



MSCA PF PRE-EVALUATION SUPPORT ANNOUNCEMENT

1. Definition of Support

Marie Skłodowska Curie Postdoctoral Fellowship Program (MSCA PF) aims to facilitate the submission of a greater number of high-quality projects to the MSCA PF, which is opened annually by the European Commission under the Horizon Europe Program. This support aims to enhance the success of Türkiye within the Horizon Europe Program by encouraging the development and submission of more impactful projects conducted in host institutions in Türkiye.

Projects submitted to the “Postdoctoral Fellowships - European Fellowships” and “Postdoctoral Fellowships - Global Fellowships” and whose host organization is in Türkiye can apply for MSCA PF Pre-evaluation Support.

2. Scope of Support

The pre-evaluation service involves the review of the written project by expert individuals or organizations, either domestically or internationally, who comply with the criteria published by TÜBİTAK (The Scientific and Technological Research Council of Turkey). This service includes the examination of the project, making necessary improvements and corrections, and providing consultancy support throughout the process until the application is completed for researchers planning to apply for the MSCA PF Fellowships.

For each approved application, applicants can be supported once within the scope of pre-evaluation support.

3. Application Period

The application schedule is as follows:

Application Start Date: 10/04/2024 at 12:00

Application Deadline: 20/07/2024 at 17:00

Deadline for e-signature: 26/07/2024 at 17:00



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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 emailed (msca.onddeg@tubitak.gov.tr) to TÜBİTAK until 23:59 on Friday, 26/07/2024.

4. Rules for Application

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

- To meet the prerequisites determined by the European Commission within the scope of the MSCA PF 2024 call.
 - Having a maximum of eight years of experience in research, from the date of the award of their PhD degree (Please see MSCA 2023 - 2024 Work Programme for how to calculate this 8-year-rule)
 - In case it is a resubmission referring to 2023 call, previous application's score must be at least 70.
- Applying to the “Postdoctoral Fellowships - European Fellowships” and “Postdoctoral Fellowships - Global Fellowships” with a host institution based in Türkiye.

5. Application Method

Applications are accepted online and with e-signature of the applicant 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 before the specified deadline (in 7 calendar days); otherwise, the application will be considered incomplete and will not be evaluated.



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- 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.

Applications with wet signature are acceptable for applicants living abroad and not having an electronic signature.

ARBİS accounts of the applicants should be up-to-date to ensure a clear evaluation process and secure communication.

6. Required Documents

Application documents are as follows:

- MSCA PF Pre-evaluation Support Application Form

The form is to be filled out online. It should include a detailed project proposal draft that adheres to the format prepared by the European Commission as much as possible (B1 form)

- Other documents to be requested by TÜBİTAK during the evaluation process, if needed.

7. Preliminary Evaluation Criteria

The evaluation phase will start after the completion of e-signature process. Applications are reviewed by TÜBİTAK within the framework of the points listed below. If the specified conditions are not met, the application evaluation process will not be initiated, and the application will be returned:

- The information in the application form must be filled in completely,
- Required additional documents must be uploaded to the application system,



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- Applicant must meet the MSCA PF Pre-evaluation Support application conditions,
- ARBİS CV information should be up-to-date and filling in the part related to international project experience.

8. Evaluation Method

Applications are sent to at least 2 external consultants before the Evaluation Board meeting for their opinions, and the support decision is made by taking these opinions into account.

Applications are evaluated within the framework of the following criteria by taking the opinions of two external consultants:

- Excellence
- Impact
- Implementation

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. Support Amount and Limit

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

➤ **Consultant:**

- In Türkiye: 5.000 TL
- Outside Türkiye: 2000 Euro

➤ **Consultancy Company:**

- In Türkiye: 10.000 TL
- Outside Türkiye: 3.000 Euro

The country where the invoice is issued is taken into account in determining the distinction between in Türkiye/outside Türkiye options. Experts providing services must issue an invoice or freelance receipt in exchange for the services provided. In cases where professionals cannot



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issue these documents, invoices may be issued through the companies they work under employment contracts, are partners, or own. Individuals must officially prove their connection with the company issuing the invoice as of the invoice date. In such cases, payments will be made to the relevant organization within the limits of the consultants.

The date of the pre-evaluation service subject to support must fall within the period when the MSCA PF 2024 call, which is the subject of support, is opened and closed by the European Commission.

10. Supported Expenses

Within the scope of the support, the fee for the pre-evaluation service is paid. Payment must be made against an invoice and after the completion of the service. The invoice must be issued in the name of the applicant. After TÜBİTAK transmits the support amount to the bank account, or any time after the support approval date, the applicant can make the payment to the service provider. The receipt confirming the payment of the service fee to the consultant/consultancy company's account must be emailed to TÜBİTAK within 15 days from the date of receiving the support amount.

11. Payment Process

The support amount is paid after the approval of the financial documents following the completion of the service procurement. The payment process is as follows:

- The necessary documents with wet signature for payment are sent to TÜBİTAK by mail.
- After the examination of the payment documents and the approval of the pre-evaluation service report if applicable, the payment process is initiated. During the payment process, TÜBİTAK may request additional information/documents from the applicant related to the payment documents.



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- Expenses made in foreign currency are calculated in Turkish Lira based on the TCMB (Central Bank of the Republic of Turkey) exchange rate on the day the payment document is issued by TÜBİTAK, and it is determined not to exceed the support limit.
- After the submission of the payment documents to the Accounting Unit, an informative email is sent to the applicants.

12. Documents for Payment

The documents required for payment are as follows:

- Request for payment
- Invoice of service given by consultant/consultancy company

During the payment process, additional information and documents deemed necessary by TÜBİTAK may be requested. All comments, improvement suggestions, and the final version of the project submitted to the European Commission, as provided in writing by the expert individual/organization to the applicant's project, will be evaluated in this context. Applicants are expected to provide information to TÜBİTAK regarding the pre-evaluation service and processes they received. They are required to commit to this during the support application.

13. Limitations and Liabilities

In the context of the MSCA PF Pre-Evaluation Support, the following limitations should be taken into consideration when making applications:

- A researcher can benefit from the support only once for each MSCA PF call.
- Researchers benefiting from the support must submit an eligible application for the MSCA PF call they specified in their applications and send a screenshot confirming the submission of their project proposals via email to TÜBİTAK within 15 days after the closing date of the relevant MSCA PF 2023 call. The support provided for ineligible applications will be reclaimed.



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14. Consultants / Consultancy Companies

14.1 Criteria for consultants and consultancy companies

A- Criteria for consultants (one of them is required)

- Served as an Evaluator for at least 3 MSCA IF/PF calls after 01.01.2017.
- Served as a consultant for at least 5 years in a consultancy company that matches the criteria determined for the consultant company within this announcement.
 - At least 5 MSCA IF/PF projects reviewed by consultant should have got at least 85 point and above after 01.01.2017.
 - Served as a MSCA National Contact Point for at least 5 years.

B- Criteria for Consultancy Company

- At least 10 MSCA IF/PF project reviewed by consultancy company should have got at least 85 point and above after 01.01.2017.

14.2 Supporting documents needed

- For MSCA PF Evaluators: Invitation document from European Commission for experts.
- For consultants working in companies: Original document from consultancy company that consultant is working/has been working with the company.
- 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)
- A document that outlines approval for service and specifies the duration as a National Contact Point.

14.3 Service Procurement Process

For identifying a consultant/ consultancy company and procurement:



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- The applicant contacts the expert individual/organization they intend to procure services from.
- The expert individual/organization can be selected from Türkiye or another country.
- Documents confirming the eligibility of the consultant/consultancy company, along with the price quotation form, can be submitted through the application system at the time of application. These documents, with the responsibility of the applicant, can be sent to the program officer via email until 26.07.2024 (23:59). TÜBİTAK provides feedback on the eligibility of the expert consultant/consultancy company via email.

14.4 Additional remarks for consultants / consultancy companies:

- Consultants must 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.
- 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, applicant 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.
- Individuals who work in Technology Transfer Offices (TTO) or Technology Transfer Centers (TTM) can provide their services as experts if they meet the criteria. These experts can issue invoices through the TTO/TTM they work for. However, a letter received solely from the person receiving the service will not be accepted as a valid proof. This document must be supported by financial documents, email correspondence,



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and other additional documents. Payment will not be made to experts if they provide services to university personnel affiliated with the TTO/TTM they work for.

15. Contact Information

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

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

Ms.Gökçe EMİL

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

P +90 312 298 18 26

Adress:

TÜBİTAK International Cooperation Department

Tunus Caddesi No:80 Kavaklıdere/Çankaya/ANKARA