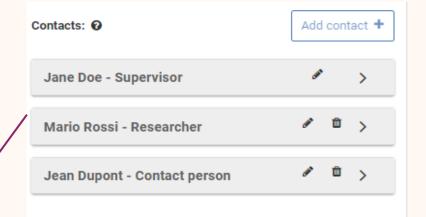
List of participants

- Wrongly encoded non-academic placements (NAPs), secondments and short visits
 - **▶ About 34%** of the encoded non-academic placements in PF-2023 were secondments/short visits and NOT NAPs
- Wrongly encoded outgoing/return phase institutions



After the proposal is created, please list all Participants to the proposal



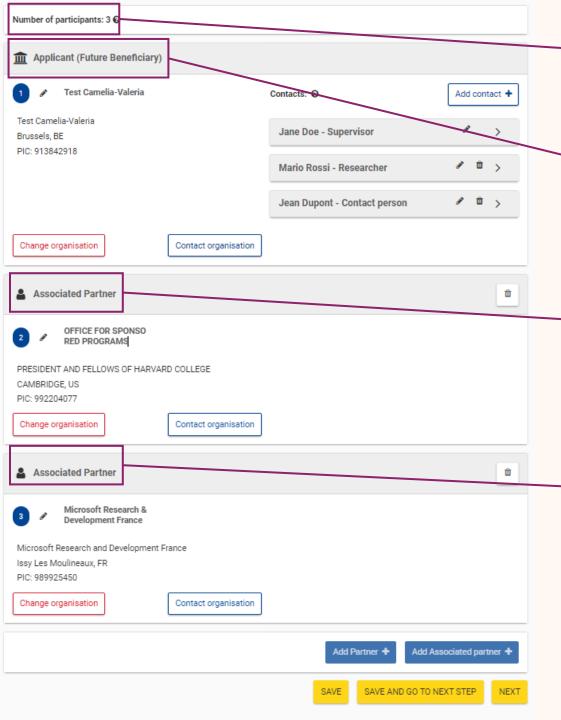


Maximum three contacts can be listed for the host Applicant

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

- Outgoing Phase (TC) ONLY FOR GF
- Non-Academic Placement (MS/ HE AC) IF APPLICABLE





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

Host Applicant (MS/HE AC)

ASSOCIATED PARTNERS

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)



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

5.1 Template table: Overview of Participating Organisations

Organisation role	PIC	Legal Entity Short Name	Academic organisation (Y/N)	Country	Name of Supervisor	
Beneficiary						
Associated						
partner linked to						
a beneficiary (if						
applicable)						
Associated						
partner for						
outgoing phase						
(mandatory for						
(GF)						
Associated						
partner for						
secondment						
(optional)						
Associated						
partner for non-						
academic						
placement						
(optional)						
Other:						

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 (c	Associated partner for outgoing phase (compulsory for GF only)			
☐ Associated partner for secondment (option	onal)			
☐ Associated partner for non-academic pla	cement (optional)			
[Full name + Legal Entity Short Name +	Country]			
General description				
Role and profile of supervisor				
Key research facilities, Infrastructure	Demonstrate that the beneficiary has sufficient			
and Equipment	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-	Indicate up to 5 relevant EU, national or			
funded research and training	international research and training actions/projects			
programmes/actions/projects	in which the institution/department has previously			
	participated and/or is currently participating.			

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

O 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

5.1 Template table: Overview of Participating Organisations

Organisation role	PIC	Legal Entity Short Name	Academic organisation (Y/N)	Country	Name of Supervisor
Beneficiary					
Associated					
partner linked to					
a beneficiary (if					
applicable)					
Associated					
partner for					
outgoing phase					
(mandatory for					
GF)					
Associated					
partner for					
secondment					
(optional)					
Associated					
partner for non-					
academic					
placement					
(optional)					
Other:					

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 (☐ 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]			
General description				
Role and profile of supervisor				
Key research facilities, Infrastructure	Demonstrate that the beneficiary has sufficient			
and Equipment	facilities and infrastructure to host and/or offer a			
1 1	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-	Indicate up to 5 relevant EU, national or			
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programmes/actions/projects	in which the institution/department has previously			
	participated and/or is currently participating.			

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).

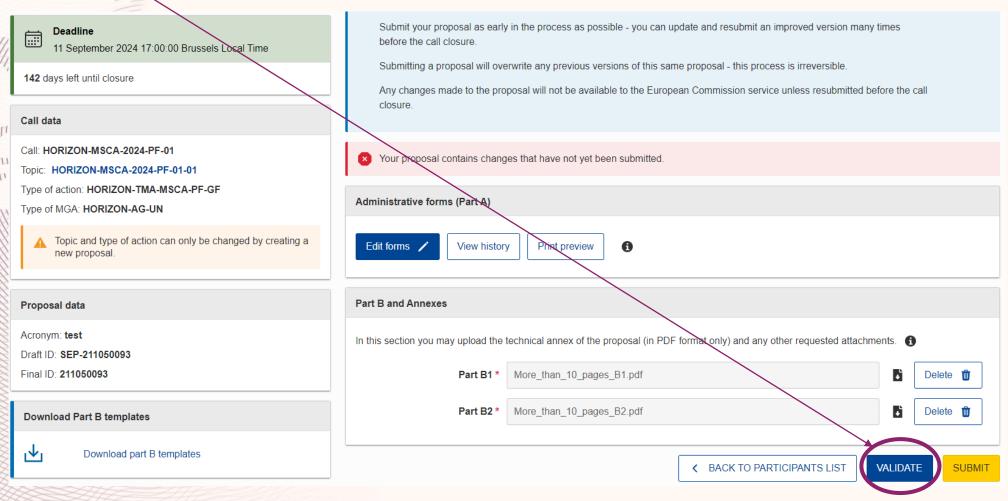
Validation errors and warnings

- 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)



Call: HORIZON-MSCA-2024-PF-01

(MSCA Postdoctoral Fellowships 2024)

Topic: HORIZON-MSCA-2024-PF-01-01

Type of Action: HORIZON-TMA-MSCA-PF-GF

F (IZON TMA MSCA Postdoctoral Fellowships - Global Fellowships)

Proposal number: 211050093

Proposal acronym: test

Type of Model Grant Agreement: HORIZON Unit Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

How to fill in the form

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.

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

Correct all

Errors and

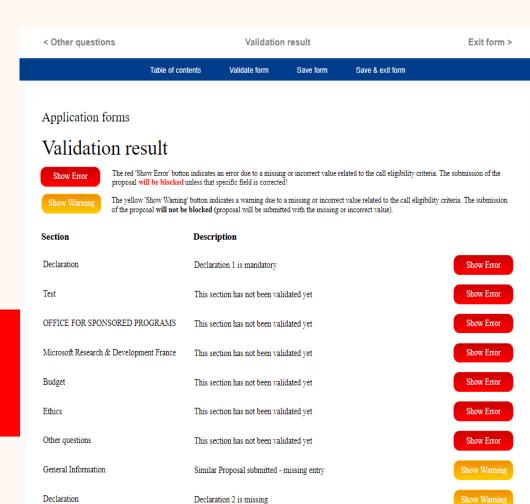
verify all

Warnings

Declaration

Declaration

Declaration



Declaration 3 is missing

Declaration 4 is missing

Declaration 5 is missing

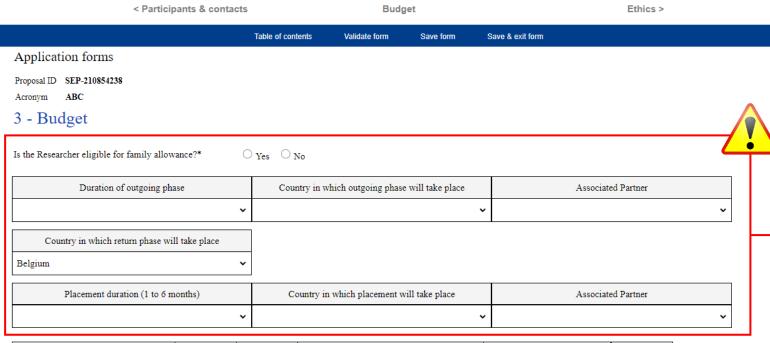
Show Warning

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



	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	Total
Outgoing phase	1	0	0.00	0.00	0.00	0.00	0.00	0.00
Return phase	1	12	60960.00	7200.00	0.00	12000.00	7800.00	87960.00
Placement in non-academic sector	1	0	0.00	0.00	0.00	0.00	0.00	0.00
Total			60960.00	7200.00	0.00	12000.00	7800.00	87960.00

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.



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.



Save form

Validate form

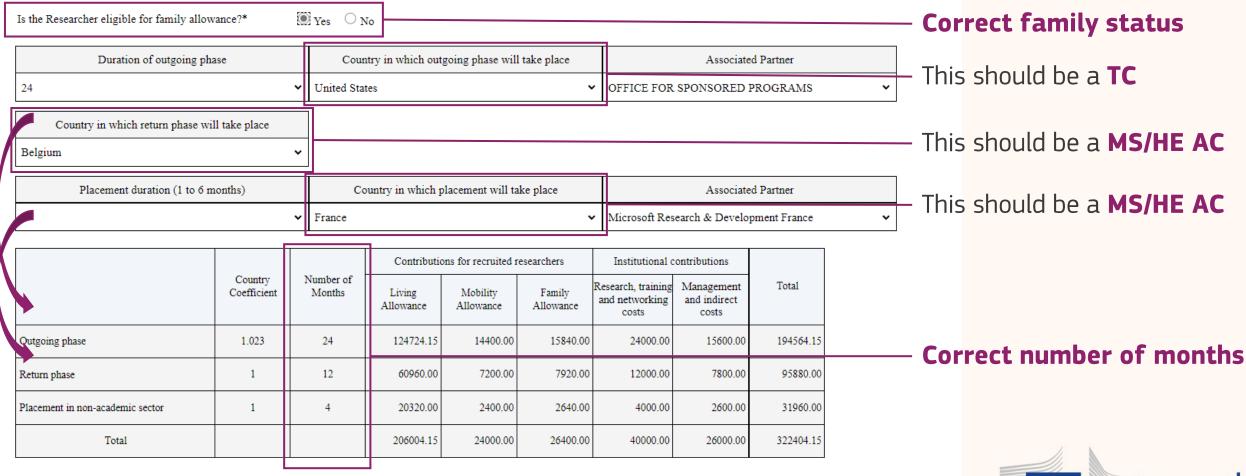
Table of contents

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget



Save & exit form

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

