TÜBİTAK

How to submit your MSCA – PF 2023 proposal?

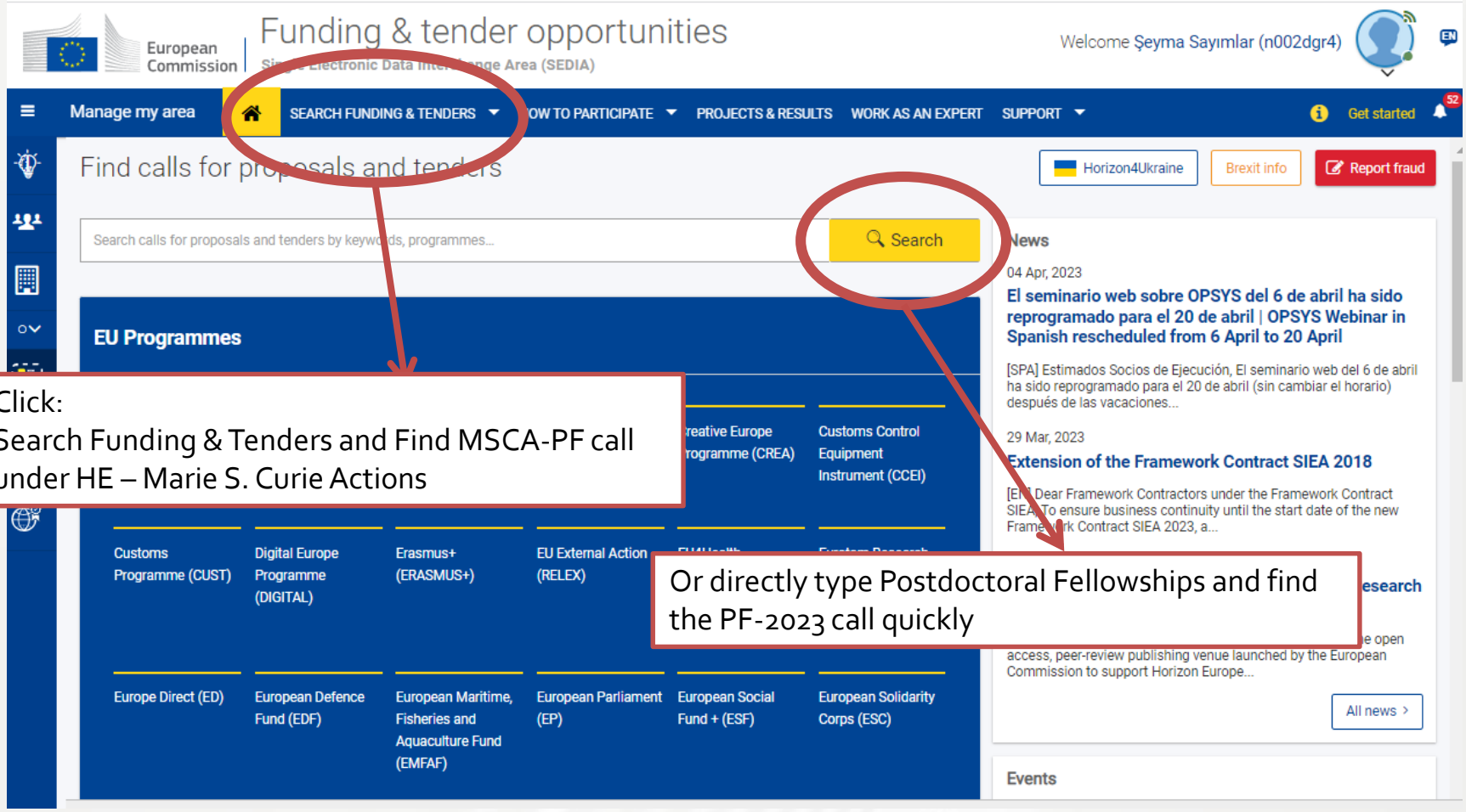
Marie S. Curie National Contact Point of TÜRKİYE

TÜBİTAK

ncpmobility@tubitak.gov.tr

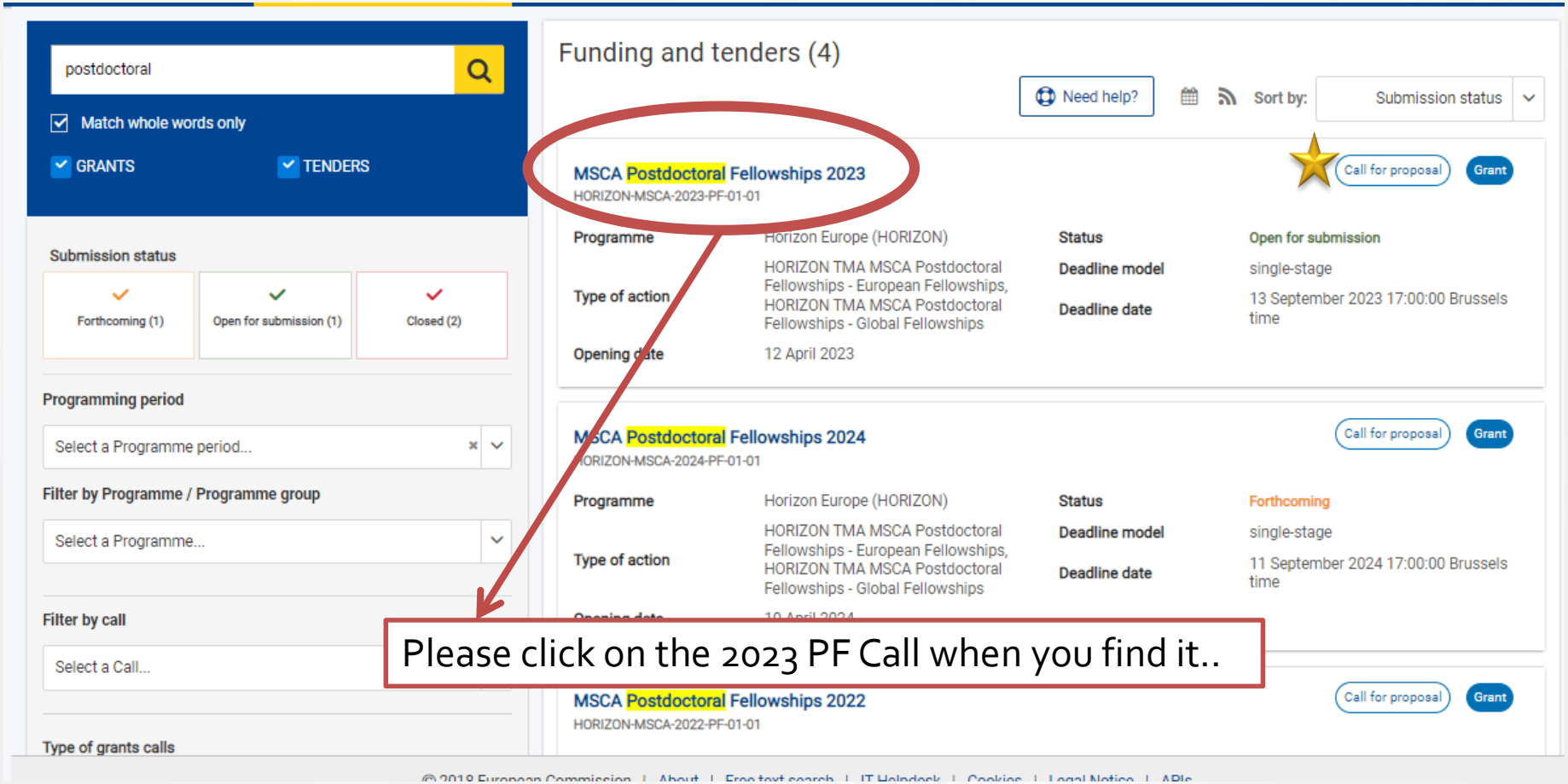
Funding & Tender Opportunities
Single Electronik Data Interchange Area (SEDIA)

Open the link: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home



Click:
Search Funding & Tenders and Find MSCA-PF call under HE – Marie S. Curie Actions

Or directly type Postdoctoral Fellowships and find the PF-2023 call quickly



Please click on the 2023 PF Call when you find it..

MSCA Postdoctoral Fellowships 2023

TOPIC ID: HORIZON-MSCA-2023-PF-01-01

Grant

- General information
- Topic description
- Destination
- Conditions and documents
- Partner search announcements
- Submission service
- Topic related FAQ
- Get support
- Call updates

Go back

General information

Programme

Horizon Europe Framework Programme (HORIZON)

Call

MSCA Postdoctoral Fellowships 2023 (HORIZON-MSCA-2023-PF-01)

See budget overview

Type of action

HORIZON-TMA-MSCA-PF-EF HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships

Type of

HORIZ UN]

HORIZON-TMA-MSCA-PF-GF HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships

HORIZ UN]

Deadline model

single-stage

Opening date

12 April 2023

Deadlin

13 Sept Brussel

Documents

Call documents:

Standard application form – call-specific application form is available in the Submission System

Standard application form (HE MSCA PF)

Standard evaluation form – will be used with the necessary adaptations

Standard evaluation form (HE MSCA)

MGA

HE Unit MGA v1.0

Call-specific instructions

HE-MSCA-PF Guide for Applicants

Additional documents:

HE Main Work Programme 2023–2024 – 1. General Introduction

HE Main Work Programme 2023–2024 – 2. Marie Skłodowska-Curie Actions

HE Main Work Programme 2023–2024 – 13. General Annexes

HE Programme Guide

HE Framework Programme and Rules for Participation Regulation 2021/695

HE Specific Programme Decision 2021/764

If you haven't done yet, you can download Work Programme and Guide for Applicants here. Please read them to prepare your PF proposal.

Further Documents

https://rea.ec.europa.eu/funding-and-grants/horizon-europe-marie-sklodowska-curie-actions/horizon-europe-msca-how-apply_en#ecl-inpage-293

When you click to GfA link, you will be directed to REA's web page where you can find more documents and informations about PF. Check them all.

Postdoctoral Fellowships – call 2023

For detailed information about the Postdoctoral Fellowships, including the eligibility conditions and implementation modalities, please check the corresponding sections in the MSCA Work Programme EN ••• and the dedicated Funding & Tenders portal page.

Additional useful information for applicants on the Postdoctoral Fellowships can be found in the:

- Postdoctoral Fellowships Guide for Applicants 2023 EN •••
- General annexes of the Work programme EN •••
- Proposal template and instructions on how to fill it in EN •••
- Common mistakes in MSCA-PF proposal submission EN •••
- MSCA specific evaluation forms used by the expert evaluators EN •••
- Specific FAQs for Postdoctoral Fellowships call for proposals 2023
- Guidelines on the calculation of 8-years research experience in Postdoctoral Fellowships under Horizon Europe EN •••
- Postdoctoral Fellowships Self-assessment tool for the calculation of the 8-years research experience EN •••

In order to help the REA select the appropriate expert evaluators whose expertise best matches your proposal, you will be asked to select specific keywords in the proposal template.

Any additional useful documents can be found on the call page.

Guide for Applicants

This is the main document where you can find the main definitions of MSCA calls.

PLEASE READ THIS DOCUMENT CAREFULLY.

Guide for Applicants

Also on of the main documents where you can find details of MSCA-PF call, eligibility conditions etc

PLEASE READ THIS DOCUMENT CAREFULLY.

Topic conditions and documents

General conditions

1. **Admissibility conditions:** described in Annex A and Annex E of the Horizon Europe Work Programme General Annexes

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System

2. **Eligible countries:** described in Annex B of the Work Programme General Annexes

A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in

show more...

You can get more information via those links. Please open them..

Partner search announcements

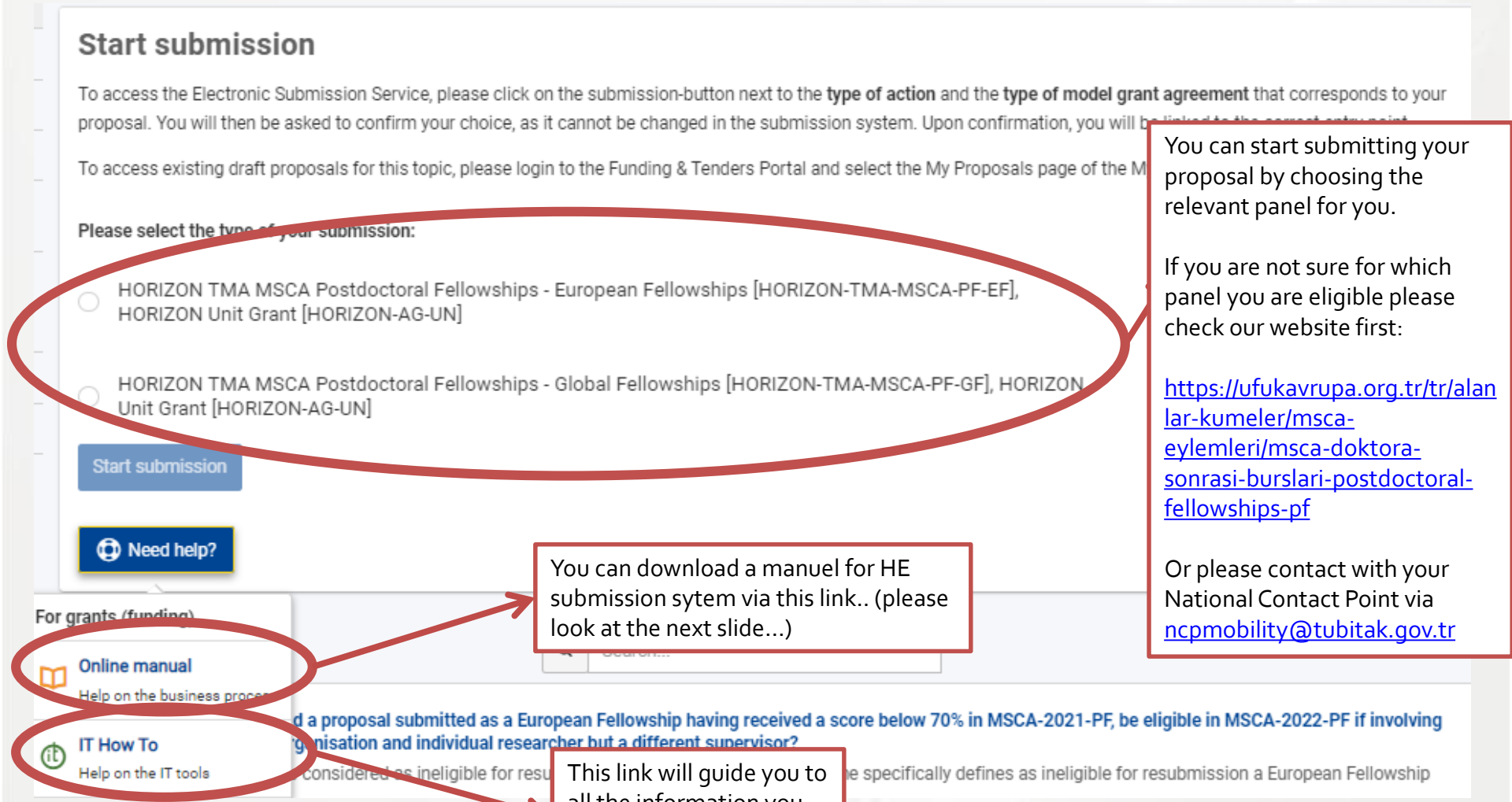
Searches of partners to collaborate on this topic

9

View / Edit

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile

You can find host institutions looking for a PF candidate via this link...



You can start submitting your proposal by choosing the relevant panel for you.

If you are not sure for which panel you are eligible please check our website first:

https://ufukavrupa.org.tr/tr/alanlar-kumeler/msca-eylemleri/msca-doktora-sonrasi-burslari-postdoctoral-fellowships-pf

Or please contact with your National Contact Point via ncpmobility@tubitak.gov.tr

You can download a manuel for HE submission sytem via this link.. (please look at the next slide…)

This link will guide you to all the information you may find on the web page.

/ Online Manual / Grants / Applying for funding

Submit a proposal — Electronic Submission System

Find a call | Conditions for funding | Find partners | **Submit a proposal**

Complaints about failed submission

Submit a proposal

Get prepared | Electronic proposal submission

Proposal submission

Proposals must be submitted electronically using the **Portal Submission System**.

Where? Access to the Submission System is available through the Topic page on the Portal> Start Submission.

Who? Proposals must be created and submitted by a contact person of the coordinating organisation. Exceptions exist for some programmes/types of action which are fully focused c
ERC grants or the Fellow in Horizon Europe MSCA grants).

How? The **Submission wizard** will guide you step-by-step through the process. You will need to use the online forms and templates available in the Submission System. The applicatio

Submission process

Get prepared: **Finding your topic** > **Find partners** > **Plan your work and budget**

Electronic proposal submission: **Get an EU Login account** > **Get a PIC number (Participant Register)** > **Launch Submission wizard** > **Pre-register your draft proposal** > **List pa**
(Part A) gt: **Upload Technical Description (Part B)** > **Submit your proposal** > **Acknowledgement of receipt**

Application form (Part A and B)

Proposals are submitted using the application forms available in the Submission System. The **application form** is structured in into two parts, Parts A and B:

- Part A: contains the structured Administrative Forms with data on the participants, legal declarations and contact persons (retrieved from the Submission System screens). It may
- Part B (the narrative part): Technical Description of the project with the planned activities, work packages, costs, etc. (must be uploaded as PDF).

Part A is generated while entering the data into the Submission System; Part B needs to be prepared in advance (using the template downloaded from the system; do NOT use the stan

Part B will also include annexes and supporting documents if required by the call conditions *(detailed budget table, declarations from national authorities, CVs, annual activity reports, etc*

⚠ All participants can contribute to the parts, but it is the person from the coordinating organisation who created the application who must finalise and submit the application.

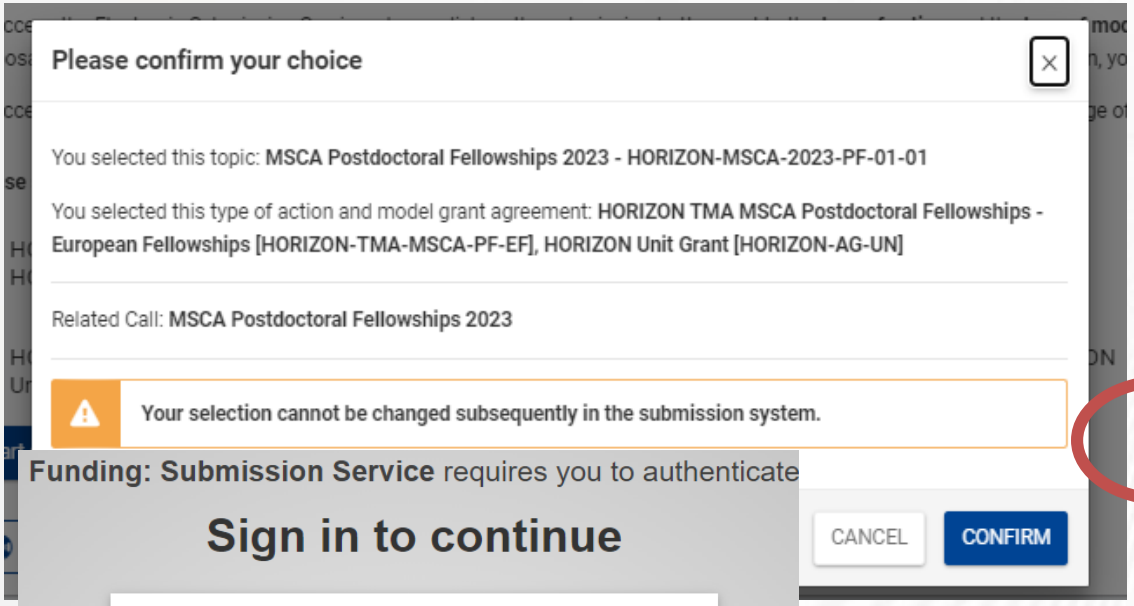
For programmes with specific security requirements, special instructions may apply *(e.g. for EDF, documents must be uploaded through a password-word protected zip file)*. For such programmes, detailed instructions will be available in the call documentation.

Tasks of the Coordinator:

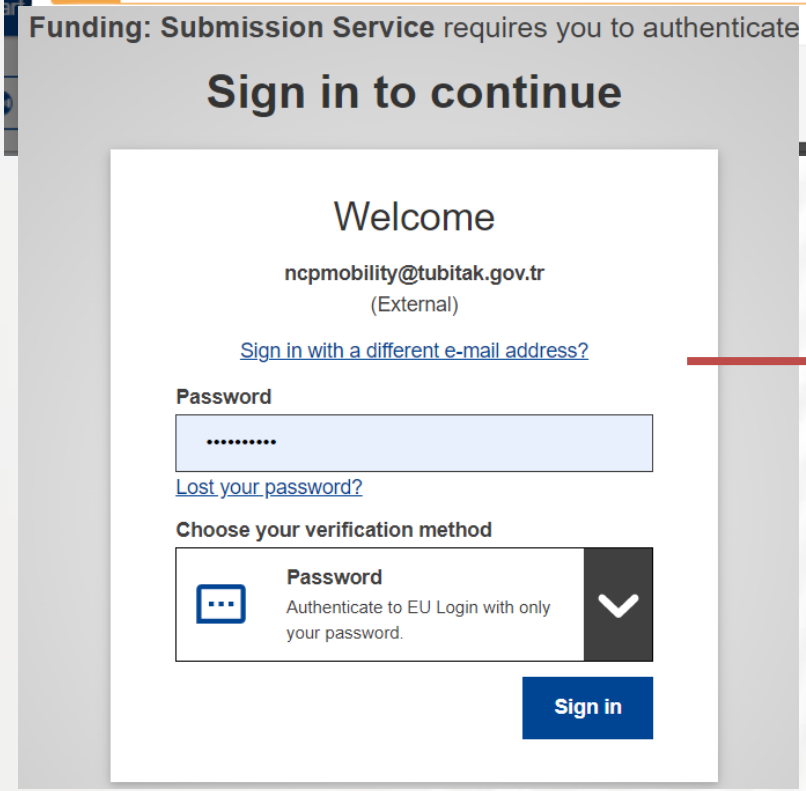
- Mandate: Make sure that you have the mandate of all participants to submit the application (explicit agreement to participate).

You can reach the information for the most detailed version of proposal submission via the link provided on previous slide or via:

https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867927



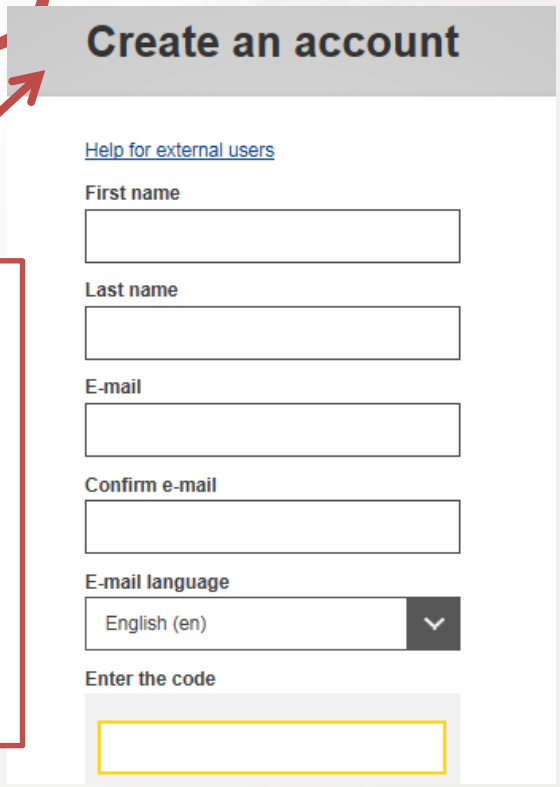
Please click

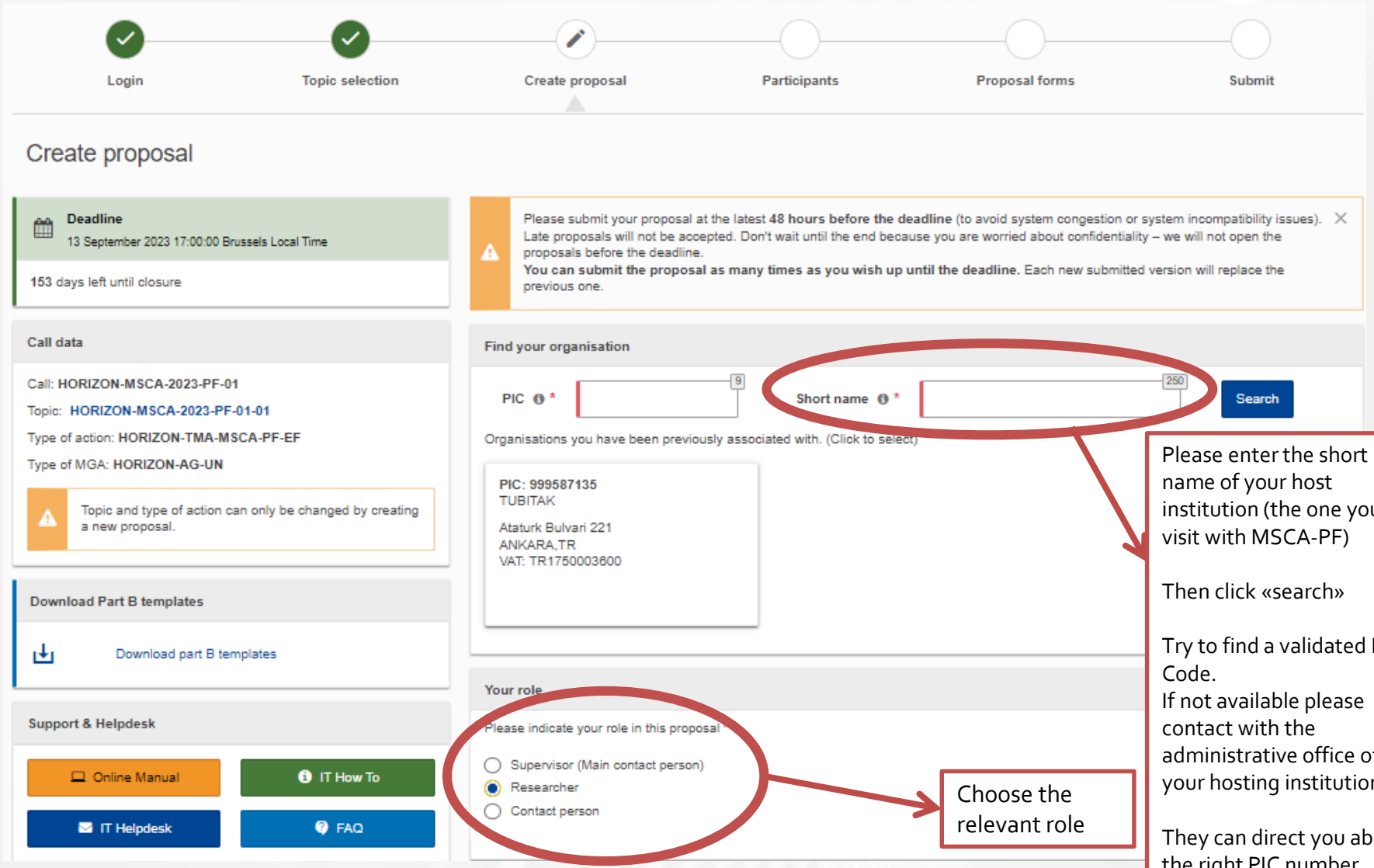


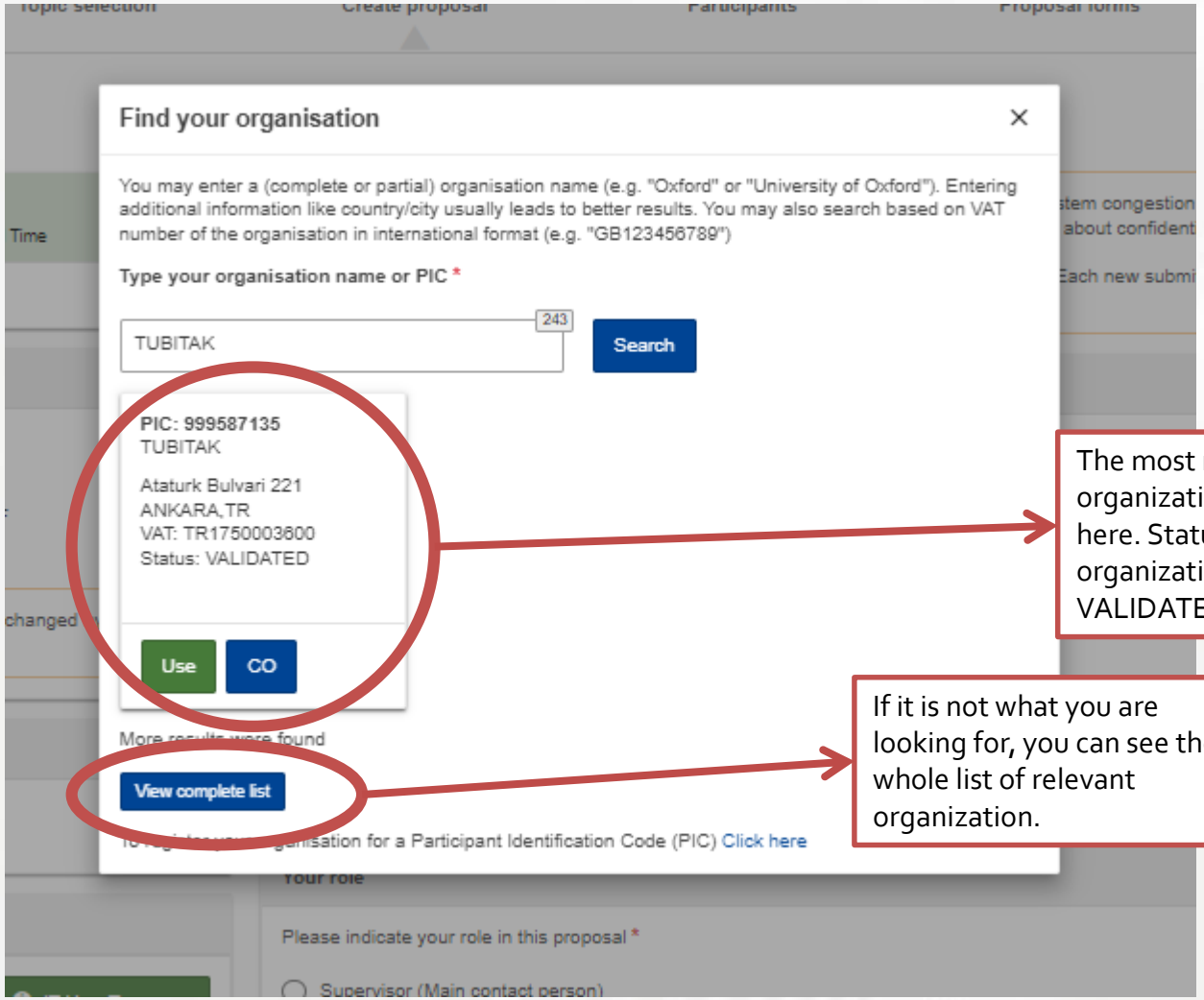
If you haven't signed in before please «create an account»

When you create an account you can use those account details for the next time…

If you already have an acoount, you can just sign in.

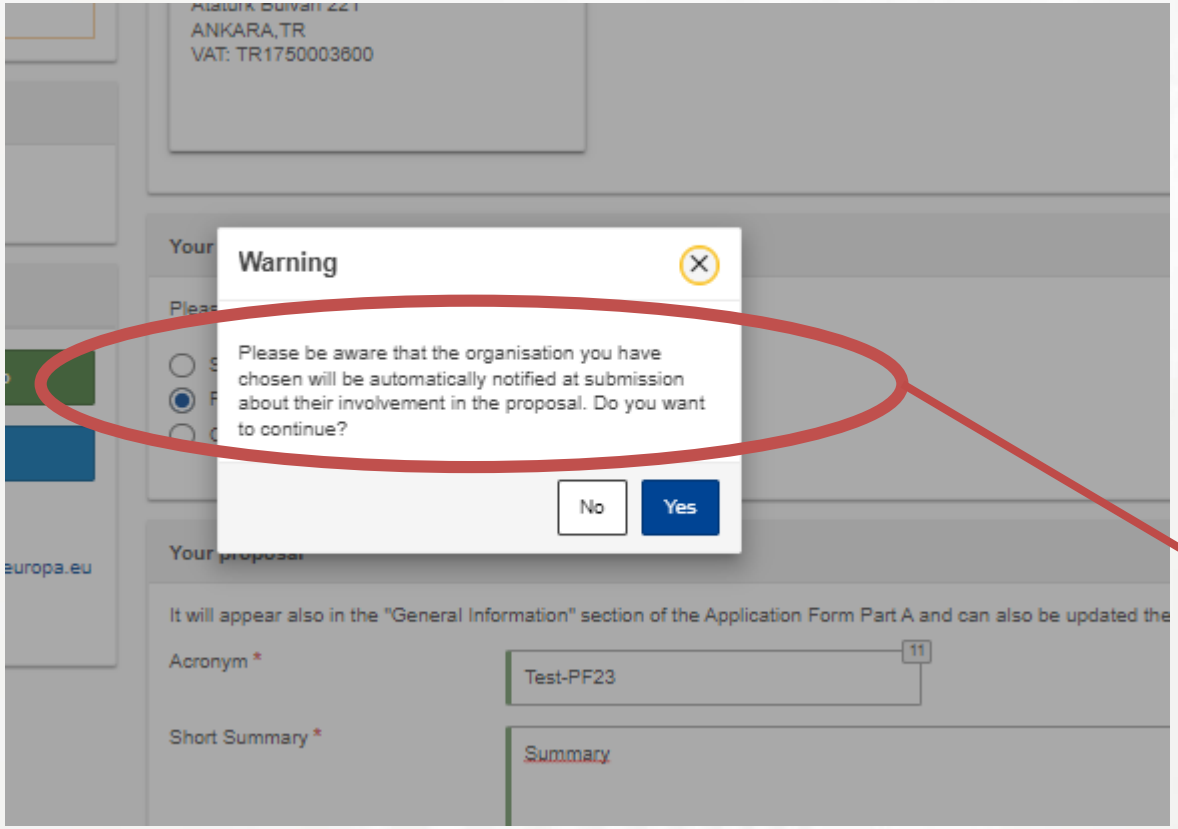



Login
Topic selection
Create proposal
Participants
Proposal forms
Submit
Create proposal
Deadline
13 September 2023 17:00:00 Brussels Local Time
153 days left until closure
Call data
Call: HORIZON-MSCA-2023-PF-01
Topic: HORIZON-MSCA-2023-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
Topic and type of action can only be changed by creating a new proposal.
Download Part B templates
Download part B templates
Support & Helpdesk
Online Manual
IT How To
IT Helpdesk
FAQ
Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.
Find your organisation
PIC *
Short name *
Search
Organisations you have been previously associated with. (Click to select)
PIC: 999587135
TUBITAK
Ataturk Bulvari 221
ANKARA,TR
VAT: TR1750003600
Your role
Please indicate your role in this proposal *
Supervisor (Main contact person)
Researcher
Contact person
Choose the relevant role
Please enter the short name of your host institution (the one you will visit with MSCA-PF)
Then click «search»
Try to find a validated PIC Code.
If not available please contact with the administrative office of your hosting institution.
They can direct you about the right PIC number.

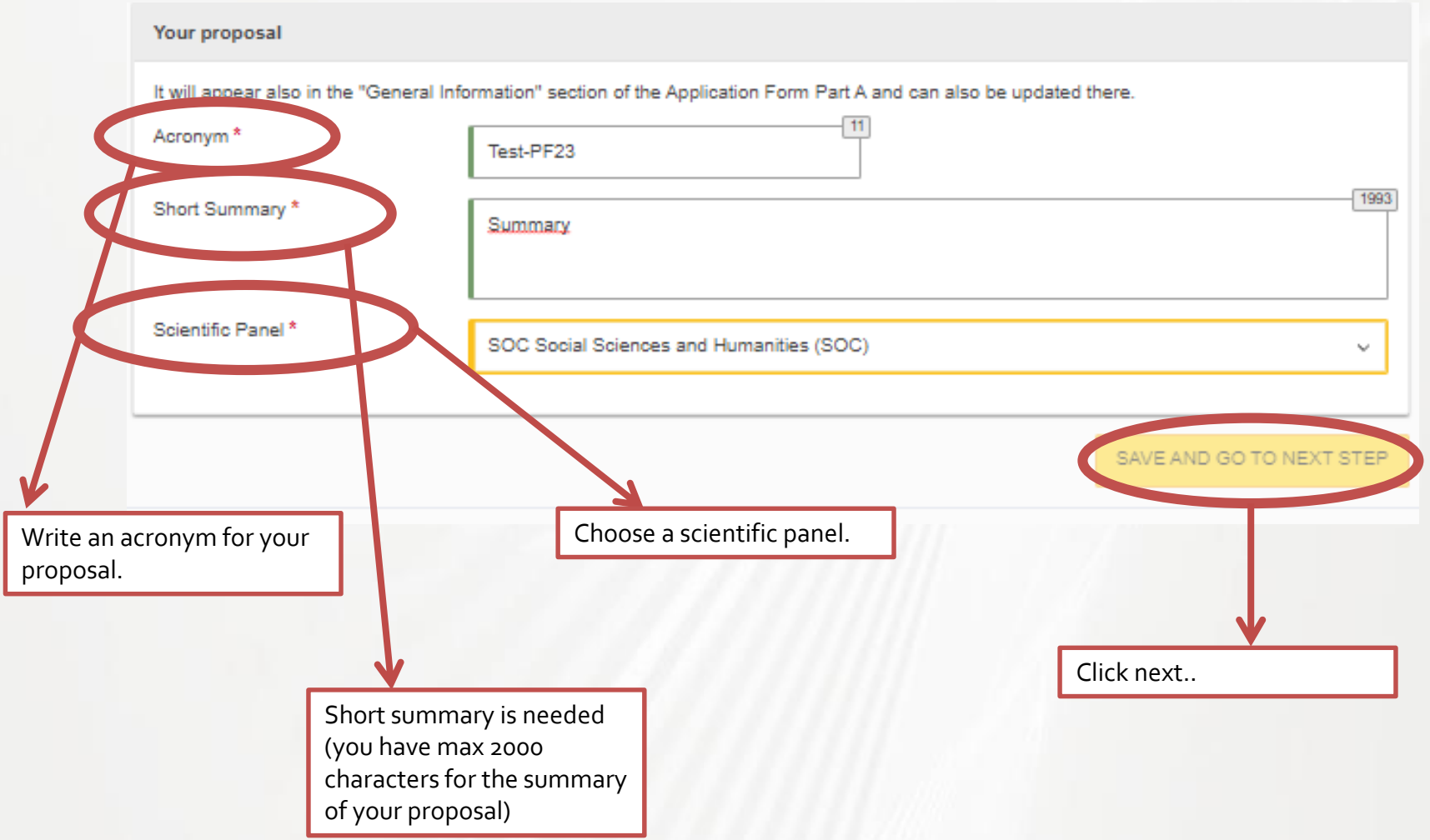


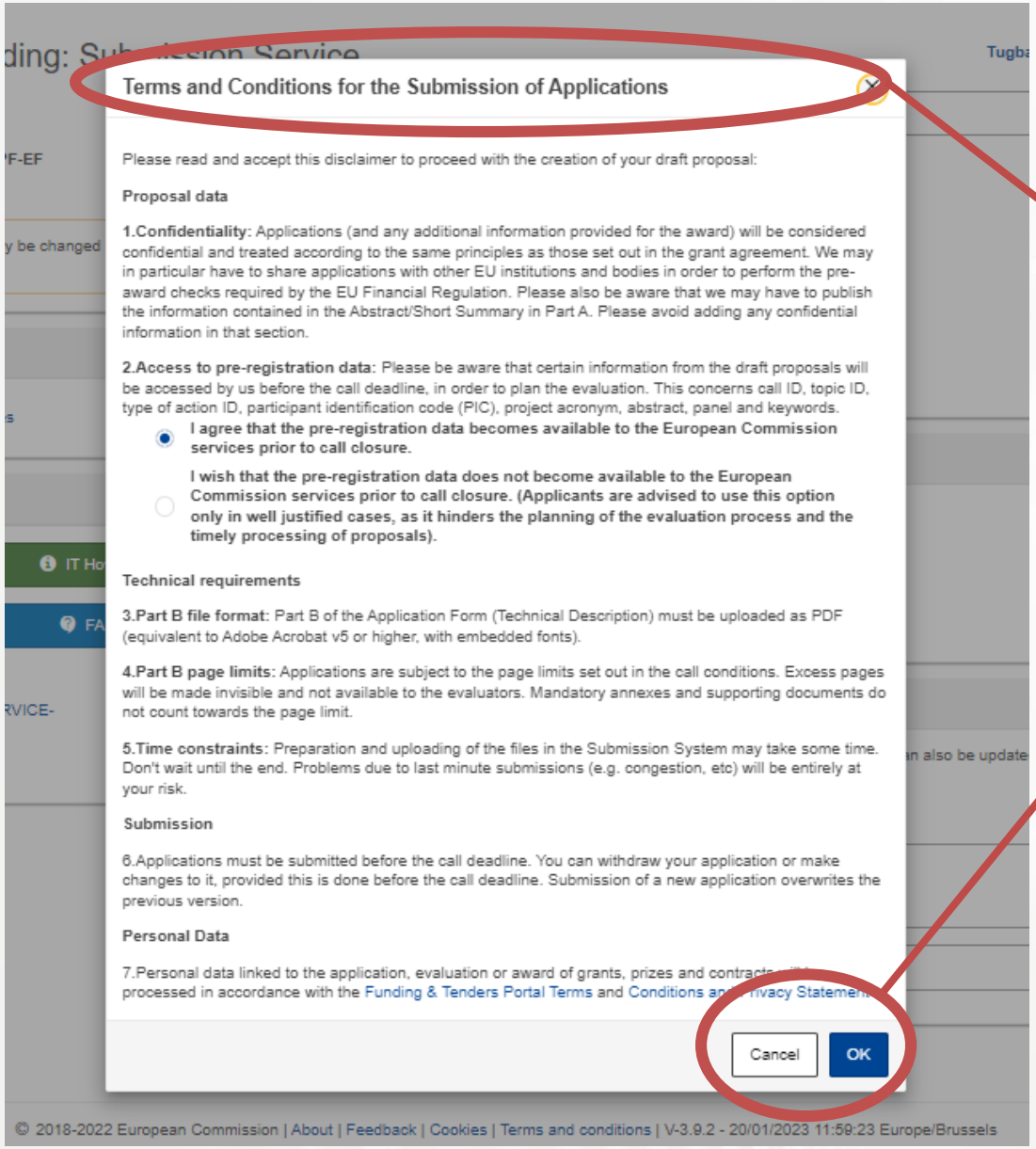
The most relevant organization will appear here. Status of the organization should be VALIDATED, be careful.

If it is not what you are looking for, you can see the whole list of relevant organization.



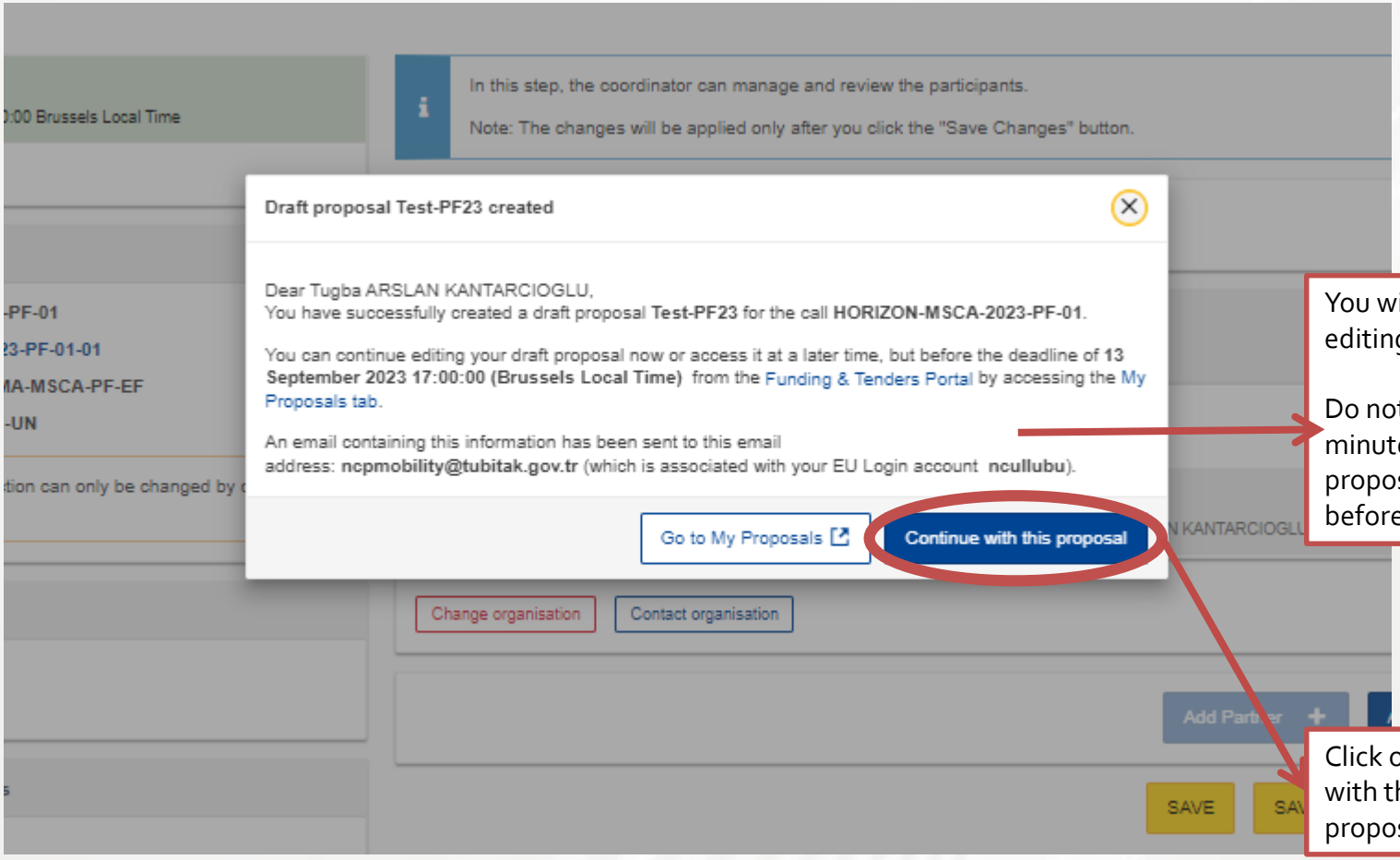
LEAR of the institution you have mentioned will be emailed at this point..


Your proposal
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.
Acronym *
11
Test-PF23
Short Summary *
1993
Summary
Scientific Panel *
SOC Social Sciences and Humanities (SOC)
SAVE AND GO TO NEXT STEP
Write an acronym for your proposal.
Choose a scientific panel.
Short summary is needed (you have max 2000 characters for the summary of your proposal)
Click next..



Read and accept one of the options..

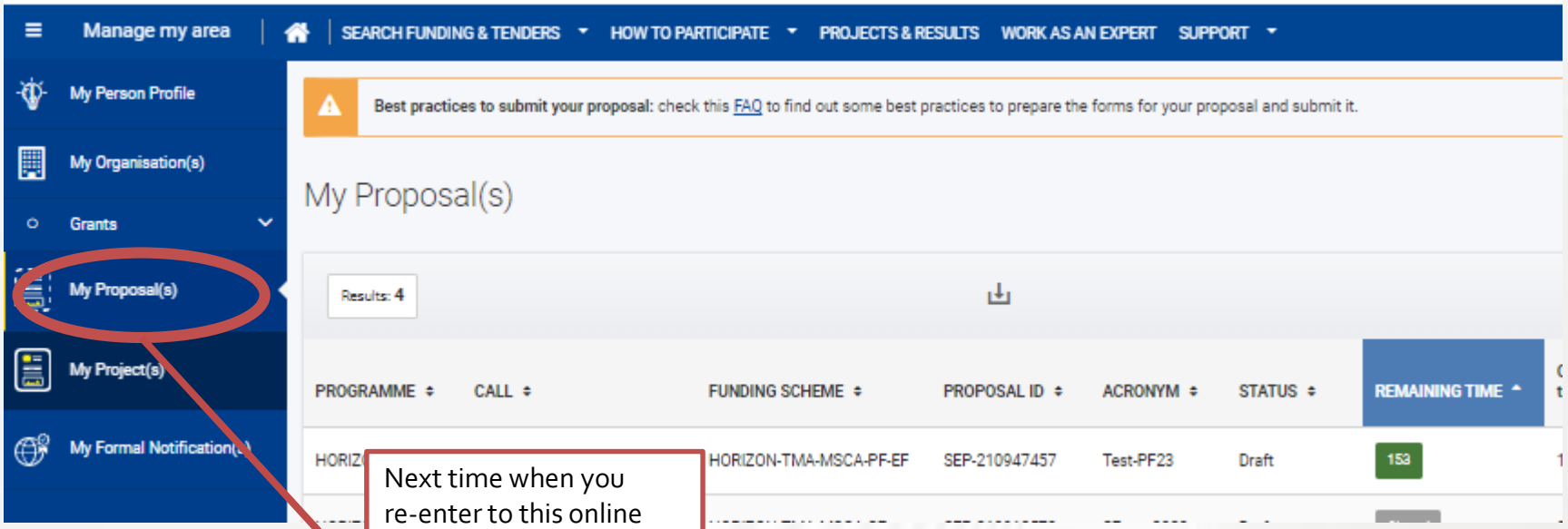
(click OK)



You will be informed about editing your proposal.

Do not wait until last minute. Try to submit your proposal at latest 1 day before the deadline..

Click on «continue with this proposal»

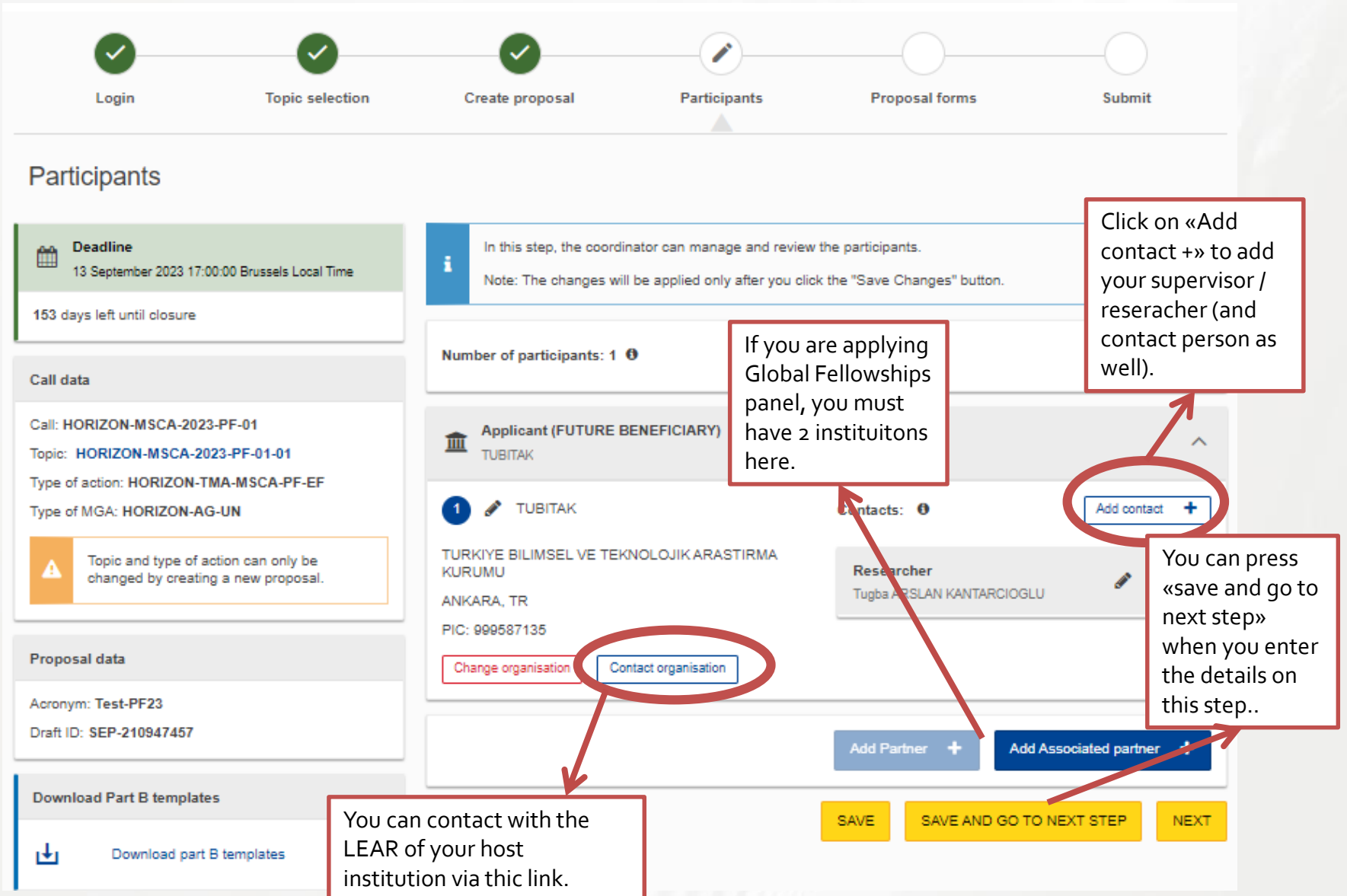


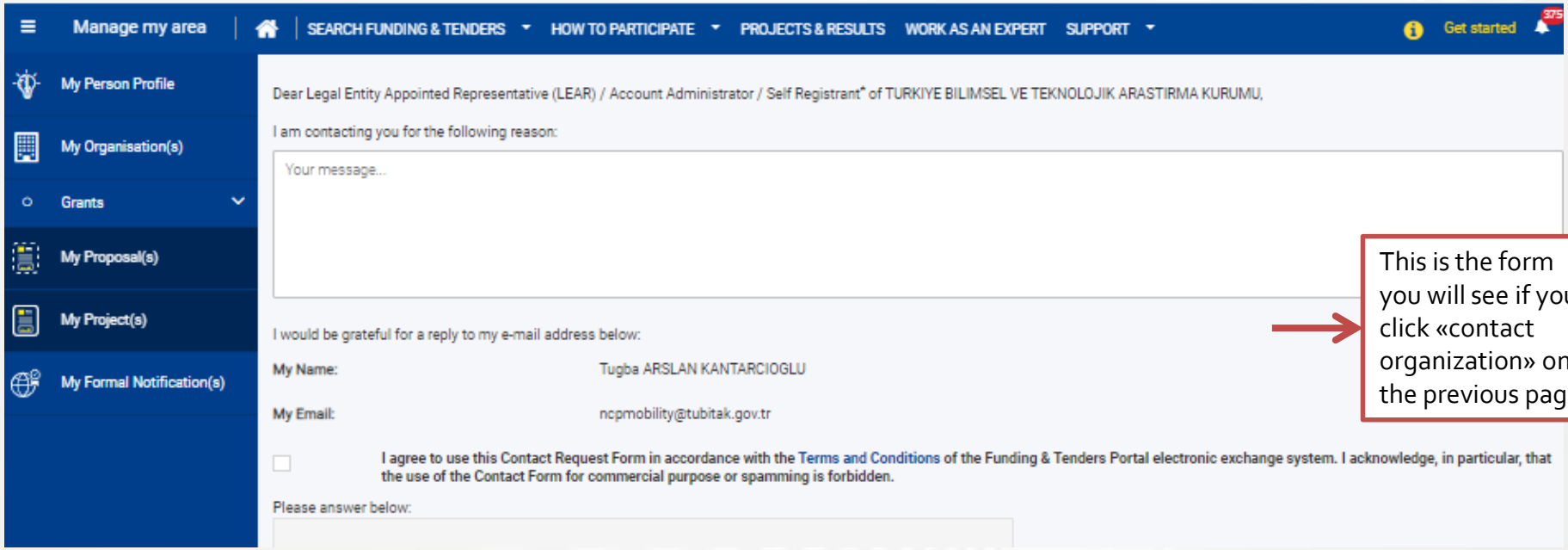
Next time when you re-enter to this online portal with your email address and password, you can see your previous proposal under «my proposals» title.

Click Actions + Edit Draft to continue to fulfill the forms.

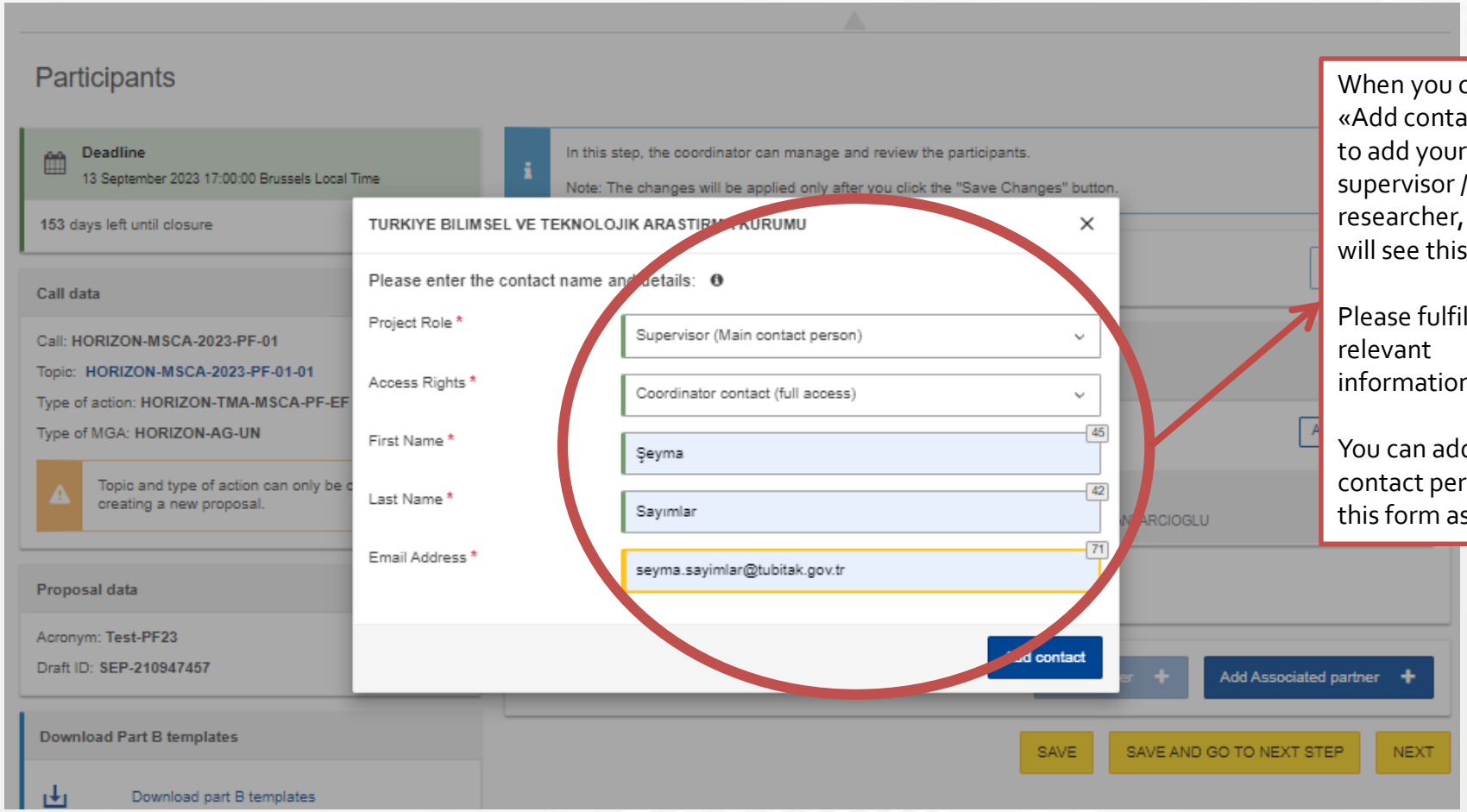
PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	HORIZON-MSCA-2023-PF-01	HORIZON-TMA-MSCA-PF-EF	SEP-210947457	Test-PF23	Draft	153	13/09/2023 17:00:00	Actions
HORIZON	HORIZON-MSCA-2022-SE-01	HORIZON-TMA-MSCA-SE	SEP-210912573	SE-test2022	Draft	Closed	08/03/2023 17:00:00	

Edit Draft
Delete Proposal


Login
Topic selection
Create proposal
Participants
Proposal forms
Submit
Participants
Deadline
13 September 2023 17:00:00 Brussels Local Time
153 days left until closure
Call data
Call: HORIZON-MSCA-2023-PF-01
Topic: HORIZON-MSCA-2023-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
Topic and type of action can only be changed by creating a new proposal.
Proposal data
Acronym: Test-PF23
Draft ID: SEP-210947457
Download Part B templates
Download part B templates
In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.
Number of participants: 1
Applicant (FUTURE BENEFICIARY)
TUBITAK
TUBITAK
TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU
ANKARA, TR
PIC: 999587135
Change organisation
Contact organisation
Contacts:
Add contact
Researcher
Add Partner
Add Associated partner
SAVE
SAVE AND GO TO NEXT STEP
NEXT
Click on «Add contact +» to add your supervisor / reseracher (and contact person as well).
If you are applying Global Fellowships panel, you must have 2 instituitons here.
You can press «save and go to next step» when you enter the details on this step..
You can contact with the LEAR of your host institution via thic link. (Please see the next page..)



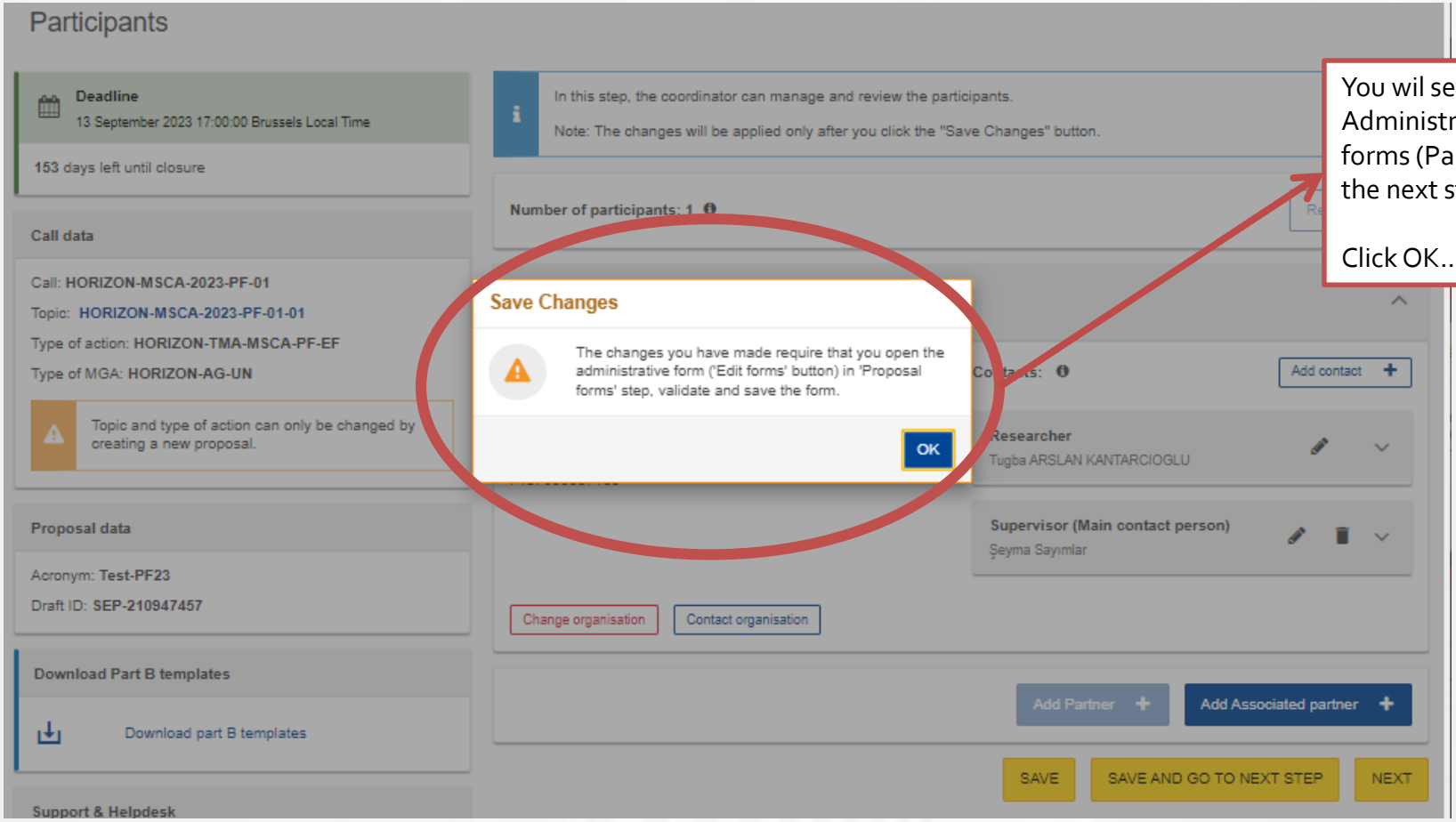
This is the form you will see if you click «contact organization» on the previous page.



When you click on «Add contact +» to add your supervisor / researcher, you will see this form:

Please fulfill with relevant information.

You can add a contact person via this form as well.



You wil see the Administrative forms (Part A) on the next step.

Click OK..

For Action - Invitation to participate in the proposal Test-PF23

Europa / Funding & Tenders Portal notification

Dear Sir/Madam,

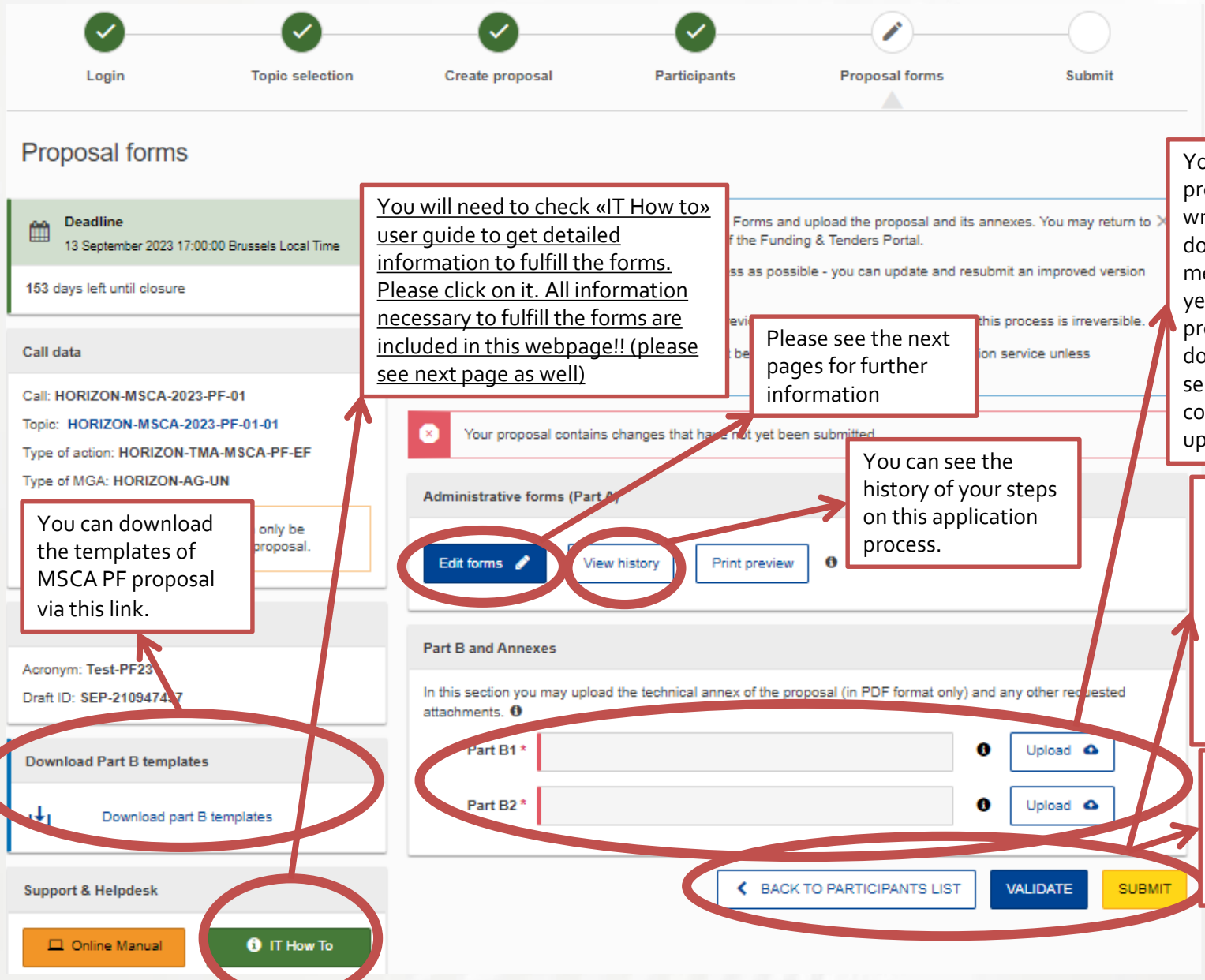
The coordinator of the following proposal, Mr/Ms Tugba ARSLAN KANTARCIOGLU, has given you access to his/her draft proposal:

Proposal acronym	: Test-PF23
Draft proposal ID	: SEP-210947457
Call	: HORIZON-MSCA-2023-PF-01
Type of action	: HORIZON-TMA-MSCA-PF-EF
Topic	: HORIZON-MSCA-2023-PF-01-01
Coordinating organisation	: TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU (PIC: 999587135, located in ANKARA, TR)
Coordinating contact	: Tugba ARSLAN KANTARCIOGLU (ncpmobility@tubitak.gov.tr)
Your details (as entered by the coordinator)	: Şeyma Sayımlar (seyma.sayimlar@tubitak.gov.tr)

This call closes on **2023-09-13 17:00:00** Brussels Local Time. Please contact the person above for any action that you might have to take.
You may access this proposal at any time via the My Proposals tab in the Funding & Tenders Portal using your email seyma.sayimlar@tubitak.gov.tr to authenticate yourself.

Once you add your Supervisor / Researcher from «Add contact +» they will recieve an informing e-mail and will have Access to the proposal to control and change.

The organization and the researcher may work together on the Project in this way.



You will need to check «IT How to» user guide to get detailed information to fulfill the forms. Please click on it. All information necessary to fulfill the forms are included in this webpage!! (please see next page as well)

Please see the next pages for further information

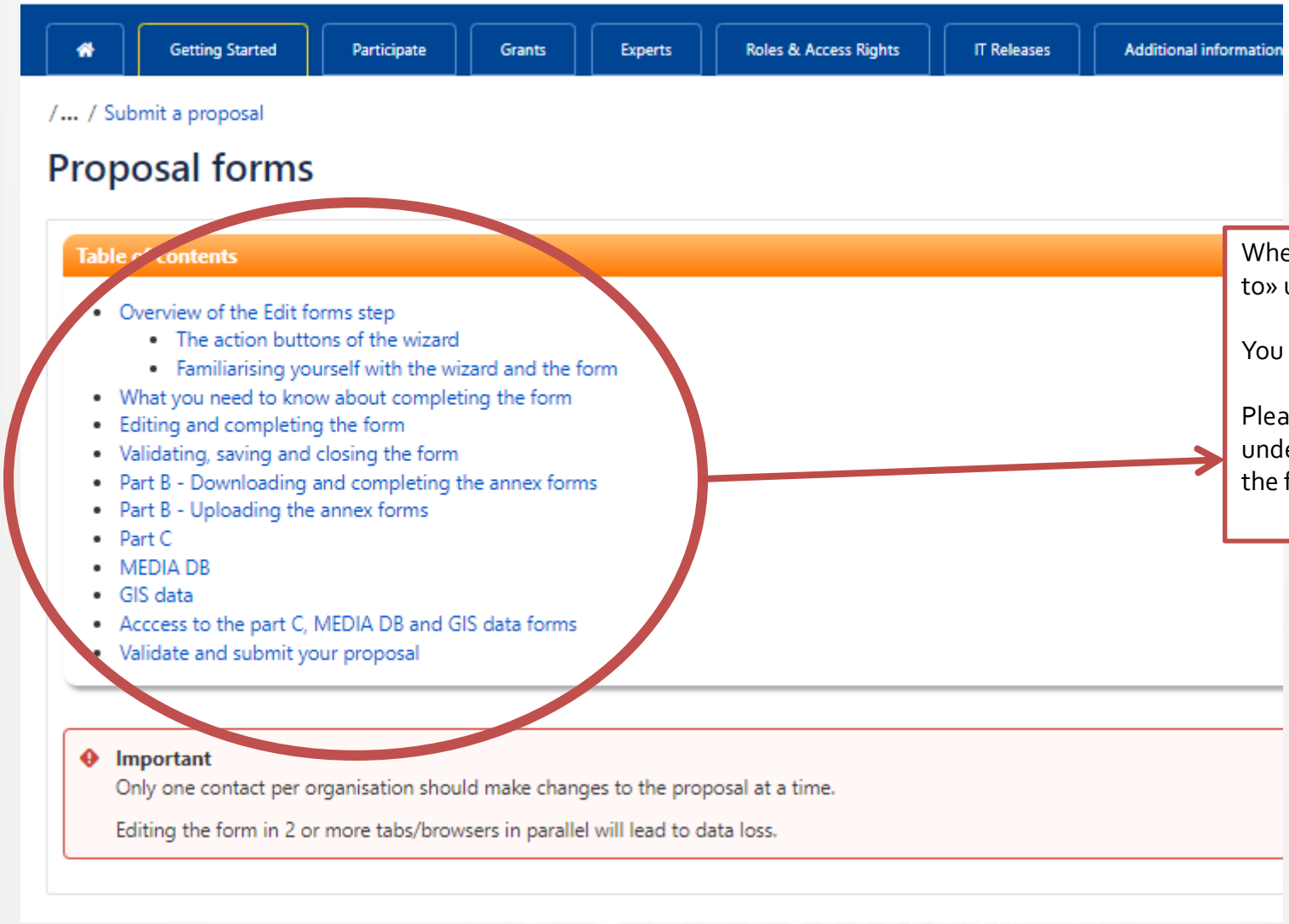
You must use the MSCA-PF proposal 2022 template to write your proposal. You can download them from the left menu if you don't have them yet. You will write your proposal as a «word/rtf» document (B1 and B2 seperately), then you will convert them to pdf and upload here.

You can download the templates of MSCA PF proposal via this link.

You can see the history of your steps on this application process.

You can turn back to previous steps to correct any info.
You can make validation to see any missing info. If nothing missing, you can submit your proposal.
RE-submissions are possible till the deadline.

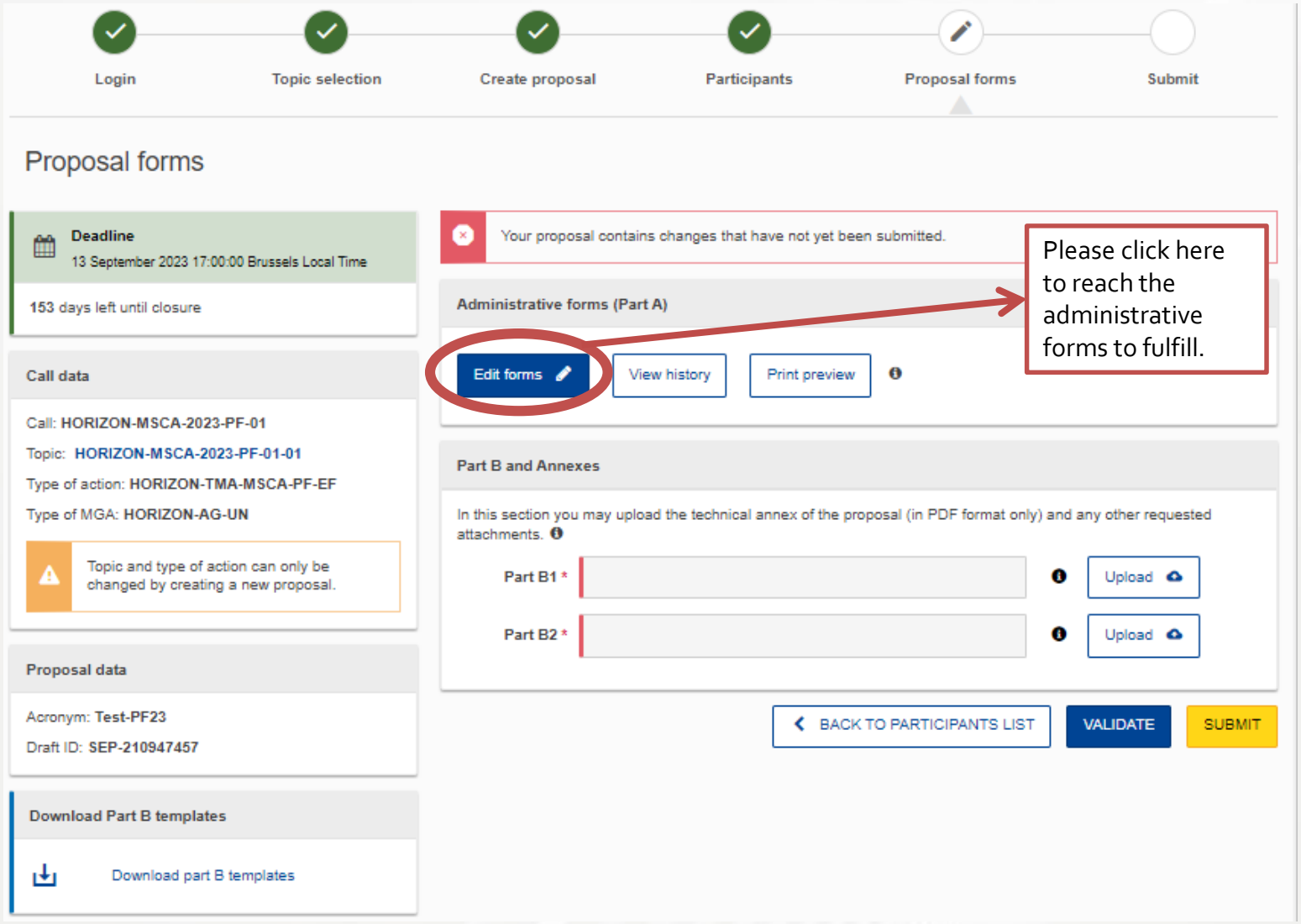
When you upload a new document, and re-submit your proposal, the last uploaded document will be saved by the system.



When you click on «IT How to» user guide,

You will see all the steps

Please check this guide to understand how to fulfill the forms..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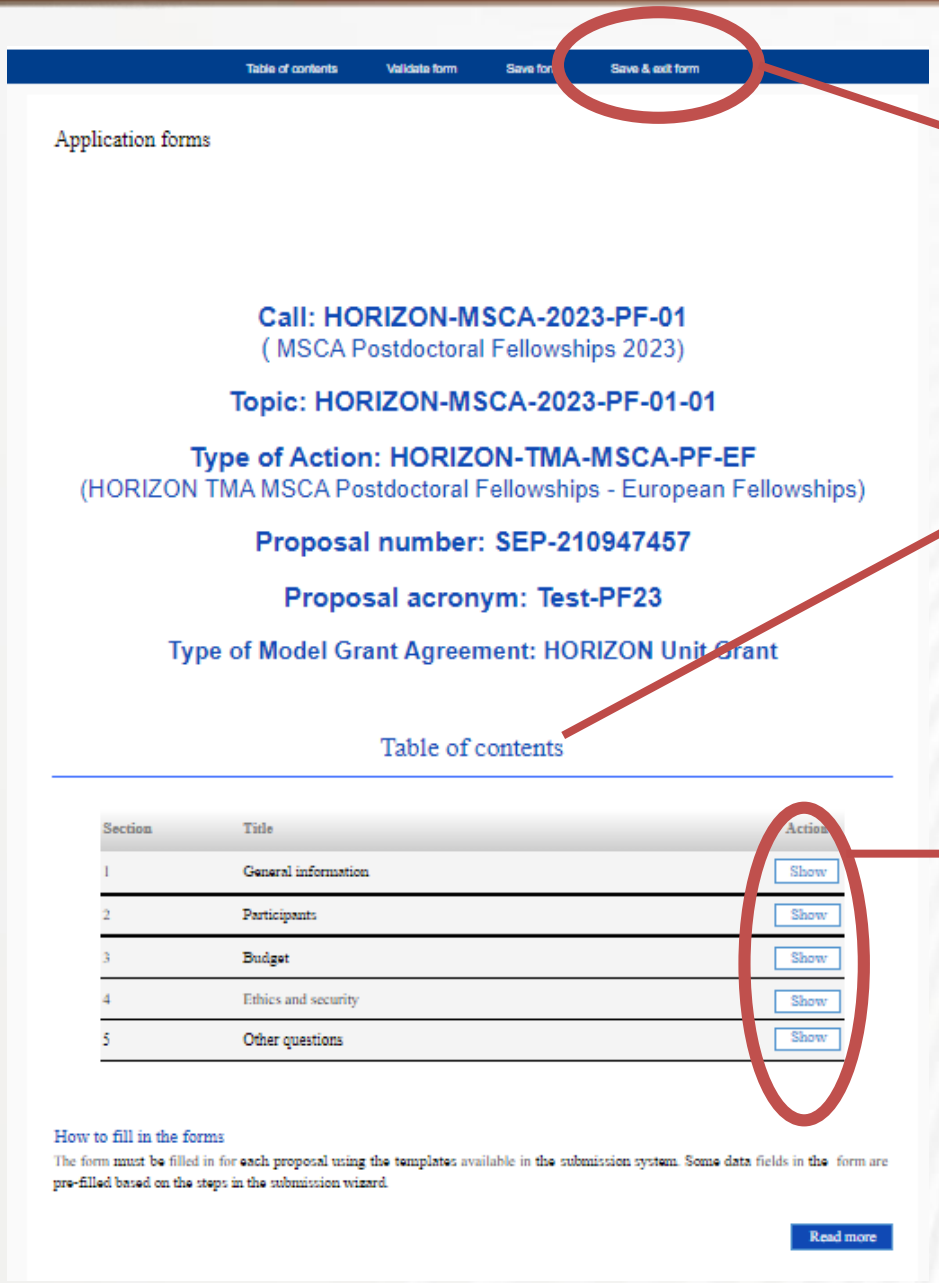
Proposal data
Acronym: Test-PF23
Draft ID: SEP-210947457
Download Part B templates
Download part B templates
Your proposal contains changes that have not yet been submitted.
Administrative forms (Part A)
Edit forms
View history
Print preview
Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.
Part B1 *
Upload
Part B2 *
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT
Please click here to reach the administrative forms to fulfill.

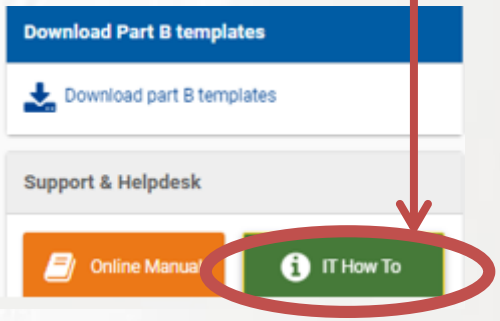


You can save the information you entered to the form. You don't need to fulfill all information as soon as you open the participant portal. You have time till the deadline. (Please follow the instructions of the guide you have opened on previous page.)

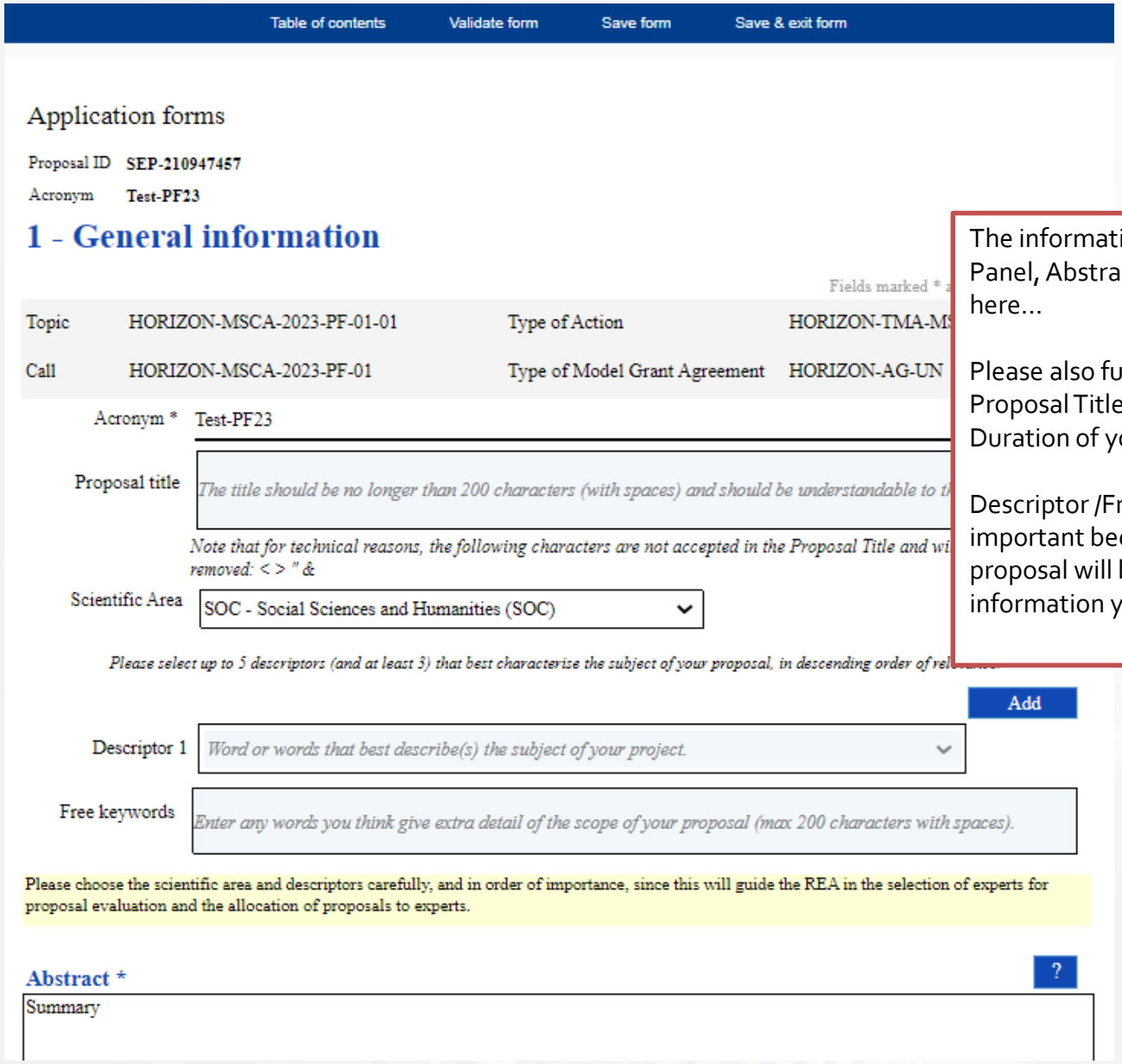
Here is the «table of contents» of the forms.

You must open each section one by one and fulfill all information.

Please follow the instructions of the guide you have opened on previous page.



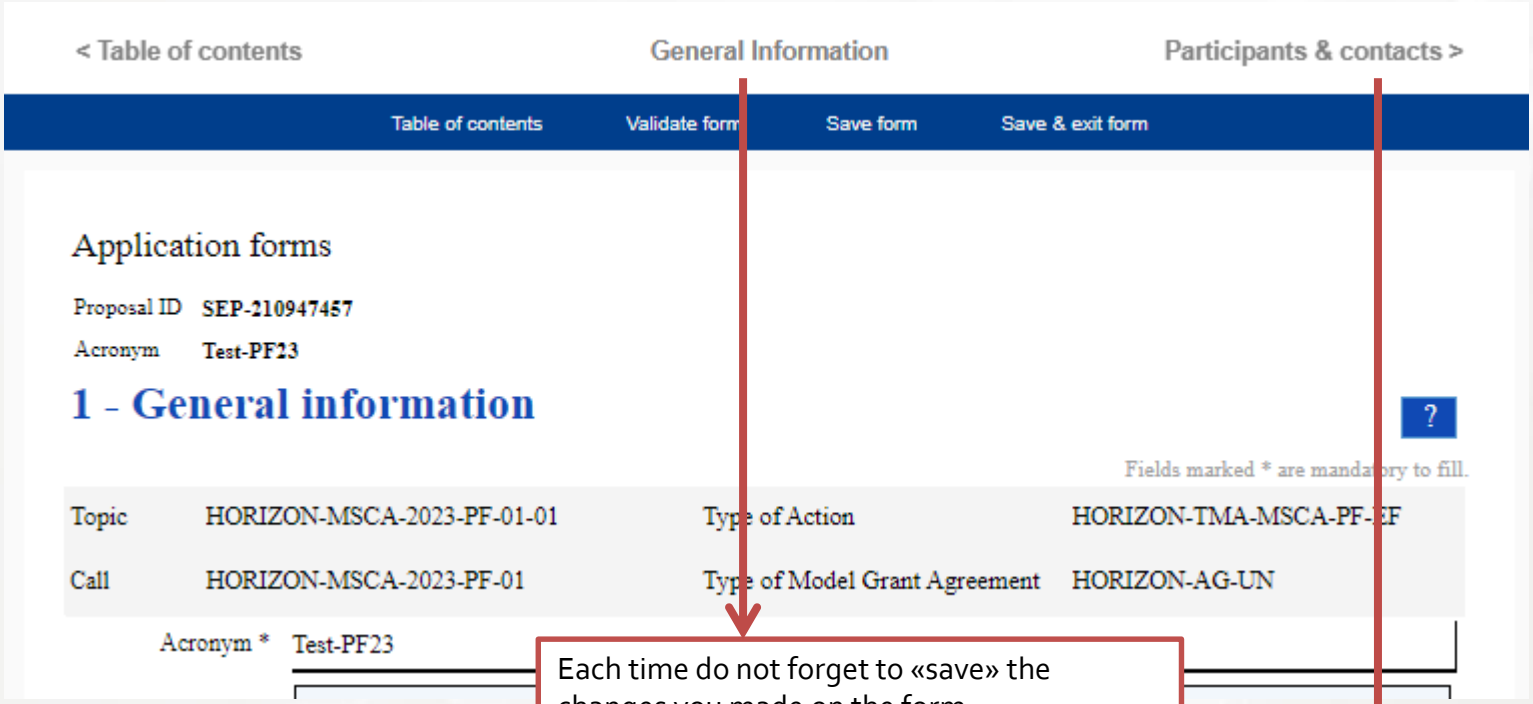
When you click on every title under Table of Contents…



The information you entered about Acronym, Panel, Abstract at first step will be seen here…

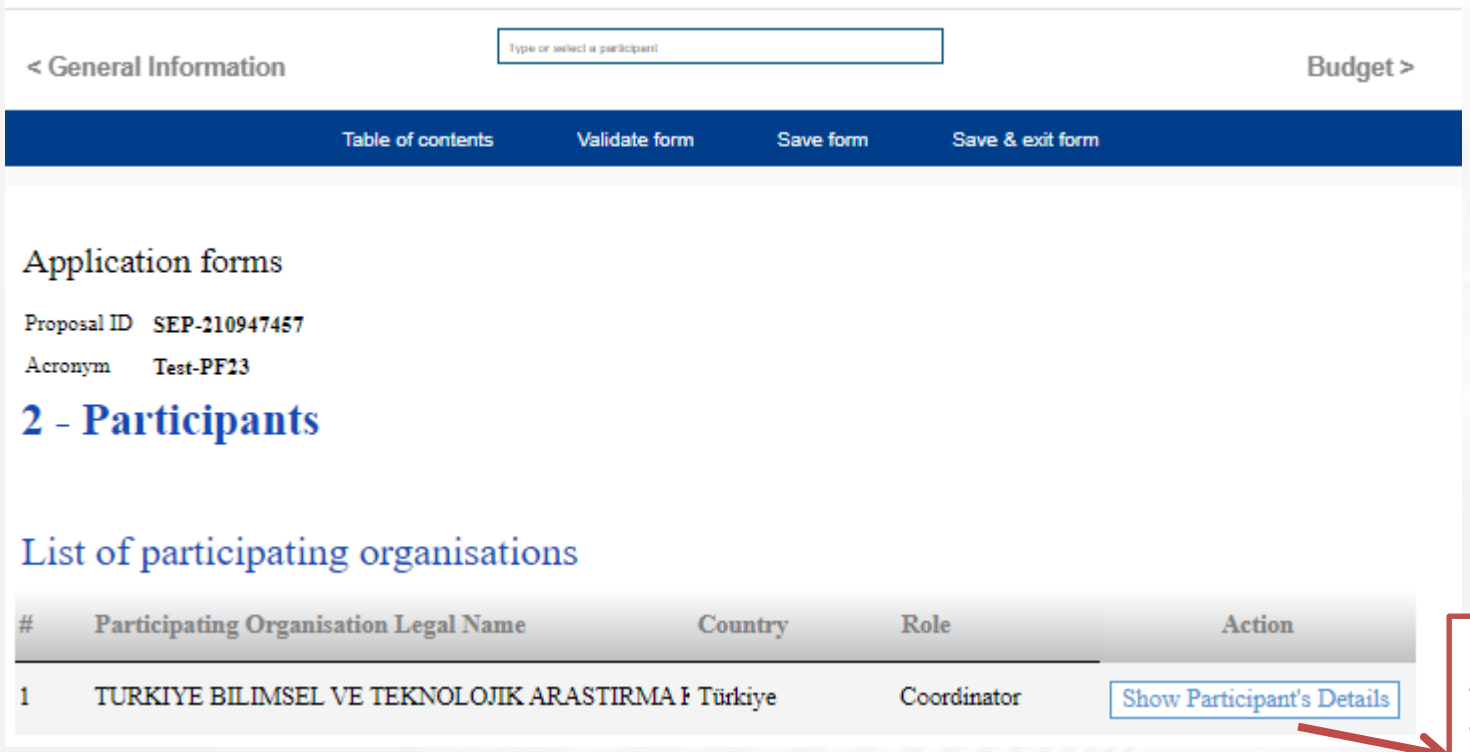
Please also fulfill the rest:
Proposal Title
Duration of your project in months

Descriptor /Free keywords: They are important because the 3 evaluators for your proposal will be choosen according to this information you give.

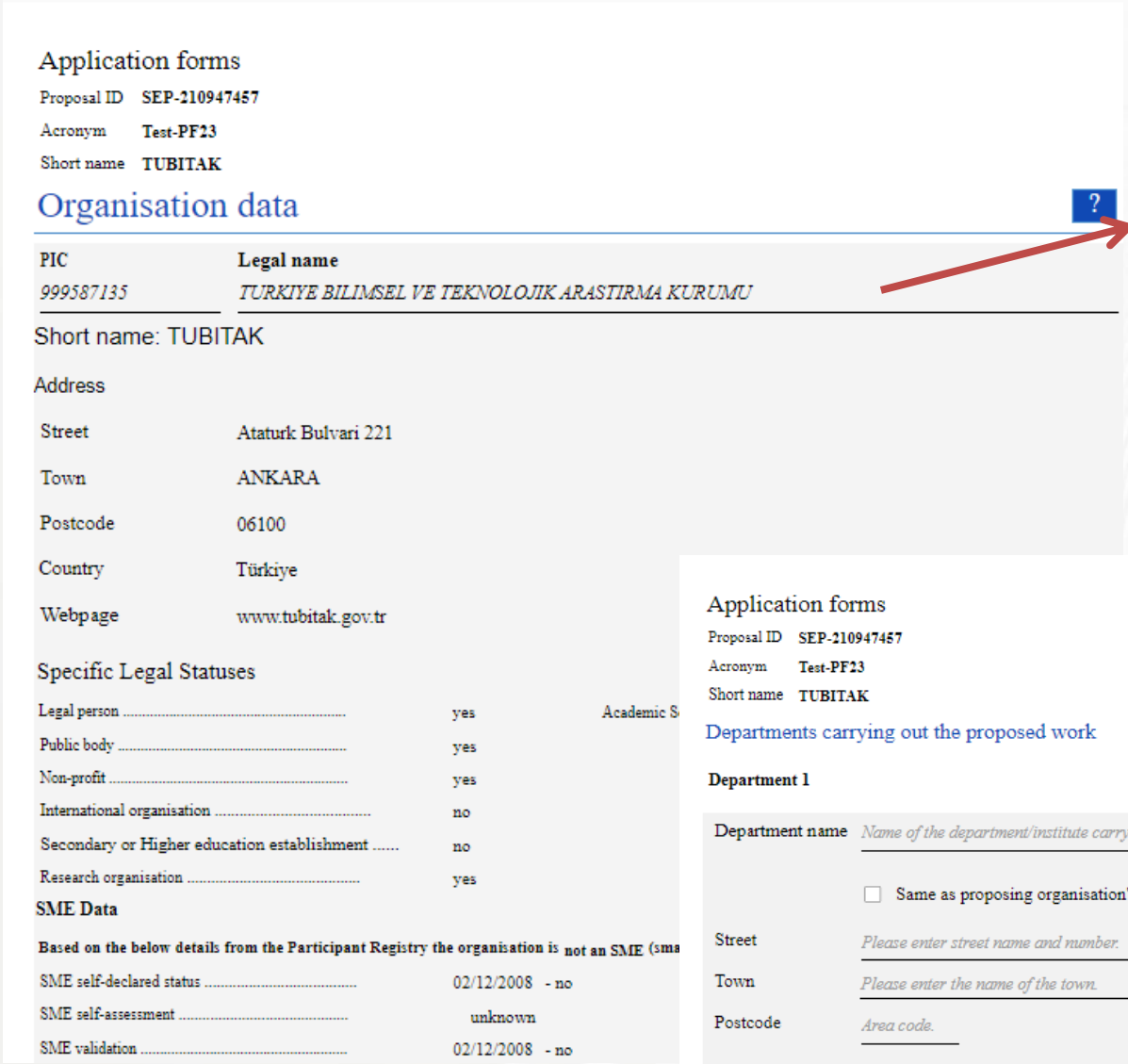


Each time do not forget to «save» the changes you made on the form.

After saving the changes, you can pass to the other page of the forms..

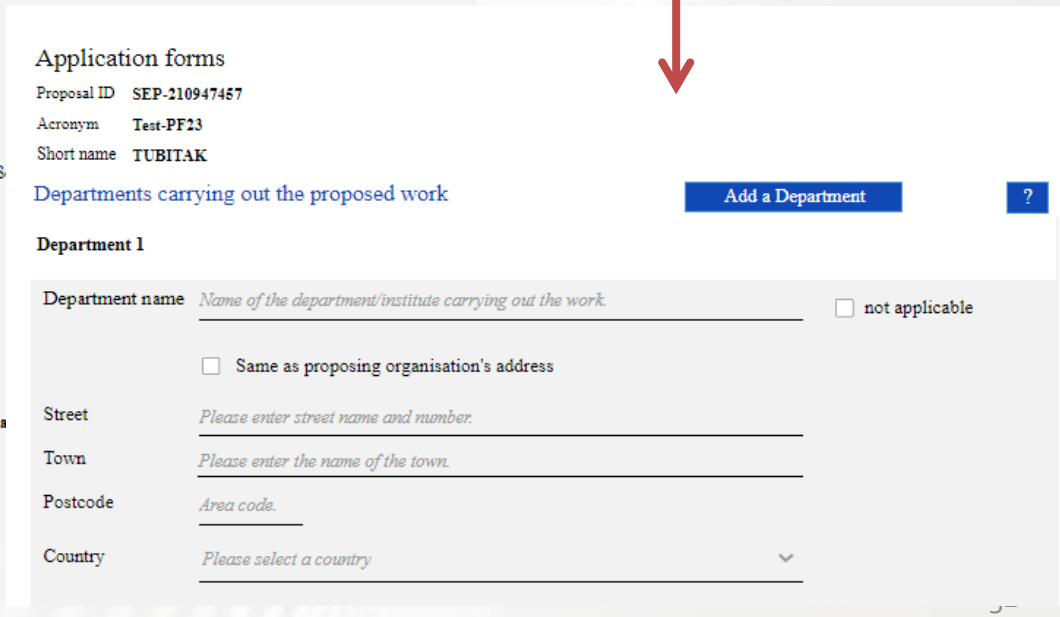


Do not forget to add here a global partner for applying GF panel, on the previous steps. Please press all the «Show Participant's Details» buttons one by one and fullfill the missing information of each partner. Your partners can also access this part of the form and update the information about themselves.



Thanks to the PIC code you selected/entered at first step, most of the information will be automatically seen here.

Please fulfill the missing parts only.



Application forms

Proposal ID **SEP-210947457**

Acronym **Test-PF23**

Short name **TUBITAK**

Supervisor

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title Ms ▾ Gender ◉ Woman ○ Man ○ Non Binary

First name* **Şeyma** Last name* **Sayımlar**

E-Mail* **seyma.sayimlar@tubitak.gov.tr**

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.* ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country* ▾

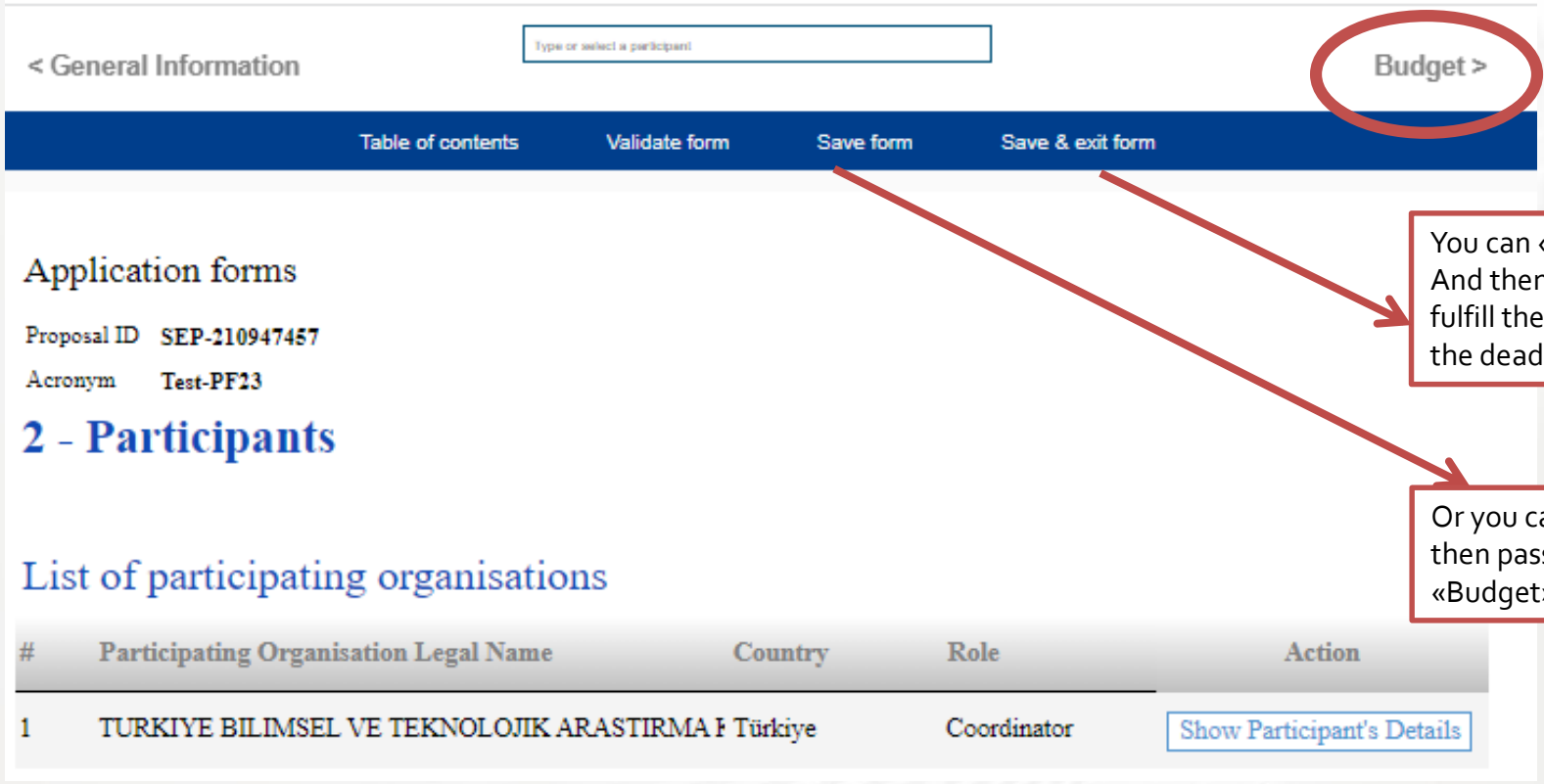
Website *Please enter website*

Phone +xxx xxxxxxxxx Phone 2 +xxx xxxxxxxxx

«Administrative forms» section goes on like this..

Please fulfill the missing parts.

Do not hesitate to contact your MSCA National Contact Point for any kind of question.



You can «save and close». And then continue to fulfill the rest later (till the deadline).

Or you can «save» and then pass to the «Budget» part.

< Participants & contacts | Budget | Ethics >

Table of contents | Validate form | Save form | Save & exit form

Then you can «save» and pass to the «Ethics» part of the form.

Application forms

Proposal ID **SEP-210947457**

Acronym **Test-PF23**

3 - Budget

Here you define if the fellow has a family –a spouse / a child / a partner in crime-.

Is the Researcher eligible for family allowance?* (•) Yes ( ) No

Duration of fellowship *	Country in which fellowship will take place
24	Türkiye

	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	
Fellowship	0.645	24	78638.40	14400.00	15840.00	24000.00	15600.00	148478.40
			78638.40	14400.00	15840.00	24000.00	15600.00	148478.40

Here you define duration of the fellowship.

Total budget of the project will automatically be calculated in the system according to the duration and the country.

< Budget | Ethics & Security | Other questions >

Table of contents | Validate form | Save form | Save & exit form

Application forms

Proposal ID **SEP-210947457**

Acronym **Test-PF23**

4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does this activity involve the use of human embryos?		
2. Humans		
Does this activity involve human participants?		
Does this activity involve interventions (physical also including ima behavioural treatments, etc.) on the study participants?		
Does this activity involve conducting a clinical study as defined by th (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmace therapy medicinal products)		
3. Human Cells / Tissues (not covered by section 1)		
Does this activity involve the use of human cells or tissues?		
4. Personal Data		
Does this activity involve processing of personal data?		
Does this activity involve further processing of previously collected use of preexisting data sets or sources, merging existing data sets)?		
Is it planned to export personal data from the EU to non-EU countri		

Please fulfill the whole table.

Do not hesitate to say «yes» if any question needs to be replied as «yes». You will need to make explanation in Part B2 as well.

Table of contents | Validate form | Save form | Save & exit form

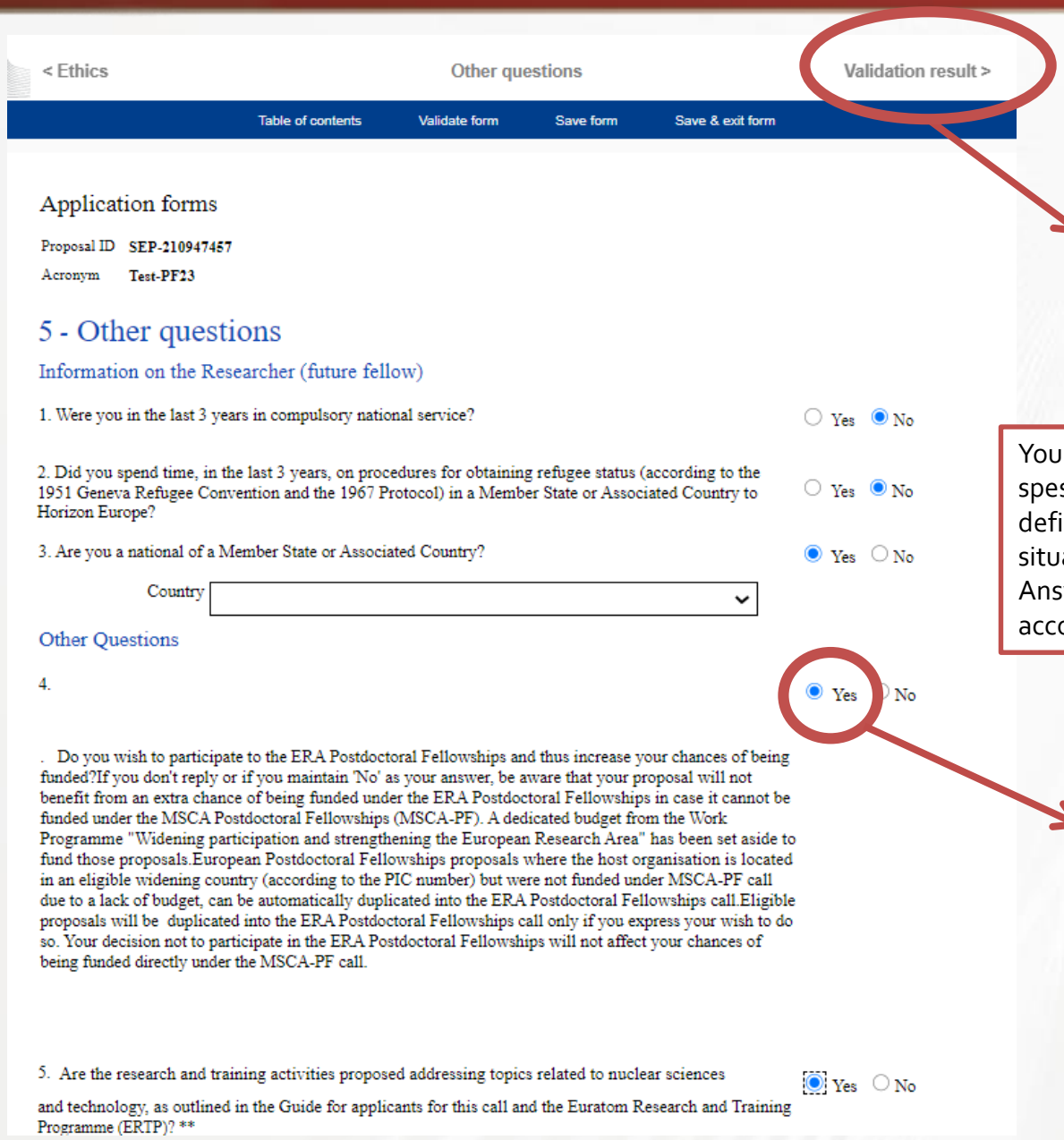
Application forms

Proposal ID **SEP-210947457**

Acronym **Test-PF23**

Does this activity involve low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)	○ Yes ◉ No
Could the situation in the country put the individuals taking part in the activity at risk?	○ Yes ◉ No
7. Environment, Health and Safety	
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes ◉ No
Does this activity deal with endangered fauna and/or flora / protected areas?	○ Yes ◉ No
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes ◉ No
8. Artificial Intelligence	
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	○ Yes ◉ No
9. Other Ethics Issues	**Page**
Are there any other ethics issues that should be taken into consideration?	○ Yes ◉ No
I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines How to Complete your Ethics Self-Assessment	☐ ?

Please also check the link below the page:
How to Complete your Ethics Self-Assessment: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf



See the validation results.

When you fulfill all the information there will not be any validation errors.

You will see other spesific questions to define your spesific situation on the Project. Answer each of them accordingly.

If you would like to participate to ERA Fellowship option, do not forget to confirm your decision here by clicking YES.

< Other questions | Validation result | Exit form >

Table of contents | Validate form | Save form | Save & exit form

Application forms

Validation result

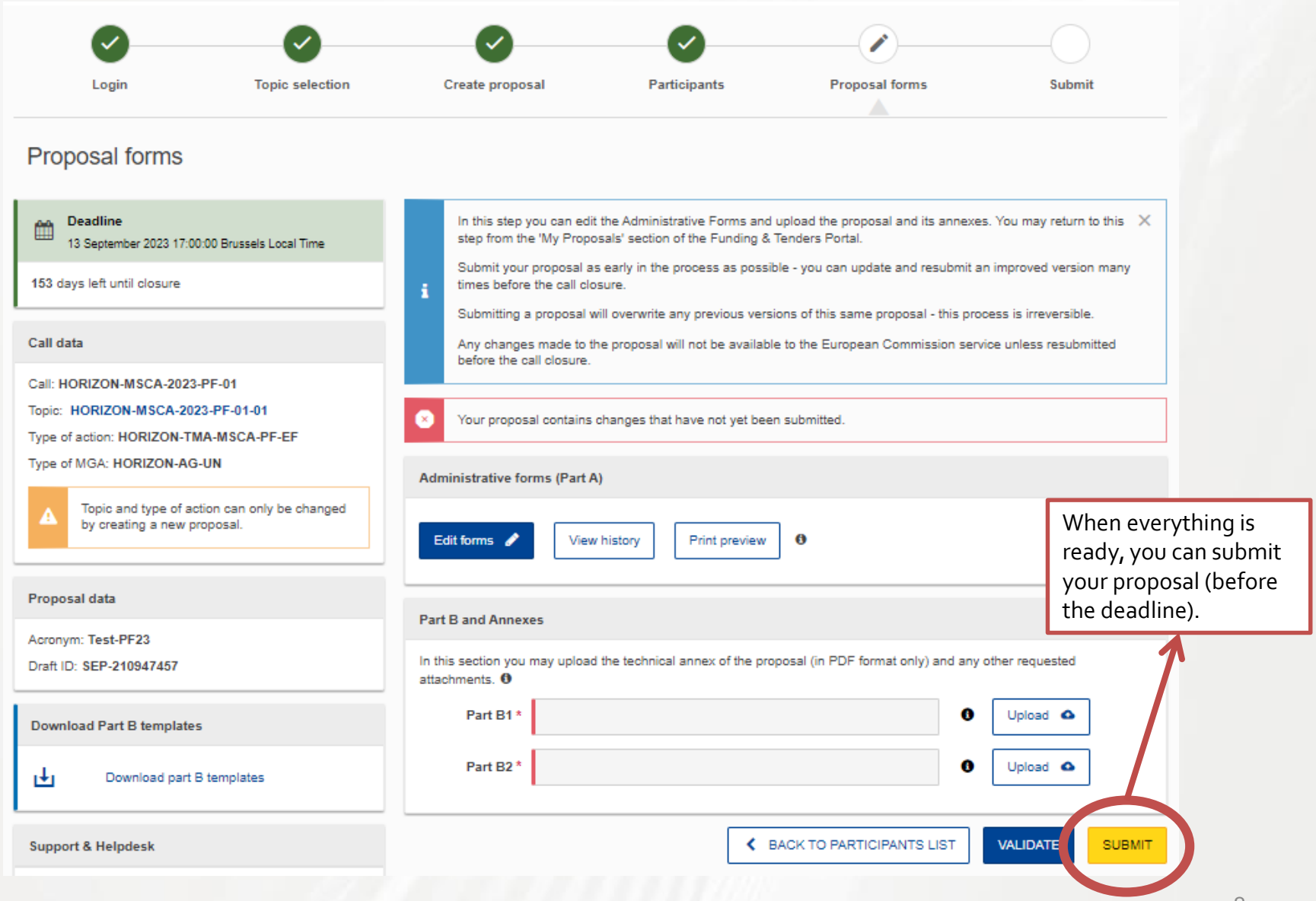
Show Error — The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal will be blocked unless that specific field is corrected!

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	
General Information	Title - missing entry	Show Error
General Information	Descriptor 1 is a required field.	Show Error
Declaration	Declaration 1 is mandatory	Show Error
Declaration	Declaration 2 is mandatory	Show Error
Declaration	Declaration 3 is mandatory	Show Error
Declaration	Declaration 4 is mandatory	Show Error
Declaration	Declaration 5 is mandatory	Show Error
Declaration	Declaration 6 is mandatory	Show Error

If you didn't fulfill every part of the form (obligatory parts) you can see the missing parts under validation results title.

You can not submit your proposal before you remove all those errors in red.


Login
Topic selection
Create proposal
Participants
Proposal forms
Submit
Proposal forms
Deadline
13 September 2023 17:00:00 Brussels Local Time
153 days left until closure
Call data
Call: HORIZON-MSCA-2023-PF-01
Topic: HORIZON-MSCA-2023-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
Topic and type of action can only be changed by creating a new proposal.
Proposal data
Acronym: Test-PF23
Draft ID: SEP-210947457
Download Part B templates
Download part B templates
Support & Helpdesk
In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
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 *
Upload
Part B2 *
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT
When everything is ready, you can submit your proposal (before the deadline).

Good luck!

Marie S. Curie National Contact Point of TURKEY

ncpmobility@tubitak.gov.tr