



T.C. SANAYİ VE  
TEKNOLOJİ BAKANLIĞI



TÜBİTAK



# How to submit your MSCA – PF 2024 proposal

**Şeyma SAYIMLAR**

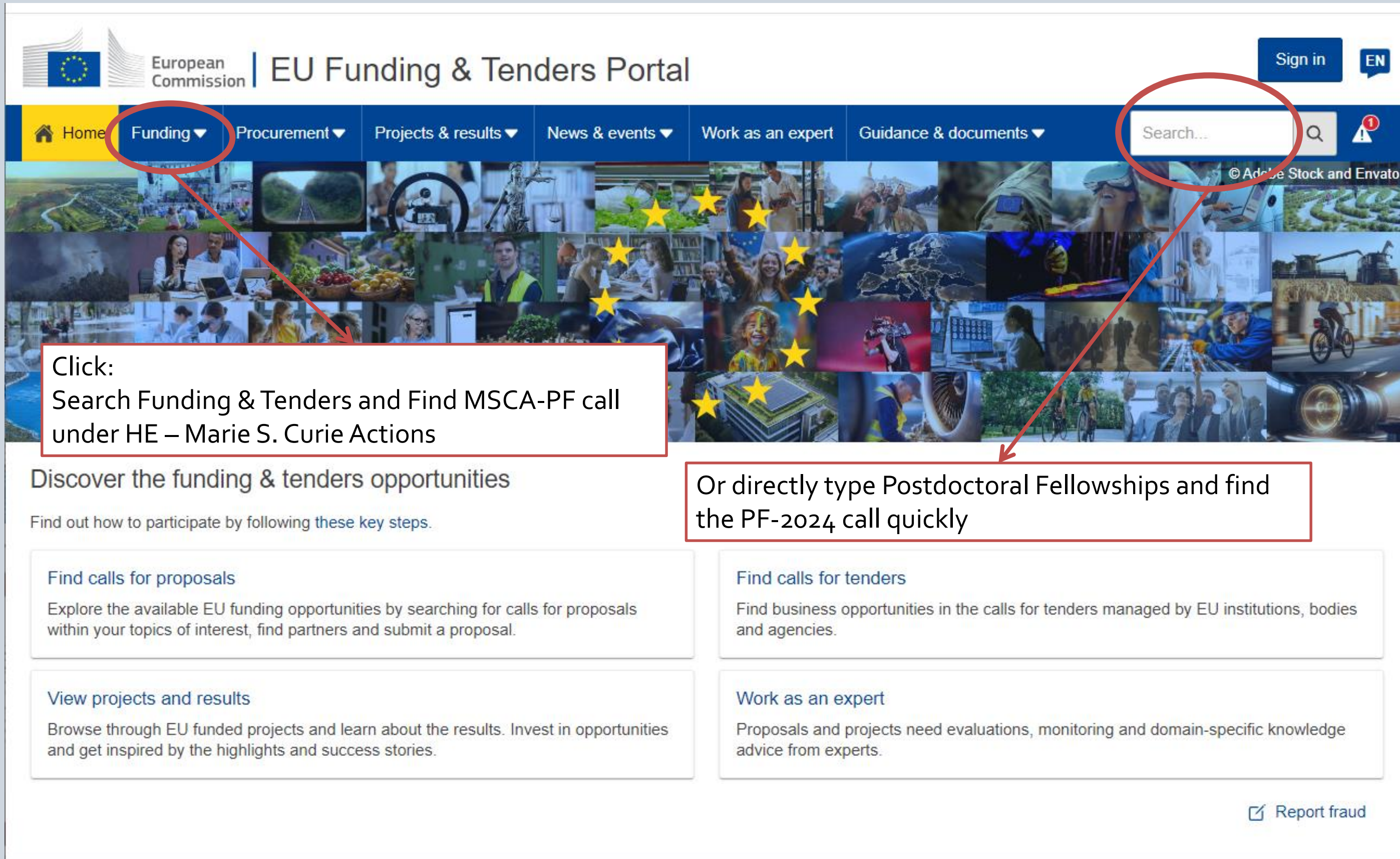
MSCA National Contact Points and Committee Members  
EURAXESS National Coordinators



# Funding & Tender Opportunities

## Single Elektronik Data Interchange Area (SEDIA)

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



The screenshot shows the homepage of the EU Funding & Tenders Portal. The header includes the European Commission logo and the text "EU Funding & Tenders Portal". A navigation bar contains links: Home, Funding (circled in red), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar (also circled in red) is located on the right. Below the navigation bar is a large banner image with a grid of smaller images and yellow stars. A red arrow points from the "Funding" link to a text box. Another red arrow points from the search bar to another text box. The main content area is titled "Discover the funding & tenders opportunities" and includes a link to "Find out how to participate by following these key steps." Below this are four boxes: "Find calls for proposals", "Find calls for tenders", "View projects and results", and "Work as an expert". A "Report fraud" link is at the bottom right.

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

Or directly type Postdoctoral Fellowships and find  
the PF-2024 call quickly

Discover the funding & tenders opportunities  
Find out how to participate by following [these key steps](#).

**Find calls for proposals**  
Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

**Find calls for tenders**  
Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

**View projects and results**  
Browse through EU funded projects and learn about the results. Invest in opportunities and get inspired by the highlights and success stories.

**Work as an expert**  
Proposals and projects need evaluations, monitoring and domain-specific knowledge advice from experts.


[Report fraud](#)

## Calls for Proposals

### MSCA Postdoctoral Fellowships 2024

HORIZON-MSCA-2024-PF-01-01 | Call for proposal

Opening date: 23 April 2024 | Next deadline: 11 September 2024 | Single-stage


 Open For Submission

Programme: **Horizon Europe (HORIZON)** | Type of action: **HORIZON TMA MSCA Postdoctoral Fellowships** - European Fellowships

### ERA Fellowships

HORIZON-WIDERA-2024-TALENTS-02-01 | Call for proposal

Opening date: 23 April 2024 | Next deadline: 11 September 2024 | Single-stage

 Open For Submission

Programme: **Horizon Europe (HORIZON)** | Type of action: **HORIZON TMA MSCA Postdoctoral Fellowships** - European Fellowships

[See all calls for proposals](#)

Please click on the 2022 PF Call when you find it..



# MSCA Postdoctoral Fellowships 2024

HORIZON-MSCA-2024-PF-01-01

Topic Call for proposal

## Internal navigation

General information

Topic description

Destination

★ Conditions and docu...

Partner search annou...

Start submission

Topic Q&As

Get support

Call updates

## General information

### Programme

Horizon Europe Framework Programme (HORIZON)

€ Budget overview

### Call

MSCA Postdoctoral Fellowships 2024 (HORIZON-MSCA-2024-PF-01)

### Type of action

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

### Type of MGA

HORIZON Unit Grant [HORIZON-AG-UN]

Open For Submission

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

HORIZON Unit G

### Deadline model

single-stage

### Opening date

23 April 2024

## 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" and other useful documents [↗](#)

### Additional documents:

HE Main Work Programme 2023–2025 – 1. General Introduction [↗](#)

HE Main Work Programme 2023–2025 – 2. Marie Skłodowska-Curie Actions [↗](#)

HE Main Work Programme 2023–2025 – 13. General Annexes [↗](#)

HE Programme Guide


HE Framework Programme and Rules for Participation Regulation 2021/695 [↗](#)

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




[https://rea.ec.europa.eu/funding-and-grants/horizon-europe-marie-sklodowska-curie-actions/horizon-europe-msca-how-apply\\_en#postdoctoral-fellowships--call-2024](https://rea.ec.europa.eu/funding-and-grants/horizon-europe-marie-sklodowska-curie-actions/horizon-europe-msca-how-apply_en#postdoctoral-fellowships--call-2024)

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

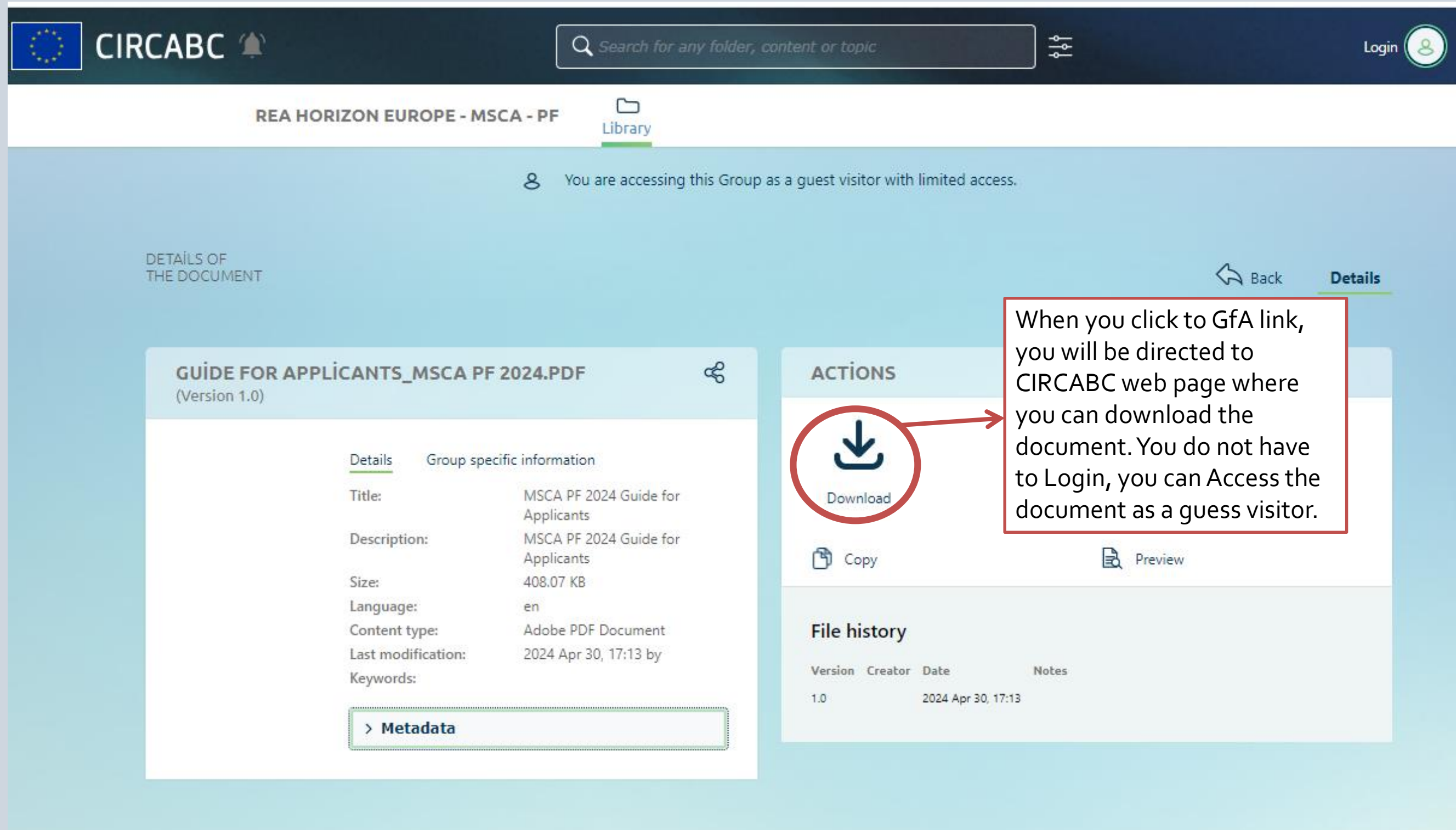
## Postdoctoral Fellowships – call 2024

For detailed information about the Postdoctoral Fellowships, including the eligibility conditions and implementation modalities, please check the corresponding sections in the [MSCA Work Programme](#) , 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 2024](#)
- [General annexes of the Work programme](#) 
- [Proposal template 2024 and instructions on how to fill it in](#) 
- [6 steps to prepare your application for the 2024 Postdoctoral Fellowships call](#)
- [Common mistakes in MSCA-PF proposal submission](#)
- [MSCA specific evaluation forms used by the expert evaluators](#) 
- [Guidelines on the calculation of 8-years research experience in Postdoctoral Fellowships under Horizon Europe](#)
- [Postdoctoral Fellowships Self-assessment tool for the calculation of the 8-years research experience](#)

[https://rea.ec.europa.eu/funding-and-grants/horizon-europe-marie-sklodowska-curie-actions/horizon-europe-msca-how-apply\\_en#postdoctoral-fellowships--call-2024](https://rea.ec.europa.eu/funding-and-grants/horizon-europe-marie-sklodowska-curie-actions/horizon-europe-msca-how-apply_en#postdoctoral-fellowships--call-2024)



The screenshot displays the CIRCABC web interface. At the top, there is a dark blue header with the CIRCABC logo, a search bar, and a login button. Below the header, a white bar indicates the current group: "REA HORIZON EUROPE - MSCA - PF". A message states: "You are accessing this Group as a guest visitor with limited access." The main content area is divided into two columns. The left column, titled "DETAILS OF THE DOCUMENT", shows the document title "GUIDE FOR APPLICANTS\_MSCA PF 2024.PDF (Version 1.0)" and a "Details" tab. The right column, titled "ACTIONS", contains a "Download" button (circled in red), a "Copy" button, and a "Preview" button. A red arrow points from the "Download" button to a text box. The text box contains the following text: "When you click to GfA link, you will be directed to CIRCABC web page where you can download the document. You do not have to Login, you can Access the document as a guess visitor." Below the "ACTIONS" section, there is a "File history" table.

Version	Creator	Date	Notes
1.0		2024 Apr 30, 17:13	

# Guide for Applicants



This is the main document where you can find the details of MSCA-PF call, how to prepare your proposal 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...

▼ Show more

## Partner search announcements

83

**Searches of partners to collaborate on this topic**

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

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



**Start submission**

To access the Electronic Submission System, you need to select the **model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**

☐ HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships [HORIZON-TMA-MSCA-PF-EF], HORIZON Unit Grant [HORIZON-AG-UN]

☐ HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships [HORIZON-TMA-MSCA-PF-GF], HORIZON Unit Grant [HORIZON-AG-UN]

[Start submission](#)

[Start submission](#)

**For grants (funding)**

[Online manual](#)  
Help on the business process

[IT How To](#)  
Help on the IT tools

[Need help?](#)

**type of**

You can download a manual for HE submission system 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.

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](mailto:ncpmobility@tubitak.gov.tr)

**Submit a proposal**

Get prepared      Electronic proposal submission

**HOW TO**

### 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/topics which are fully focused on individuals (e.g. the *Principal Investigator in Horizon Europe 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 application form is described below.

### 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 > Prepare draft proposal > List participants, contact persons > Fill in Administrative Forms (Part A) > Upload Technical Description (Part B) > Submit 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, Part A and Part 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 also include some programme-specific questions.
- **Part B (the narrative part):** Technical Description of the project with the planned activities, work packages, costs, etc. (must be uploaded as PDF file).

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 Submission system; do NOT use the standard template from the Topic page).

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-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).
- Quality check:

**Top**

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

[https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/submit-proposals_en.htm)



### Start submission

To access the  
your proposal

To access exis

Please select

☒ HORIZON  
Grant [HC

Start submi

☐ HORIZON  
Grant [HC

Start submi


Topic Q&As

### Please confirm your choice

You selected this topic: **MSCA Postdoctoral Fellowships 2024 - HORIZON-MSCA-2024-PF-01-01**

You selected this type of action and model grant agreement: **HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships [HORIZON-TMA-MSCA-PF-EF], HORIZON Unit Grant [HORIZON-AG-UN]**

Related Call: **MSCA Postdoctoral Fellowships 2024**

 Your selection cannot be changed subsequently in the submission system.

Cancel **OK**

### Create an account

[Help for external users](#)

**First name**

**Last name**

**E-mail**

**Confirm e-mail**

**E-mail language**

English (en) ▼

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account**

### Sign in to continue

Welcome back


seyma.sayimlar@tubitak.gov.tr  
(External)

[Sign in with a different e-mail address?](#)

**Password**

[Lost your password?](#)

Choose your verification method

 **Password**  
Authenticate to EU Login  
with only your password.

▼


**Sign in**


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 account, you can just sign in.

 **Funding: Submission Service**

Welcome   
Tugba ARSLAN KANTARCIOGLU

✓

Login

✓

Topic selection

✎


Create proposal

Participants

Proposal forms

Submit

## Create proposal

 **Deadline**

11 September 2024 17:00:00 Brussels Local Time

122 days left until closure

⚠

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.

Close ✕


**Call data**

Call: HORIZON-MSCA-2024-PF-01  
Topic: HORIZON-MSCA-2024-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

Service Desk:  
 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

**Find your organisation**

PIC ⓘ \*

Short name ⓘ \*

Organisations you have been previously associated with. (Click to select)

PIC: 999587135  
TUBITAK  
Ataturk Bulvari 221  
ANKARA,TR  
VAT: TR1750003800

**Your role**

Please indicate your role in this proposal \*

☒ Supervisor (Main contact person)

☐ Researcher

☐ Contact person

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.

Choose the relevant role



**Your proposal**

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

Acronym \*

Short Summary \*

Scientific Panel \*

**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..

### Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC \*

243Search

PIC: 999587135  
TUBITAK  
Ataturk Bulvari 221  
ANKARA,TR  
VAT: TR1750003600  
Status: **VALIDATED**

UseGO

More results were found



View complete list

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

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.



PIC  \* 999587135 Short name  \* TUBITAK

Organisations you have been previously associated with. (Click to select)


PIC: 999587135

TUBITAK

Ataturk Bulvari 221

ANKARA,TR

VAT: TR1750003800


**Warning** 

Please be aware that the organisation you have chosen will be automatically notified at submission about their involvement in the proposal. Do you want to continue?

☐ S ☐ R ☐ C

**Your proposal**

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

Acronym \* PF-Test2024 

Short Summary \* Testing

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

Funding: Submission Service

17:00:00 Brussels Local Time

the proposals before the deadline.

Terms and Conditions for the Submission of Applications

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

**Proposal data**

**1. Confidentiality:** Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary and Keywords in Part A. Please avoid adding any confidential information in that section.

**2. Access to pre-registration data:** Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

☒ I agree that the pre-registration data becomes available to the European Commission services prior to call closure.

☐ I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

**Technical requirements**

**3. Part B file format:** Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

**4. Part B page limits:** Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

**5. Time constraints:** Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

**Submission**

6. Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

**Personal Data**

7. Personal data linked to the application, evaluation or award of grants, prizes and contracts will be processed in accordance with the [Funding & Tenders Portal Terms and Conditions](#) and [Privacy Statement](#)

Cancel OK

Read and accept one of the options..

(click OK)



Brussels Local Time

**i** 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.


**!** Proposals with an additional placement period in the non-academic sector require 1 Associated Partner organisation located in the Associated Country. If your proposal does not include such additional placement, please ignore this warning. Do not add secondments.

**Draft proposal PF-Test2024 created** [X]

Dear Tugba ARSLAN KANTARCIOGLU,  
You have successfully created a draft proposal **PF-Test2024** for the call **HORIZON-MSCA-2024-PF-01**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **11 September 2024 17:00:00 (Brussels Local Time)** from the [Funding & Tenders Portal](#) by accessing the [My Proposals tab](#).

An email containing this information has been sent to this email address: [ncpmobility@tubitak.gov.tr](mailto:ncpmobility@tubitak.gov.tr) (which is associated with your EU Login account [ncullubu](#)).

[Go to My Proposals](#)  [Continue with this proposal](#)

[Change organisation](#) [Contact organisation](#)

[Add Partner](#) +

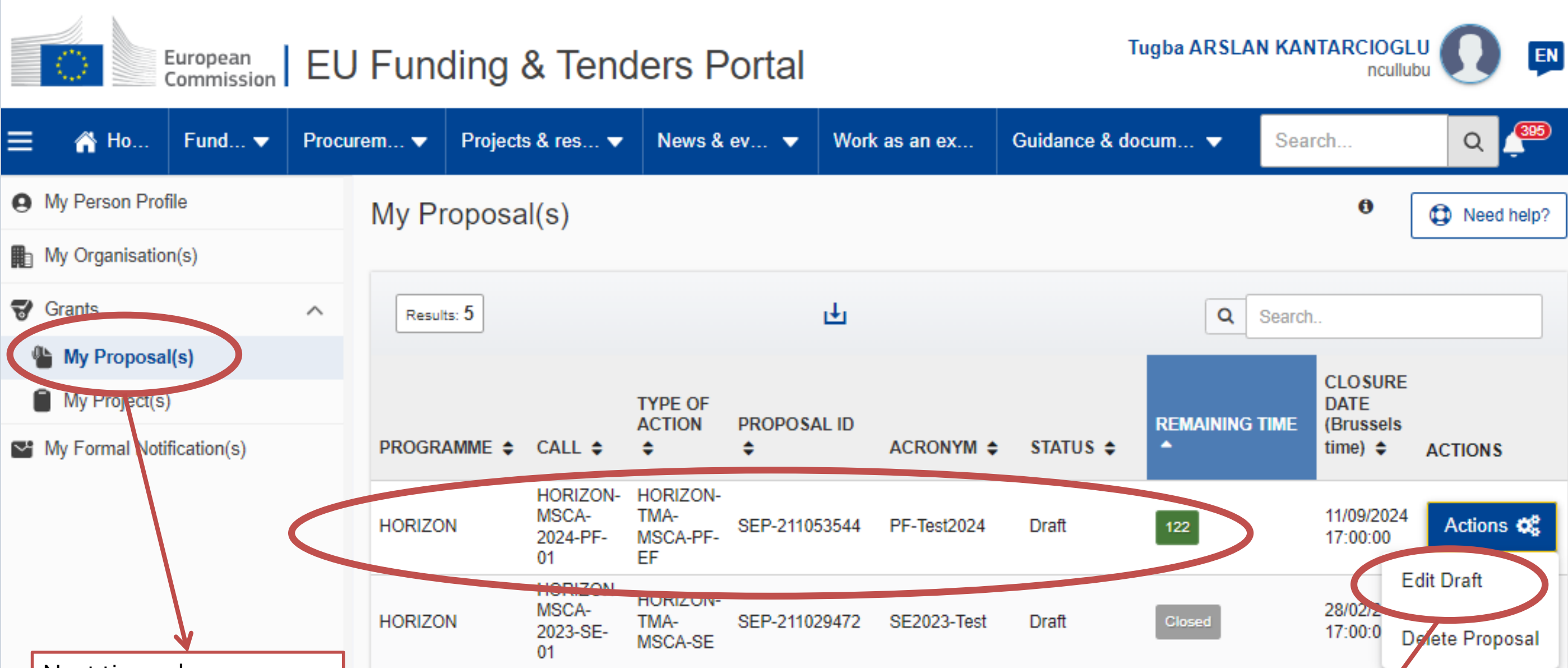
[SAVE](#) [SAVE AND G](#)

[IT How To](#)

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»



European Commission | EU Funding & Tenders Portal

Tugba ARSLAN KANTARCIOLU  
ncullubu

EN

Home Fund... Procurem... Projects & res... News & ev... Work as an ex... Guidance & docum... Search... 395

My Person Profile  
My Organisation(s)  
Grants  
**My Proposal(s)**  
My Project(s)  
My Formal Notification(s)

My Proposal(s)

Results: 5

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	HORIZON-MSCA-2024-PF-01	HORIZON-TMA-MSCA-PF-EF	SEP-211053544	PF-Test2024	Draft	122	11/09/2024 17:00:00	Actions
HORIZON	HORIZON-MSCA-2023-SE-01	HORIZON-TMA-MSCA-SE	SEP-211029472	SE2023-Test	Draft	Closed	28/02/2024 17:00:00	Edit Draft Delete 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.

✓

Login

✓

Topic selection

✓

Create proposal

✎

Participants

Proposal forms

Submit

## Participants

Deadline

11 September 2024 17:00:00 Brussels Local Time

122 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-EF  
Type of MGA: HORIZON-AG-UN

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

Proposal data

Acronym: PF-Test2024  
Draft ID: SEP-211053544

Download Part B templates

Download part B templates

Support & Helpdesk

1

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.

⚠

Proposals with an additional placement period in the non-academic sector require 1 Associated Member State or Associated Country. If your proposal does not include such additional placement period, you must not add here Associated partners for Secondments.

Number of participants: 1

Applicant (FUTURE BENEFICIARY)

TUBITAK

1

TUBITAK

TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU  
ANKARA, TR  
PIC: 999587135

Change organisation

Contact organisation

Contacts 1

Add contact +

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..)



☰

Home

Funding ▼

Procurement ▼

Projects & results ▼

News & events ▼

Work as an expert

Guidance & documents ▼

Search...

Q

355

My Person Profile

My Organisation(s)

Grants ^

My Proposal(s)

My Project(s)

My Formal Notification(s)

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant\* of TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU,

I am contacting you for the following reason: \*

Your message...

I would be grateful for a reply to my e-mail address below:

My Name:  
Tugba ARSLAN KANTARCIOGLU

My Email:  
ncpmobility@tubitak.gov.tr


☐ I agree to use this Contact Request Form in accordance with the [Terms and Conditions](#) of the Funding & Tenders Portal electronic exchange system. I acknowledge, in particular, that the use of the Contact Form for commercial purpose or spamming is forbidden.

Please answer below:

Antispam

Audio version

Refresh



Select the number ~~18~~ or ~~twenty-two~~ by moving the slider.

You've selected: 0

↔

Submit

Your email will be sent to all the individuals who have the Legal Entity Appointed Representative (LEAR), Account Administrator or Self Registrant roles in the above organisation. [More information on roles management.](#)

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

Participants

Deadline  
14 September 2022 17:00:00  
Time

113 days left until closure

Call data:

Call: HORIZON-MSCA-2022-PF-01  
Topic: HORIZON-MSCA-2022-PF-01  
Type of action: HORIZON-TMA-MS-01  
Type of MGA: HORIZON-AG-UN

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

Proposal data:

Acronym: Test-PF22  
Draft ID: SEP-210868591

Download Part B templates

Participants

Project Role: Researcher

Access Rights: Coordinator contact (full access)

First Name: [50]

Last Name: [50]

Email Address: [100]

Add contact

Change organisation

Contact organisation

Add Partner +

Add Associated partner +

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.

## Participants

**Deadline**  
11 September 2024 17:00:00 Brussels Local Time

122 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-EF  
Type of MGA: HORIZON-AG-UN

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

**Proposal data**

Acronym: PF-Test2024  
Draft ID: SEP-211053544

**Download Part B templates**

 Download part B templates

**Support & Helpdesk**

[Online Manual](#) [IT How To](#)  
[IT Helpdesk](#) [FAQ](#)


**Information:** 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.


**Warning:** Proposals with an additional placement period in the non-academic sector require 1 Associated Partner organisation located in a Member State or Associated Country. If your proposal does not include such additional placement, please ignore this warning. Do add here Associated partners for Secondments.



**Save Changes**




**Warning:** The changes you have made require that you open the administrative form ('Edit forms' button) in 'Proposal forms' step, validate and save the form.

**OK**



**Reorder** 

**Contacts** 2 **Add contact** 

**Supervisor (Main contact person)**    
Tugba ARSLAN KANTARCIOGLU

**Researcher**     
Seyma SAYIMLAR

**Change organisation** **Contact organisation**

**Add Partner**  **Add Associated partner** 

**SAVE** **SAVE AND GO TO NEXT STEP** **NEXT**

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

Click OK..



For Action - Invitation to participate in the proposal PF-Test2024

1 m

## 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	: PF-Test2024
Draft proposal ID	: SEP-211053544
Call	: HORIZON-MSCA-2024-PF-01
Type of action	: HORIZON-TMA-MSCA-PF-EF
Topic	: HORIZON-MSCA-2024-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)	: Seyma SAYIMLAR (seyma.sayimlar@tubitak.gov.tr)

This call closes on **2024-09-11 17:00:00** Brussels Local Time. Please contact the person above for any action that you might have to take.

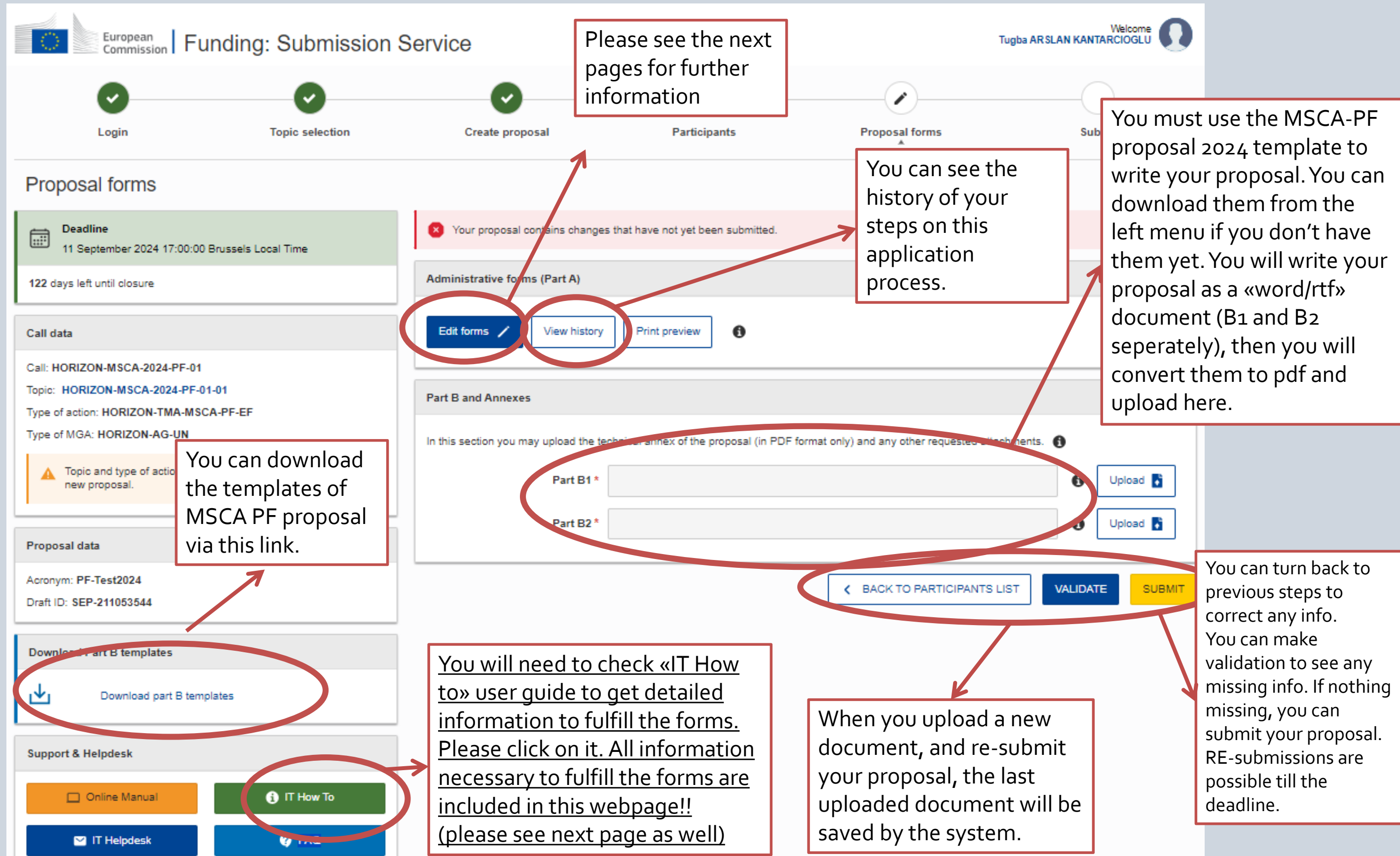
You may access this proposal at any time via the [My Proposals](#) tab in the [Funding & Tenders Portal](#) using your email [seyma.sayimlar@tubitak.gov.tr](mailto:seyma.sayimlar@tubitak.gov.tr) to authenticate yourself. Please note that all organisations in this proposal will be notified about their involvement when the proposal is submitted.

With kind regards,  
European Commission - Funding & Tenders Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email

Once you add your Supervisor / Researcher from «Add contact +» they will receive 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.



**European Commission | Funding: Submission Service**

Welcome Tugba ARSLAN KANTARCIOLU

**Proposal forms**

**Deadline**  
11 September 2024 17:00:00 Brussels Local Time  
122 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-EF  
Type of MGA: HORIZON-AG-UN

**Proposal data**  
Acronym: PF-Test2024  
Draft ID: SEP-211053544

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual  
IT Helpdesk  
IT How To

**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

**Buttons:** BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

**Annotations:**

- Please see the next pages for further information
- You can see the history of your steps on this application process.
- You must use the MSCA-PF proposal 2024 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 separately), then you will convert them to pdf and upload here.
- You can download the templates of MSCA PF proposal via this link.
- 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)
- When you upload a new document, and re-submit your proposal, the last uploaded document will be saved by the system.
- 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.

 [Getting Started](#) [Participate](#) [Grants](#) [Experts](#) [Roles & Access Rights](#) [IT Releases](#) [Additional information](#)

[/ ... / Submit a proposal](#)

## Proposal forms

### Table of contents

- Overview of the Edit forms step
  - The action buttons of the wizard
  - Familiarising yourself with the wizard and the form
- What you need to know about completing the form
- Editing and completing the form
- Validating, saving and closing the form
- Part B - Downloading and completing the annex forms
- Part B - Uploading the annex forms
- Part C
- MEDIA DB
- GIS data
- Access to the part C, MEDIA DB and GIS data forms
- Validate and submit your proposal

**Important**

Only one contact per organisation should make changes to the proposal at a time.


Editing the form in 2 or more tabs/browsers in parallel will lead to data loss.


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..



 **Funding: Submission Service**

Welcome   
Tugba ARSLAN KANTARCIOLU

✓

Login

✓

Topic selection

✓

Create proposal

✓


Participants

✎

Proposal forms

Submit

## Proposal forms


 **Deadline**

11 September 2024 17:00:00 Brussels Local Time

122 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-EF  
Type of MGA: HORIZON-AG-UN

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

**Proposal data**

Acronym: PF-Test2024  
Draft ID: SEP-211053544

**Download Part B templates**

 [Download part B templates](#)

**Support & Helpdesk**

[Online Manual](#)

[IT How To](#)

[IT Helpdesk](#)

[FAQ](#)


✖ 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.

< Exit form      Table of contents      General information >

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

Application forms

**Call: HORIZON-MSCA-2024-PF-01**  
( MSCA Postdoctoral Fellowships 2024)

**Topic: HORIZON-MSCA-2024-PF-01-01**

**Type of Action: HORIZON-TMA-MSCA-PF-EF**  
(HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships)

**Proposal number: SEP-211053544**

**Proposal acronym: PF-Test2024**

**Type of Model Grant Agreement: HORIZON Unit Grant**

[Table of contents](#)

Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Ethics and security	<a href="#">Show</a>
5	Other questions	<a href="#">Show</a>

**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.

[Read more](#)

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.

**Download Part B templates**

[Download part B templates](#)

**Support & Helpdesk**

[Online Manual](#)    [IT How To](#)

# When you click on every title under Table of Contents...

< Table of contents      General Information      Participants & contacts >

Table of contents    Validate form    Save form    Save & exit form

Application forms

Proposal ID   SEP-211053544  
Acronym      PF-Test2024

**1 - General information** ?

Fields marked \* are mandatory to fill

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

Acronym \*   PF-Test2024

Proposal title

*The title should be no longer than 200 characters (with spaces) and should be understandable to the non-special.*

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

Scientific Area

*Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.*

Descriptor 1

Free keywords

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.

**Abstract \*** ?

Testing

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 chosen according to this information you give.

< Table of contents      General Information      Participants & contacts >

Table of contents    Validate form    Save form    Save & exit form

Application forms

Proposal ID   SEP-211053544

Acronym      PF-Test2024

**1 - General information** ?

Fields marked \* are mandatory to fill.

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

Acronym \*   PF-Test2024

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..



[< General Information](#)

Type or select a participant

Budget >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-211053544

Acronym PF-Test2024

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA	Türkiye	Coordinator	Show Participant's Details

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.

< Participants & contacts
Type or select a participant
Budget >

Table of contents
Validate form
Save form
Save & exit form

### Application forms

Proposal ID SEP-211053544

Acronym PF-Test2024

Short name TUBITAK

### Organisation data

PIC	Legal name
999587135	TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU

Short name: TUBITAK

Address

Street	Ataturk Bulvari 221
Town	ANKARA
Postcode	06100
Country	Türkiye
Webpage	www.tubitak.gov.tr

### Specific Legal Statuses

Legal person .....	yes	Academic S
Public body .....	yes	
Non-profit .....	yes	
International organisation .....	no	
Secondary or Higher education establishment .....	no	
Research organisation .....	yes	

### SME Data

Based on the below details from the Participant Registry the organisation is not an SME (sm

SME self-declared status .....	02/12/2008 - no
SME self-assessment .....	unknown
SME validation .....	02/12/2008 - no

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-211053544

Acronym PF-Test2024

Short name TUBITAK

### Departments carrying out the proposed work

#### Department 1

Department name *Name of the department/institute carrying out the work.* ☐ not applicable

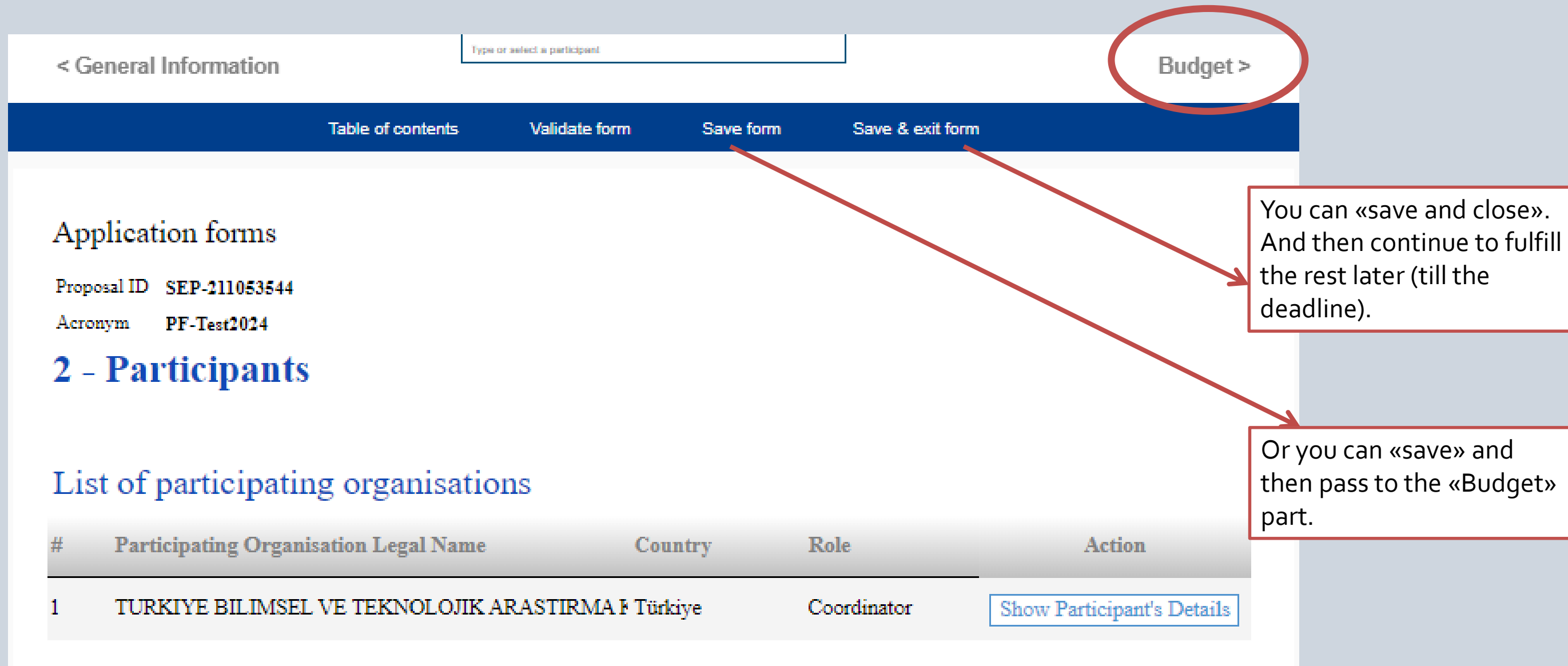
☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*



The screenshot shows a web application interface for managing application forms. At the top, there is a navigation bar with a back button labeled "< General Information", a search bar with the placeholder "Type or select a participant", and a forward button labeled "Budget >" which is circled in red. Below the navigation bar is a dark blue menu bar containing the following options: "Table of contents", "Validate form", "Save form", and "Save & exit form". The main content area is divided into two sections. The first section, titled "Application forms", displays the "Proposal ID" as SEP-211053544 and the "Acronym" as PF-Test2024. The second section, titled "2 - Participants", contains a sub-section "List of participating organisations" which features a table. The table has five columns: "#", "Participating Organisation Legal Name", "Country", "Role", and "Action". One row is visible, showing the entry for "TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA" (Turkey Scientific and Technological Research) as the "Coordinator". An annotation box with a red border and an arrow points from the "Save form" button to the "Budget >" button, stating: "You can «save and close». And then continue to fulfill the rest later (till the deadline)." Another annotation box with a red border and an arrow points from the "Save form" button to the "Show Participant's Details" button, stating: "Or you can «save» and then pass to the «Budget» part."

< General Information

Type or select a participant

Budget >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-211053544

Acronym PF-Test2024


## 2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA	Türkiye	Coordinator	Show Participant's Details

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](#)

### Application forms

Proposal ID SEP-211053544

Acronym PF-Test2024

## 3 - Budget

Is the Researcher eligible for family allowance?\*

☐ Yes
 ☐ No

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

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

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	92725.20	17040.00	0.00	24000.00	15600.00	149365.20
Total			92725.20	17040.00	0.00	24000.00	15600.00	149365.20

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-211053544  
Acronym PF-Test2024

## 4 - Ethics & security

### Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

2. Humans		Page
Does this activity involve human participants?		
Does this activity involve interventions (physical also including imaging to behavioural treatments, etc.) on the study participants?		
Does this activity involve conducting a clinical study as defined by the Clinical Directive (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, therapy medicinal products)		

3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?		

4. Personal Data		Page
Does this activity involve processing of personal data?		
Does this activity involve further processing of previously collected person use of preexisting data sets or sources, merging existing data sets)?		
Is it planned to export personal data from the EU to non-EU countries?		
Is it planned to import personal data from non-EU countries into the EU or to another non-EU country?		
Does this activity involve the processing of personal data related to criminal offences?		

5. Animals		Page
Does this activity involve animals?		

6. Non-EU Countries		Page

### Application forms

Proposal ID SEP-211053544  
Acronym PF-Test2024

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)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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 use of the results, as a possible impact) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity deal with endangered fauna and/or flora / protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> 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) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

8. Artificial Intelligence		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

9. Other Ethics Issues		Page
Are there any other ethics issues that should be taken into consideration?	<input type="radio"/> Yes <input checked="" type="radio"/> 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 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.

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](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf)

[< Ethics](#)[Other questions](#)[Validation result >](#)

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

### Application forms

Proposal ID **SEP-211053544**  
Acronym **PF-Test2024**

## 5 - Other questions

#### Information on the Researcher (future fellow)

1. Were you in the last 3 years in compulsory national service? ☐ Yes ☐ No

2. Did you spend time, in the last 3 years, on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country to Horizon Europe? ☐ Yes ☐ No

3. Are you a national of a Member State or Associated Country? ☐ Yes ☐ No

Country

#### Other Questions

4. ☐ Yes ☐ No

Do you wish to participate to the ERA Postdoctoral Fellowships and thus increase your chances of being funded? If you don't reply or if you maintain 'No' as your answer, be aware that your proposal will not benefit from an extra chance of being funded under the ERA Postdoctoral Fellowships in case it cannot be funded under the MSCA Postdoctoral Fellowships (MSCA-PF). A dedicated budget from the Work Programme "Widening participation and strengthening the European Research Area" has been set aside to fund those proposals. European Postdoctoral Fellowships proposals where the host organisation is located in an eligible widening country (according to the PIC number) but were not funded under MSCA-PF call due to a lack of budget, can be automatically duplicated into the ERA Postdoctoral Fellowships call. Eligible proposals will be duplicated into the ERA Postdoctoral Fellowships call only if you express your wish to do so. Your decision not to participate in the ERA Postdoctoral Fellowships will not affect your chances of being funded directly under the MSCA-PF call.

See the validation results.

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

You will see other specific questions to define your specific 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
Declaration	Declaration 7 is mandatory	Show Error
Declaration	Declaration 8 is mandatory	Show Error
Declaration	Declaration 9 is mandatory	Show Error
Researcher	Gender is a required field	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

11 September 2024 17:00:00 Brussels Local Time

121 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-EF  
Type of MGA: HORIZON-AG-UN

⚠

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

Proposal data

Acronym: PF-Test2024  
Draft ID: SEP-211053544

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


i

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. i


Part B1 \*

i

Upload 

Part B2 \*

i

Upload 

← BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

When everything is ready, you can submit your proposal (before the deadline).





T.C. SANAYİ VE  
TEKNOLOJİ BAKANLIĞI



TÜBİTAK

# THANK YOU!

TÜBİTAK | SCIENTIFIC AND TECHNOLOGICAL COUNCIL OF TURKIYE

[ncpmobility@tubitak.gov.tr](mailto:ncpmobility@tubitak.gov.tr)