



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)

Documents

Part A Part B1 Part B2

Coordinator

MONASH UNIVERSITY MALAYSIA SDN BHD
JALAN LAGOON SELATAN, BANDAR
SUNWAY, MY
PIC: 986569056

Documents

Part A Part B1 Part B2

Coordinator

INDIAN INSTITUTE OF TECHNOLOGY
KANPUR
IIT KANPUR, KANPUR, IN
PIC: 996330748

Documents

Part A Part B1 Part B2

Coordinator

bouznad imad eddine
Cheraia collo skikda-Algeria, Cheraia, DZ
PIC: 889147106

Documents

Part A Part B1 Part B2

Coordinator

Universidad Tecnologica de Panama
Avenida Universidad Tecnológica de Panamá ,
Panama , PA
PIC: 996662100



European
Commission

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

The screenshot displays the 'Funding: Submission Service' portal. At the top, the European Commission logo is on the left, and a 'Welcome' message with a user profile icon is on the right. A progress bar shows six steps: 'Login' (checked), 'Topic selection' (checked), 'Create proposal' (active, highlighted with a red location pin), 'Participants', 'Proposal forms', and 'Submit'. Below the progress bar, the 'Create proposal' section is visible. It includes a 'TEST MODE' warning, a 'Deadline' of 11 September 2024 17:00:00 Brussels Local Time (145 days left), and 'Call data' for 'Call: HORIZON-MSCA-2024-PF-01' and 'Topic: HORIZON-MSCA-2024-PF-01-01'. A purple box highlights the 'Type of action: HORIZON-TMA-MSCA-PF-GF' field, with a warning below it stating: 'Topic and type of action can only be changed by creating a new proposal.' To the right, a 'Find your organisation' section features input fields for 'PIC' and 'Short name', a 'Search' button, and a list of previously associated organizations with their details (PIC, name, address).

Please encode
applicant
organization for:
Project Coordinator
(S/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

Support & Helpdesk


 Online Manual


 IT How To

 IT Helpdesk

 FAQ

Service Desk:

 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

 +32 2 29 92222

Supervisor and
Researcher
**MUST BE TWO
DIFFERENT PEOPLE**

Your role

Please indicate your role in this proposal

☒ Supervisor

☐ Researcher

☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym 20

Short Summary 2000

Scientific Panel

SAVE AND GO TO NEXT STEP



European
Commission

- 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

< Table of contents General Information Participants & contacts >

Table of contents Validate form Save form Save & exit form

Acronym test

1 - General information

Fields marked * are mandatory to fill.

Topic	HORIZON-MSCA-2024-PF-01-01	Type of Action	HORIZON-TMA-MSCA-PF-GF
Call	HORIZON-MSCA-2024-PF-01	Type of Model Grant Agreement	HORIZON-AG-UN

Acronym * test

Proposal title
The title should be no longer than 200 characters (with spaces) and should be understandable to the non-speciali

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Scientific Area ECO - Economic Sciences (ECO)

< Table of contents Participants & contacts >

Call HORIZON

Acronym * v

Proposal title

Scientific Area

Please select

Descriptor 1

Free keywords

E2 - Economic Development
Competitiveness, innovation, research and development
Economics of innovation
Industrial clusters
Natural resources and environmental economics
E1 - Economics
Behavioural economics
Big data
Development, economic growth
Econometrics, statistical methods
Economic geography
Economic history
Industrial economics
International trade
Labour economics
Macroeconomics
Public economics
Social economics
Urban and regional economics
E4 - Finance

Word or words that best describe(s) the subject of your project.

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Add

Please choose the scientific area and descriptors carefully, and in order of importance, since this will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to 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

The screenshot displays a four-step process bar at the top: 'Create proposal' (completed with a green checkmark), 'Participants' (current step with a red location pin icon), 'Proposal forms', and 'Submit'. Below the bar, an information box states: 'In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen. Note: Your changes will be applied only after you click the "Save Changes" button.' Two warning boxes follow: 'This Call requires at least 1 Associated Partner for the outgoing phase located in a Third Country' and 'Call requires at least 1 Associated Partner organisation.' A field shows 'Number of participants: 1'. The main section is titled 'Applicant (Future Beneficiary)' and contains a list of participants. The first participant is 'Test [redacted]' with a 'Contacts' section showing '[redacted] - Supervisor'. At the bottom, there are buttons for 'Add Partner +', 'Add Associated partner +', 'SAVE', 'SAVE AND GO TO NEXT STEP', and 'NEXT'.

Create proposal

Participants

Proposal forms

Submit

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

This Call requires at least 1 Associated Partner for the outgoing phase located in a Third Country

Call requires at least 1 Associated Partner organisation.

Number of participants: 1

Applicant (Future Beneficiary)

1 Test [redacted]

Contacts: [redacted] - Supervisor

Test [redacted]

Brussels, BE

PIC: [redacted]

Change organisation

Contact organisation

Add Partner +

Add Associated partner +

SAVE

SAVE AND GO TO NEXT STEP

NEXT

This close-up shows the 'Contacts' section for a participant. It has a title 'Contacts: ?' and an 'Add contact +' button. Below are three contact entries: 'Jane Doe - Supervisor', 'Mario Rossi - Researcher', and 'Jean Dupont - Contact person'. Each entry has edit, delete, and next icons.

Contacts: ?

Add contact +

Jane Doe - Supervisor

Mario Rossi - Researcher

Jean Dupont - Contact person

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**

Number of participants: 3

Applicant (Future Beneficiary)

1 Test Camelia-Valeria

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Contacts: 0 Add contact +

Jane Doe - Supervisor

Mario Rossi - Researcher

Jean Dupont - Contact person

Change organisation Contact organisation

Associated Partner

2 OFFICE FOR SPONSORED PROGRAMS

PRESIDENT AND FELLOWS OF HARVARD COLLEGE
CAMBRIDGE, US
PIC: 992204077

Change organisation Contact organisation

Associated Partner

3 Microsoft Research & Development France

Microsoft Research and Development France
Issy Les Moulineaux, FR
PIC: 989925450

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

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: <input type="checkbox"/> Beneficiary (compulsory) <input type="checkbox"/> Associated partner linked to a beneficiary (if applicable) <input type="checkbox"/> Associated partner for outgoing phase (compulsory for GF only) <input type="checkbox"/> Associated partner for secondment (optional) <input type="checkbox"/> 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 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.

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**

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: <input type="checkbox"/> Beneficiary (compulsory) <input type="checkbox"/> Associated partner linked to a beneficiary (if applicable) <input type="checkbox"/> Associated partner for outgoing phase (compulsory for GF only) <input type="checkbox"/> Associated partner for secondment (optional) <input type="checkbox"/> 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 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.

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

Deadline
11 September 2024 17:00:00 Brussels Local Time
142 days left until closure

Call data
Call: **HORIZON-MSCA-2024-PF-01**
Topic: **HORIZON-MSCA-2024-PF-01-01**
Type of action: **HORIZON-TMA-MSCA-PF-GF**
Type of MGA: **HORIZON-AG-UN**
 Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: **test**
Draft ID: **SEP-211050093**
Final ID: **211050093**

Download Part B templates
 Download part B templates

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
[Edit forms](#) [View history](#) [Print preview](#)

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B1 * More_than_10_pages_B1.pdf [Delete](#)

Part B2 * More_than_10_pages_B2.pdf [Delete](#)

[< BACK TO PARTICIPANTS LIST](#) **VALIDATE** [SUBMIT](#)

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*)

[< Exit form](#)[Table of contents](#)[General Information >](#)

[Table of contents](#)[Validate form](#)[Save form](#)[Save & exit form](#)

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
(HORIZON 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 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.

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



**Correct all
Errors and
verify all
Warnings**

[< Other questions](#)[Validation result](#)[Exit form >](#)

[Table of contents](#)[Validate form](#)[Save form](#)[Save & exit form](#)

Application forms

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
Declaration	Declaration 1 is mandatory	Show Error
Test	This section has not been validated yet	Show Error
OFFICE FOR SPONSORED PROGRAMS	This section has not been validated yet	Show Error
Microsoft Research & Development France	This section has not been validated yet	Show Error
Budget	This section has not been validated yet	Show Error
Ethics	This section has not been validated yet	Show Error
Other questions	This section has not been validated yet	Show Error
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration 2 is missing	Show Warning
Declaration	Declaration 3 is missing	Show Warning
Declaration	Declaration 4 is missing	Show Warning
Declaration	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

BUDGET

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.

< Participants & contacts

Budget

Ethics >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget

Is the Researcher eligible for family allowance?* ☐ Yes ☐ No

Duration of outgoing phase	Country in which outgoing phase will take place	Associated Partner
▼	▼	▼
Country in which return phase will take place		
Belgium ▼		
Placement duration (1 to 6 months)	Country in which placement will take place	Associated Partner
▼	▼	▼

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
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.

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget

Is the Researcher eligible for family allowance?*

☒ Yes☐ No

Correct family status

Duration of outgoing phase	Country in which outgoing phase will take place	Associated Partner
24	United States	OFFICE FOR SPONSORED PROGRAMS

This should be a TC

Country in which return phase will take place
Belgium

This should be a MS/HE AC

Placement duration (1 to 6 months)	Country in which placement will take place	Associated Partner
	France	Microsoft Research & Development France

This should be a MS/HE AC

	Country Coefficient	Number of Months	Contributions for recruited researchers			Institutional contributions		Total
			Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs	
Outgoing phase	1.023	24	124724.15	14400.00	15840.00	24000.00	15600.00	194564.15
Return phase	1	12	60960.00	7200.00	7920.00	12000.00	7800.00	95880.00
Placement in non-academic sector	1	4	20320.00	2400.00	2640.00	4000.00	2600.00	31960.00
Total			206004.15	24000.00	26400.00	40000.00	26000.00	322404.15

Correct number of months

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

< Other questions

Validation result

Exit form >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Validation result

There are no validation errors.

Proposal forms

Deadline

14 September 2022 17:00:00 Brussels Local Time

172 days left until closure

Call data:

Call: **HORIZON-MSCA-2022-PF-01**

Topic: **HORIZON-MSCA-2022-PF-01-01**

Type of action: **HORIZON-TMA-MSCA-PF-GF**

Type of MGA: **HORIZON-AG-UN**

Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: **ABC**

Draft ID: **SEP-210854238**

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B1

part_B1_proposal_ABC.pdf

Delete

Part B2

part_B2_proposal_ABC.pdf

Delete

< BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT