



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

1. Definition of the Support

The purpose of the MSCA COFUND Pre-Evaluation Support is to ensure the submission of a greater number of high-quality projects to MSCA COFUND call, which is opened once a year by the European Commission within the framework of the Horizon Europe Program, to be carried out in host institutions in Turkey. This is aimed at increasing the success of Türkiye within the Horizon Europe Program.

Marie Skłodowska-Curie Actions (MSCA) Cofund Pre-evaluation Support aims to provide pre-evaluation support by consultant / consulting company for projects that will be submitted to MSCA Cofund 2023 call before projects submitted. For each approved application, applicants can be supported once within the scope of pre-evaluation support.

2. Scope of the Support

Pre-evaluation support may include reading and evaluation of MSCA COFUND proposal (written by applicant) by consultant / consulting company, editing, revising and consultancy during application process.

3. Application Period

The application schedule is as follows:

Application Start Date: 08/11/2023 at 12:00

Application Deadline: 22/12/2023 at 17:00

- Applications must be signed with an electronic signature within 4 calendar days from the application date. Applications that have not completed the e-signature process will not be considered for evaluation.



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

- It is strongly recommended that before application, a consultant/consultancy company should be contacted. Criteria documents of the consultant/consultancy company should be submitted through the application system at the time of application. If the documents are not uploaded at the time of application, they can be sent to TÜBİTAK by email within 7 calendar days following the notification of the support decision, provided that the responsibility lies with the applicant.

IMPORTANT NOTICE: In order to ensure that there is sufficient time for the pre-evaluation service (considering that the evaluation process may take 2 to 4 weeks), it is recommended to complete the applications as early as possible before the deadline.

4. Rules for Application

The applicants who comply with the following requirement are eligible to apply;

- To meet the prerequisites determined by the European Commission within the scope of the MSCA COFUND 2023 call.

5. Application Method

- Applications are accepted online and with e-signature of the applicant and organization's representative via <https://uidb-destekodul.tubitak.gov.tr/>.
- After the application steps are completed, "Approve Application" button must be pressed, the e-signature process must be started and it must be ensured that the e-signature process is completed within 4 days; otherwise, the application will be considered incomplete and will not be evaluated.
- For detailed information about the e-signature application process, please click [here](#). For your questions and suggestions, you can send an e-mail to ardeb.e-imza@tubitak.gov.tr.
- Documents uploaded to the electronic application system during the application should not be sent as hard copies to TÜBİTAK.



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

- It is important to apply to Electronic Certificate Service Providers authorized by the Information Technologies and Communication Authority (BTK) for obtaining Qualified Electronic Certificates (NES) in a timely manner. The responsibility for managing this process entirely rests with the applicant.

6. Required Documents

- MSCA COFUND Pre-evaluation Support Application Form (The form is filled during the online application):
The application form should be filled out online at uidb.destekodul.gov.tr. It must include a project proposal draft (B1 form) that conforms to the format prepared by the European Commission and should be as detailed as possible
- Other documents to be requested by TÜBİTAK during the evaluation process, if needed.

IMPORTANT NOTICE: A document containing all comments and improvement suggestions made by the expert/ expert organization on the project, as well as the final version of the project submitted to the European Commission (B1 form), must be sent to TÜBİTAK within 15 calendar days after the application to the European Commission.

7. Preliminary Review Criteria

Applications are subject to examination within the framework of the issues listed below:

- The information in the application form must be filled in completely,
- Required additional documents must be uploaded to the application system,
- Applicant must meet the MSCA COFUND Pre-evaluation Support application conditions,
- ARBİS CV information should be up-to-date and filling in the part related to international project experience.



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

8. Evaluation of the Applications

Applications are evaluated within the framework of the following criteria by Evaluation Commission, considering the opinions of two external consultants:

- Excellence
- Impact
- Implementation

Evaluation steps are as follows:

- The evaluation phase will start after the completion of the e-signature process. Therefore, the applicants are advised not to wait to finalize their applications until the deadline.
- Applications are sent to at least 2 external consultants before the Evaluation Commission meeting for their opinions, and the support decision is made by taking these opinions into account.
- The applicant is informed about the evaluation result via the e-mail address registered in the ARBİS. TÜBİTAK is not responsible for undelivered notification due to incorrect e-mail address on the system. Please update your ARBİS account beforehand.

9. Amount of Support

Limits of supports decided by TÜBİTAK Board of Management as follows:

- **Consultant:**
 - In Türkiye: 10.000 TL
 - Outside Türkiye: 4.000 Euro
- **Consultancy Company:**
 - In Türkiye: 20.000 TL
 - Outside Türkiye: 8.000 Euro



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

Important notice for consultants:

- Consultants need to provide invoice or freelance invoice for service that provided. If a consultant is not able to provide invoice / freelance invoice, companies that consultants are working with or companies that consultants have a partnership or ownership can provide invoice. In this matter, consultants need to prove that their attachment to company that provide invoice with official documents. Payments are done within consultant payment limits.

10. Consultants / Consultancy Companies

Eligibility criteria for consultants/consultancy companies (one of them is required):

- Served as an Evaluator for at least 3 MSCA COFUND calls in the last 10 years.
- At least one MSCA COFUND project proposal supported by the European Commission is served by pre-evaluation or project writing support in the last 10 years.
- At least 3 MSCA COFUND projects, pre-evaluated in the last 10 years, achieved a minimum of 85 points.
- Served as a MSCA National Contact Point for at least 5 years.

Supporting documents for eligibility:

- Official letter that includes the acronyms of the projects reviewed by the company. This letter should be originally signed by consultant/consultancy company. (Approval of beneficiary or invoice of service may be demanded by TÜBİTAK during evaluation process)
- Proof documents stated in the official letter



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

Other remarks for Consultants / Consultancy Companies:

- Applicants choose their own consultants / consultancy companies according to criteria described in this announcement and submit to TÜBİTAK.
- If consultant / consultancy company is found ineligible, the applicant is informed via e-mail and he/she need to change consultant / consultant company.
- Applicant can benefit from services of one consultant / consultancy company for one proposal.
- All agreements between consultants/consultancy companies and applicants about Intellectual Property Rights (IPR) and confidentialities are under responsibility of applicant.

11. Service Procurement Process

- The applicant contacts with the expert /expert organization he/she intends to receive service from.
- If the documents verifying the eligibility of the expert individual/organization and the price quotation form have not been submitted through the application system at the time of application, they may be sent via email to the program officer within 7 calendar days following the notification of the support decision, provided that the responsibility lies with the applicant.
- TÜBİTAK evaluates the eligibility of the consultant/consultancy company and informs the applicant via email.

12. Reimbursement Process

Payments are sent to applicant's bank account.

- The documents required for reimbursement are as follows:
 - Payment request letter
 - Invoice of service given by consultant/consultancy company

Support payment will be transferred after the documents listed above sent to TÜBİTAK as hard copies.



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

- If an invoice is issued in Euro, payment will be made in Turkish Lira based on the TCMB posted exchange rate at the date of payment.
- Applicants should do the payment to consultant / consultancy company via applicants own account and send the payment slip to TÜBİTAK.
- Bank account details are asked during the application.
- Pre-evaluation service should be given between the date when the MSCA COFUND 2023 call was opened and closed by the European Commission.
- Applicants will be informed via e-mail when the payment process is completed.
- The bank receipt indicating that the service fee has been paid to the consultant / consultancy company should be sent to TÜBİTAK by e-mail until 15 days after the date TÜBİTAK made the support payment to the applicant's bank account.

13. Responsibilities of Applicants

- Applicants must submit an eligible project proposal to MSCA COFUND 2023 call and send the screenshot of their application to TÜBİTAK by e-mail until 15 days after the call deadline.
- Applicants fail to submit their projects are fined for amount of support according to Act 6813, with default interest.

14. Information and Contact Details

For detailed information about MSCA-COFUND call, you can visit [website of the programme.](#)

For questions about MSCA-COFUND applications to European Commission you can contact with MSCA National Contact Points for Türkiye via nepmobility@tubitak.gov.tr
For questions, comments and suggestions in this support programme application process, you can contact with:

Ms.Gökçe EMİL



MSCA COFUND PRE-EVALUATION SUPPORT ANNOUNCEMENT

e-mail: msca.ondeg@tubitak.org.tr

P +90 312 298 18 26

Adress:

TÜBİTAK International Cooperation Department

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