

How to submit your **MSCA – Postdoctoral** Fellowships – 2025 project proposal

NETWORK OF THE MARIE SKŁODOWSKA-CURIE ACTIONS NATIONAL CONTACT POINTS

Task 3.1 Issued by: Issued date: Work Package Leader: RANNIS (IS)

Submission Guides TUBITAK, Türkiye 10 June 2025



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- This Guide is an UNOFFICIAL document prepared by RADIANCE, the EU-funded project of National Contact Points (NCP) for the Marie Skłodowska-Curie Actions (MSCA).
- The information contained in this document is intended to assist and support, unofficially and practically, anyone submitting a proposal to the MSCA Postdoctoral Fellowships Call with the deadline of 10th September 2025.
- This document is not, by any means, a substitute for official documents published by the European Commission, which in all cases must be considered binding. As such, this document is to be used in addition to the official call documents: <u>MSCA Work Programme 2023-2025</u> and <u>Guide for</u> <u>Applicants for PF</u>.
- This step-by-step submission guide with visual aids will help applicants navigate the proposal submission process in the Funding & Tender Opportunities Portal.
- Please contact the MSCA NCPs of your country for further inquiries about the MSCA Postdoctoral Fellowships (PF) Call.
- Please contact <u>ncpmobility@tubitak.gov.tr</u> for further inquiries about this guide.

National Contact Points (NCPs) have been set up Europe and beyond by the national across governments to provide information and personalised support to HE applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on HE funding opportunities as well as to support potential applicants in the preparation, submission and follow-up of grant applications. For details on the NCP in your country, please consult the National Contact Points website: https://horizoneuropencpportal.eu/ncpnetworks/msca/find-your-ncp

Now, please follow the steps to submit your MSCA-Postdoctoral Fellowships proposal via the Funding & Tenders Opportunities Portal.



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Find the Call





Look for MSCA Postdoctoral Fellowships 2025



See the call features

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- By scrolling down you can see all relevant information about this call.
- Please click on 'show more' buttons under each section.

Topic conditions and documents

General conditions

General conditions

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

Show more

Download the documents



Programme, Guide for Applicants and other useful documents here under the heading 'General Conditions'. Please read them to prepare

When you click the link, you will be redirected to the CIRCABC website where you can download the documents. You do not have to log in at this stage, you can access the document as a guest

Radiance Guide for Applicants and other useful documents



Guide for Applicants



This guide aims to support potential applicants to the PF 2025 call, it is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the European Research Executive Agency for any person acting on their behalf) can be held responsible for the use made of this guidance document. Note that the guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies. This is the main document where you can find the details of the MSCA-PF call, how to prepare your proposal etc.

PLEASE READ THIS DOCUMENT CAREFULLY.

- All main definitions (not included in this guide) are available in the MSCA part of the Work Programme.
- Links to other official documents (e.g. Horizon Europe General Annexes of the Work Programme, Horizon Europe Unit Model Grant Agreement, Horizon Europe Programme Guide) are provided on the call page on the Funding and Tenders Portal.

General Conditions – Budget – Partner Search



Start Submission



Need help? – IT How To

Radiance

For grants (funding)



Radiance Start Submission: MSCA Postdoctoral Fellowships



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Create an Account for your institution (if not before)

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Finding your institution



Acronym & Short Summary





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- Please save the form each time using the button above.
- The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are prefilled based on the steps in the submission wizard.

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| 3) We declare: to be fully compliant with the eligibility criteria set out in the call not to be subject to any exclusion grounds under the <u>EU Financial Regulation 2018/1046</u> to have the financial and operational capacity to carry out the proposed project. * | |
| 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the <u>Funding & Tenders Portal Terms</u> and <u>Conditions</u> .* | |
| 5) We have read, understood and accepted the <u>Funding & Tenders Portal Terms & Conditions</u> and <u>Privacy Statement</u> that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). * | |
| 6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the <u>ALLEA European Code of Conduct for Research Integrity</u> , as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. <u>Appropriate procedures</u> , <u>policies and structures</u> are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct. * | |
| 7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of <u>Regulation 2021/821</u> , or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). * | |
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Application forms

Proposal ID SEP-211176911

Acronym PFTest-2025

Short name TUBITAK

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

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| List of up to 5 most relevant p | revious projects or activities, connected to the subject of this proposal. | |
| Name of Project or Activity | Short description (Max 500 characters) | Ad |
| | | _ |
| Description of any significant | infrastructure and/or any major items of technical equipment, relevant to the proposed work. | |
| Name of infrastructure of equipment | Short description (Max 300 characters) | Ad |
| | | |
| | | |

• You will be asked:

- To list of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.
- To list up to 5 most relevant previous projects or activities, related to this proposal.
- Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.
- Prepare this information well before the submission deadline.

Application forms

Proposal ID SEP-211176911

Acronym PFTest-2025

Short name TUBITAK

Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

Minimum process-related requirements (building blocks) for a GEP

- Publication: formal document published on the institution's website and signed by the top management
- Dedicated resources: commitment of human resources and gender expertise to implement it.
- Data collection and monitoring: sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- Content-wise, recommended areas to be covered and addressed via concrete measures and targets are:
 - o work-life balance and organisational culture;
 - o gender balance in leadership and decision-making;
 - o gender equality in recruitment and career progression;
 - o integration of the gender dimension into research and teaching content;
 - o measures against gender-based violence including sexual harassment.

🔘 Yes 🔿 No

Having a Gender Equality Plan is an eligibility criterion for public bodies, Higher education establishments and research organisations from Member States and Associated Countries. Be aware that if the proposal is selected, having a Gender Equality Plan will be necessary before the grant agreement signature.

- However, you can choose 'No' if you do not have a GEP during the application process.
- (For the other types of organizations, it's not an eligibility criterion.)

| < Budget Ethics & Security | Other questions > | Go to the «Oth | er Questions» | | |
|--|---|---|------------------------------------|------------|-----------------------------|
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| Application forms | | | | oto tho o | ntiro toblo |
| Proposal ID SEP-211176911 | | | • Flease comple | | |
| Acronym PFTest-2025 | | | B (1) (1) (1) | | |
| 4 - Ethics & security | | | Do not hesitat | e to ansi | wer "yes" if any question |
| Ethics Issues Table | ? | | should be ans | wered th | at way. |
| 1. Human Embryonic Stem Cells and Human Embryos | Page | \longrightarrow | | | |
| Does this activity involve Human Embryonic Stem Cells (hESCs)? | 🔿 Yes 📵 No | | If you answer | 'yes' to a | iny part of the Ethics |
| Does this activity involve the use of human embryos? | O Yes 🖲 No | | Issues Table, v | you will r | need to complete a |
| 2. Humans | | | detailed Ethics | s Self-As | sessment. |
| Does this activity involve human participants? | Application forms | | | | |
| Does this activity involve interventions (physical also including imaging technology behavioural treatments, etc.) on the study participants? | Proposal ID SEP-211176911 | | | | |
| Does this activity involve conducting a clinical study as defined by the Clinical Trial, (EU \$362014)? (wing phymacentical), biological, and phymacentical, or alternative | Acronym PFTest-2025 | | | | |
| therapy medicinal products) | Does this activity involve low and/or lower middle incor | me countries, (if yes, detail the benefit- | No | • | Please also check the link |
| 3. Human Cells / Tissues (not covered by section 1) | could the situation in the country put the individuals tal | cing part in the activity at sigh? | No | | at the bottom of the page |
| Does this activity involve the use of human cells or tissues? | 7 Environment Health and Safety | | Dama | | at the bottom of the page. |
| 4. Personal Data | Does this activity involve the use of substances or p | rocesses that may cause harm to the | rage | | How to Complete your |
| Does this activity involve processing of personal data? | environment, to animals or plants.(during the impleme | intation of the activity or further to the \bigcirc Yes | No | | How to Complete your |
| Does this activity involve further processing of previously collected personal data (i use of preexisting data sets or sources, merging existing data sets)? | Does this activity deal with endangered fauna and/or flo | ora / protected areas? O Yes | No. | | Ethics Self-Assessment: |
| Is it planned to export personal data from the EU to non-EU countries? | Does this activity involve the use of substances or proc | esses that may cause harm to humans. | | | |
| Is it planned to import personal data from non-EU countries into the EU or from a no country to another non-EU country? | including those performing the activity.(during the in to the use of the results, as a possible impact)? | aplementation of the activity or further \bigcirc Yes | No | • | https://ec.europa.eu/info/f |
| Does this activity involve the processing of personal data related to criminal convict offences? | 8. Artificial Intelligence | | Page | | unding- |
| 5. Animals | Does this activity involve the development, deployme based systems? | nt and/or use of Artificial Intelligence- 🔾 Yes | No | 7 | tenders/opportunities/doc |
| Does this activity involve animals? | 9. Other Ethics Issues | | Page | | s/2021- |
| 6. Non-EU Countries | Are there are other other issues that should be taken is | to consideration? | No. | | 2027/common/guidance/h |
| Will some of the activities be carried out in non-EU countries? | The date day other which index and include of taken in | | | | ow-to-complete-your- |
| In case non-EU countries are involved, do the activities undertaken in these coupotential ethics issues? | I confirm that I have taken into account all ethics issues ethics self-assessment as described in the guidelines <u>He</u> | above and that, if any ethics issues apply, I will co ow to Complete your Ethics Self-Assessment | complete the ? | | ethics-self- |
| It is planned to use local resources (e.g. animal and/or human tissue samples, gene live animals, human remains, materials of historical value, endangered fauna or fle etc.)? | | | | | assessment_en.pdf |
| Is it planned to import any material (other than data) from non-EU countries int from a non-EU country to another non-EU country? For data imports, see section 4. | MSCA-PF-FORMSET ver 1.00 20240419 | Page 2 Last sav | ved 03/06/2025 12:35:07 | | |
| Is it planned to export any material (other than data) from the EU to non-EU couldata exports, see section 4. | othes? For O Yes No | | | | |

| Application forms | |
|---|---|
| Proposal ID SEP-211176911 | |
| Acronym PFTest-2025 | |
| Does this activity involve <u>low and/or lower middle income countries</u> , (if yes, detail the benefit- sharing actions planned in the self-assessment) | • You will be asked for this kind of |
| Could the situation in the country put the individuals taking part in the activity at risk? O Yes No | information. |
| 7. Environment, Health and Safety | Page |
| 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 \bigcirc Yes \bigcirc No use of the results, as a possible impact)? | |
| Does this activity deal with endangered fauna and/or flora / protected areas? O 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 \bigcirc Yes \bigcirc No to the use of the results, as a possible impact)? | Please also check the link: |
| 8. Artificial Intelligence | Page |
| Does this activity involve the development, deployment and/or use of Artificial Intelligence- Orego Yes O No based systems? | How to Complete your Ethics Self-Assessment: |
| 9. Other Ethics Issues | Page • https://ec.europa.eu/info/f |
| Are there any other ethics issues that should be taken into consideration? O Yes No | unding- |
| 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 <u>How to Complete your Ethics Self-Assessment</u> | ? comportunities/doc s/2021- 2027/common/guidance/h ow-to-complete-your- |
| | ethics-self- assessment_en.pdf |

| < Ethics | < Ethics Other questions | | | | Validation result > | | |
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| 5 - Other quest | tions | | | | | | _ |
| Information on the Re | esearcher (future fell | ow) | | | | | - 1 |
| 1. Were you in the last 3 ye | ears in compulsory natio | nal service? | | | \bigcirc Yes | \bigcirc_{No} | - 1 |
| 2. Did you spend time, in t 1951 Geneva Refugee Con Horizon Europe? | the last 3 years, on proc avention and the 1967 Pe | edures for obtaining rotocol) in a Membe | g refugee status (er State or Assoc | according to the iated Country to | ⊖ Yes | ○ No | - |
| 3. Are you a national of a M | Member State or Associa | ated Country? | | | \bigcirc Yes | \bigcirc_{No} | - 1 |
| Country | | | | ~ | | | - 1 |
| Other Questions | | | | | | | |
| 4. | | | | (| \bigcirc Yes | \odot_{No} | |
| Do you wish to participa funded?If you don't reply of benefit from an extra chan funded under the MSCA P Programme "Widening pa fund those proposals. Euro in an eligible widening con due to a lack of budget, ca proposals will be duplicat so. Your decision not to pa being funded directly under | ate to the ERA Postdoct or if you maintain 'No' a use of being funded und 'ostdoctoral Fellowships urticipation and strength opean Postdoctoral Fello untry (according to the F n be automatically dupli ed into the ERA Postdoc urticipate in the ERA Post or the MSCA-PF call. | oral Fellowships an is your answer, be a er the ERA Postdoc (MSCA-PF). A ded ening the European owships proposals v PIC number) but we icated into the ERA toral Fellowships c stdoctoral Fellowshi | d thus increase y ware that your p toral Fellowship icated budget fro Research Area" where the host or re not funded un Postdoctoral Fel all only if you ex ps will not affect | your chances of being roposal will not s in case it cannot be om the Work ' has been set aside t 'ganisation is located der MSCA-PF call lowships call.Eligibl press your wish to de t your chances of | e D | | |
| Are the research and tra and technology, as outlined Programme (ERTP)? ** | aining activities propose d in the Guide for applic | ed addressing topics ants for this call an | s related to nucle d the Euratom R | ear sciences esearch and Training | ○ Yes | ○ _{No} | |

| European Commission Funding | : Submission Service | | | | Welcome \$5 | | | |
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| Proposal forms | | | | | | | | |
| Deadline 10 September 2025 17:00:00 Brussels | Local Time | In this step you can edit the Administrative F Portal. Submit your proposal as early in the process | orms and upload the proposal and its anney | xes. You may return to this step from the 'My Prop | cosals' section of the Funding & Tenders X | | | |
| 99 days left until closure | | Submitting a proposal will overwrite any prev | vious versions of this same proposal - this p | process is irreversible. | | | | |
| Call data | | Any changes made to the proposal will not b | e available to the European Commission se | ervice unless resubmitted before the call closure. | | | | |
| Call: HORIZON-MSCA-2025-PF | | Your proposal contains changes that have n | preparation of the Pa | leave the e Part A forms | | | | |
| Type of action: HORIZON-TMA-MSCA-PF-EF | Topic: HORIZON-MSCA-2025-PF-01-01 Type of action: HORIZON-TMA-MSCA-PF-EF | | | until the last day of submission. As you can see, there are many pages to complete. | | | | |
| Type of MGA: HORIZON-AG-UN | anged by creating a new proposal. | Edit forms 🖌 View history Print | | | | | | |
| Proposal data | | Part B and Annexes | | _ | | | | |
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| Draft ID: SEP-211176911 | | Part B1 * | | | 🚯 Upload 💦 | | | |
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| European Commission Funding: Submission Service | | | | Seyma Sayımlar |
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| Proposal forms Deadline 10 September 2025 17:00:00 Brussels Local Time | In this step you can edit the Administrative For Portal. | ms and upload the proposal and its anne | exes. You may return to this step from the 'My Proposals' sec | Fellowships-2025 call is |
| 99 days left until closure Call data | Submit your proposal as early in the process a Submitting a proposal will overwrite any previo Any changes made to the proposal will not be | is possible - you can update and resubm us versions of this same proposal - this j available to the European Commission s | it an improved version many times before the call closure. process is irreversible. service unless resubmitted before the call closure. | 10 September 2025 17:00:00 |
| Call: HORIZON-MSCA-2025-PF Topic: HORIZON-MSCA-2025-PF-01-01 | Your proposal contains changes that have not | yet been submitted. | | Brussels Local Time |
| Topic and type of action can only be changed by creating a new proposal. | Edit forms / View history Print pr | eview | | |
| Proposal data | Part B and Annexes | | | |
| Acronym: PFTest-2025 Draft ID: SEP-211176911 | Part B1 * | or the proposal (in FOF formationly) and | a ny orner requested attachments. | |
| Download Part B templates | Part B2 ~ | | A BACK TO PARTICIPANTS | |
| Support & Helpdesk Online Manual IT How To | | | | |
| FAQ | | | ready, you ca submit your proposal (be | fore |

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Radiance

Good luck!

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