

How to submit your MSCA - DOCTORAL NETWORKS 2025 project proposal

NETWORK OF THE MARIE SKŁODOWSKA-CURIE ACTIONS NATIONAL CONTACT POINTS

Task 3.1 Submission Guides Issued by: TUBITAK, Türkiye Issued data: 01 September 2025

Work Package Leader: RANNIS (IS)



SCOPE

- 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).
- We, TÜBİTAK, would like to thank our RADIANCE project task members from Croatia (AMEUP), Germany (DLR), and Iceland (RANNIS) for their valuable feedback in preparing this Guide.
- The information contained in this document is intended to assist and support, unofficially and practically, anyone submitting a proposal to the MSCA Doctoral Networks Call with the deadline of 25th November 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: MSCA Work Programme 2023-2025 and Guide for Applicants for Doctoral
 Networks.
- 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 Doctoral Networks 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 the grant applications. For details on the NCP in your country, please consult the National Contact Points page:

https://horizoneuropencpportal.eu/ncpnetworks/msca/find-your-ncp

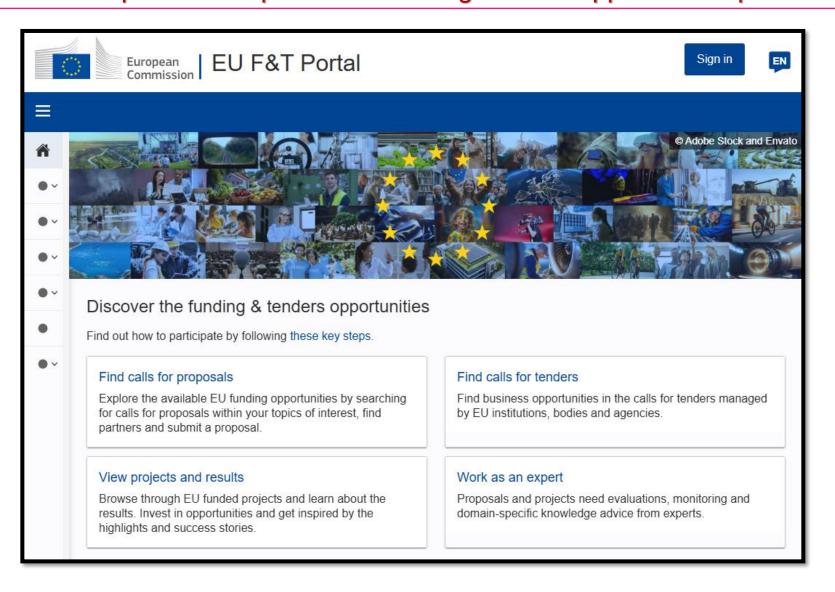
Now, please follow the steps to submit your MSCA-Doctoral Networks proposal via the Funding & Tenders Opportunities Portal.



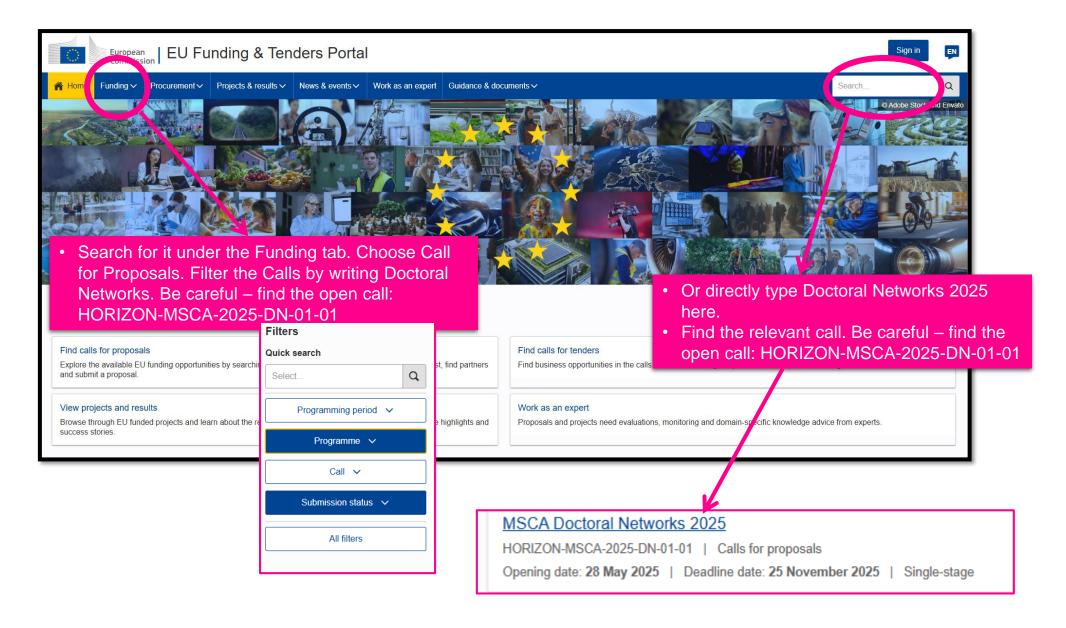


Open EU Funding & Tenders Portal

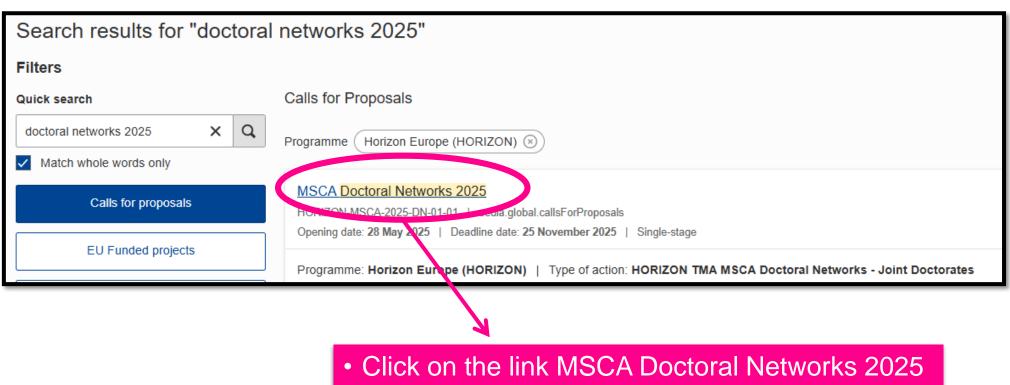
Click on the link: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home



Find the Call



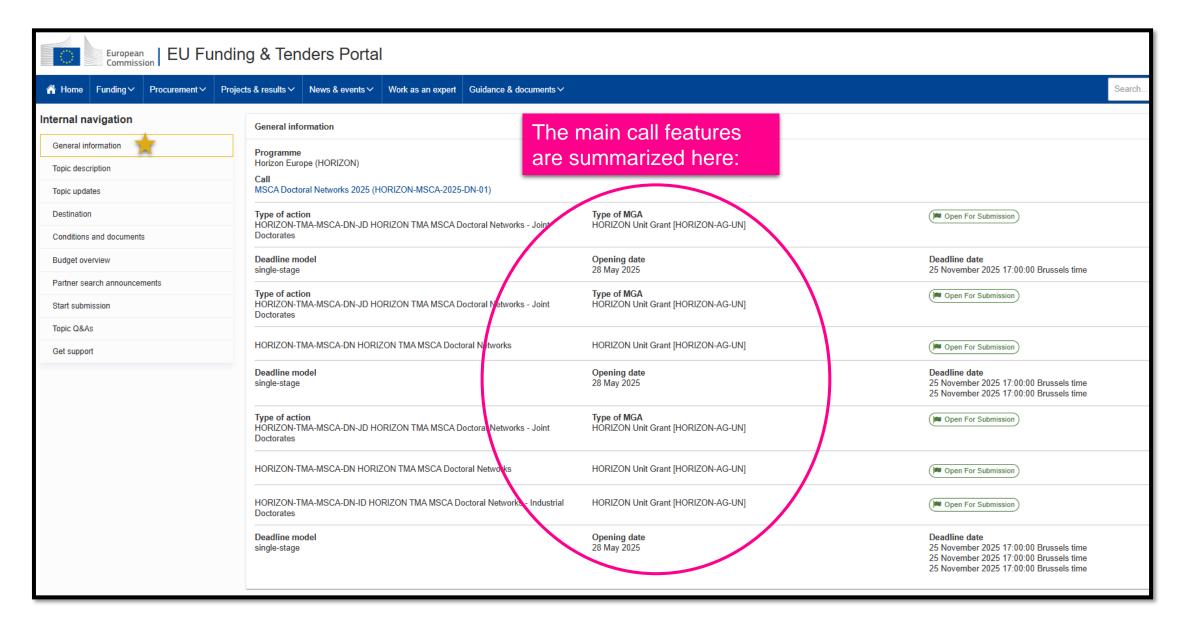
Look for MSCA Doctoral Networks 2025



when you find it.

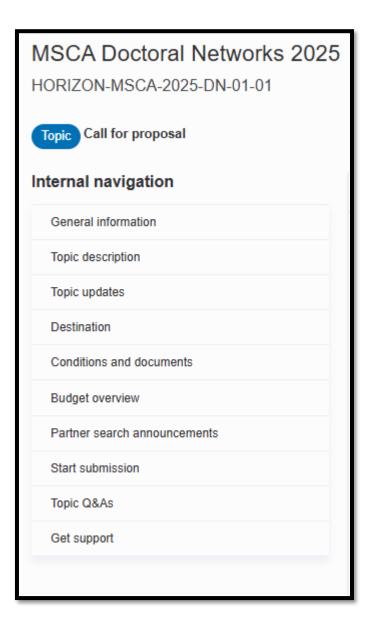


See the call features





Scroll down



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





Download the documents

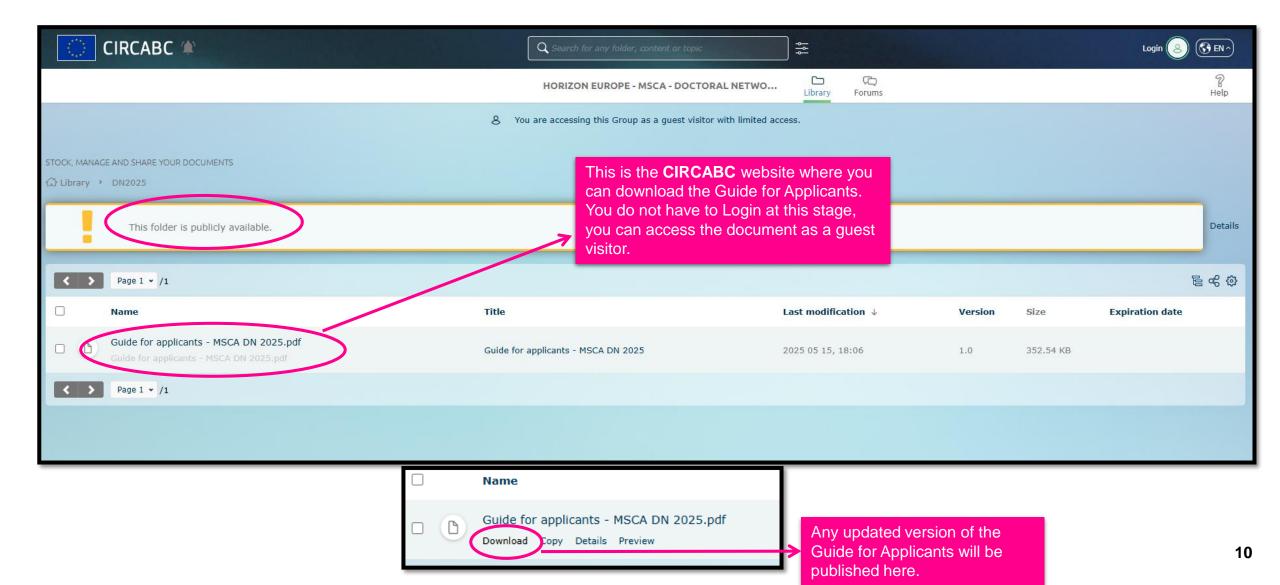
6. Specific conditions: Described in the MSCA part of the Work Programme. ☑ Call Information Event Call Information Event - 24 June 2025 [2] - Recording, slides and FAQs will remain available under the same link. Call documents: Standard application form — call-specific application form is available in the Submission System Standard application form (HE MSCA DN) [2] Standard evaluation form - will be used with the necessary adaptations Standard evaluation form (HE MSCA) [2] HE Unit MGA v1.0 2 Call-specific instructions HE MSCA DN Guide for Applicants
☑ Additional documents: HE Main Work Programme 2023-2025 - 1 General Introdu HE Main Work Programme 2023–2025 – 2. Marie Skłodowska-Curie Actions (2) HE Main Work Programme 2023–2025 – 13. General Annexes 🖸 HE Programme Guide L2 HE Framework Programme and Rules for Participation Regulation 2021/695 🖾 HE Specific Programme Decision 2021/764 ₺ EU Financial Regulation 2 Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment 2 EU Grants AGA — Annotated Model Grant Agreement 2 Funding & Tenders Portal Online Manual 🗷 Funding & Tenders Portal Terms and Conditions (2) Funding & Tenders Portal Privacy Statement △

If you haven't done so yet, you can download the Work Programme and Guide for Applicants here under the heading 'General Conditions'. Please read them to prepare your DN proposal.

When you click the link, you will be directed to the CIRCABC website where you can download the document. You do not have to Login at this stage, you can access the document as a guest visitor. This link takes you to CIRCABC website.



Guide for Applicants





Guide for Applicants

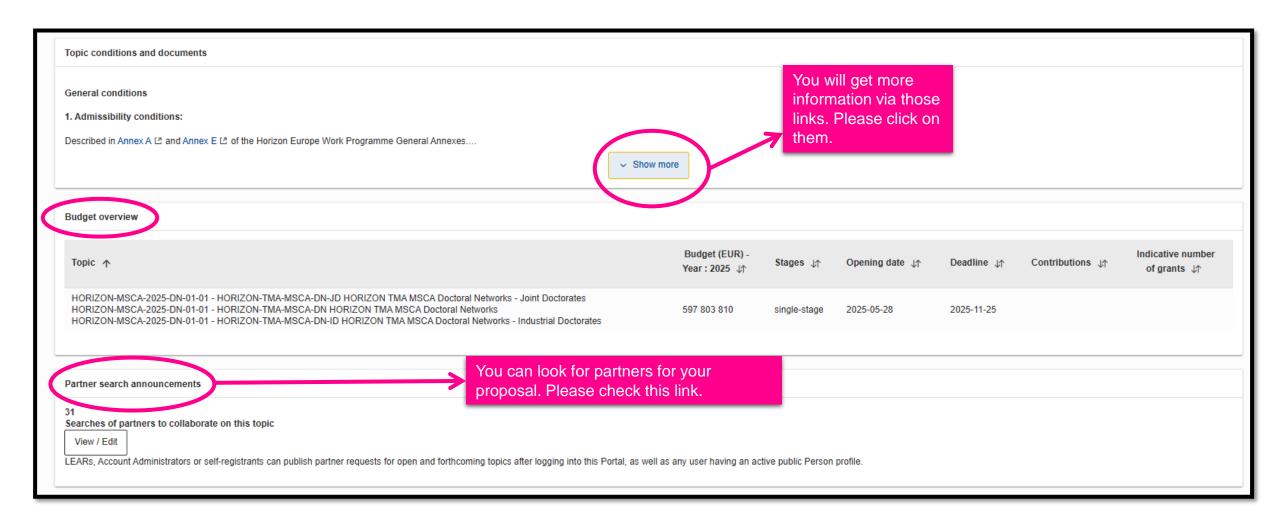


- This is the main document where you can find the details of the MSCA-DN call, how to prepare your proposal etc.
- PLEASE READ THIS DOCUMENT CAREFULLY.

- 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.

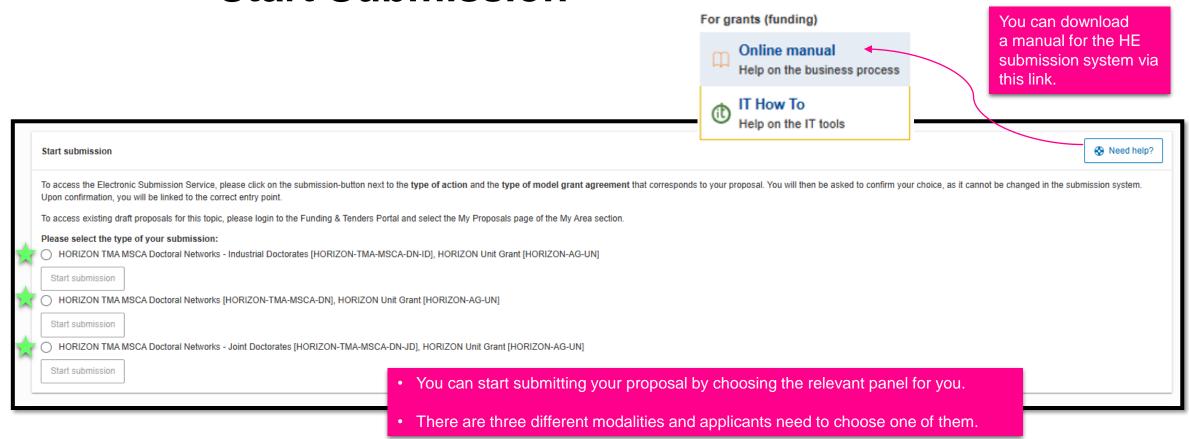


General Conditions – Budget – Partner Search





Start Submission



Need help? – IT How To

The proposal submission process

It is very important that you familiarize yourself with the overall research and innovation grant process by first consulting the How to participate page on the Funding Tenders Portal. There you will find a wealth of information, including the Online Manual and numerous Reference Documents, the Participant register, and a comprehension set of support documentation. Please read through all these resources prior to starting your Submission process.

Proposal submission preparatory checklist

In preparation for your online application submission process, you must go through the following steps:

- 1. Decide on the funding opportunity that you want to apply for. Funding Opportunities are categorised as Calls, Topics and Types of Actions.
- 2. Select your Participants. Most calls require a consortium. Relevant information can be found on the Funding & Tenders Portal.
- 3. Register as a user in the European Commission Authentication Service (EU Login). See How to authenticate with EU Login for more information.
- 4. All organisations participating in a proposal must register in the Participant register through the Funding & Tenders Portal and receive a Participant Identific Code (PIC). Additional information is available in Register an organisation.
- All organisations participating need to be registered. There is no need for the organisation to have been validated previously by the European Commission, si the validation of the organisations in consortia happens only when your proposal has been selected for funding.

Quick steps to the online submission process

The following basic tasks summarise in the online submission process:

- 1 Log into the Funding & Tenders Portal and select your topic.

 These are actions you perform before actually creating your proposal. See How to authenticate with EU Login for support on logging in and Find a call to see he select a topic.
- 2 Create a draft for your proposal. See Create proposal for full details on how to create the draft.
- Manage Participants (i.e. proposal consortium). The participants will be invited to the process by the system.
 Once you have created and saved the draft, you are able to manage your consortium. See Participants for support performing this task.
- 4 Edit the proposal draft form.

 Edit the proposal form and complete all required information. Engage the other participants to maintain their organisation contacts and the details in the corresponding sections of the proposal form Part A. This task is explained in Proposal forms.
- (5) Upload Part B and the rest of annex files and submit your proposal.

 Additional to the Part A (main proposal form), all calls require a so called Part B. This is a set of templates specific to the call that you will need to download, complete and upload back in your proposal. This task is explained in Proposal forms.

For submitting the proposal, see Submit.

For grants (funding)

Online manual

Help on the business process

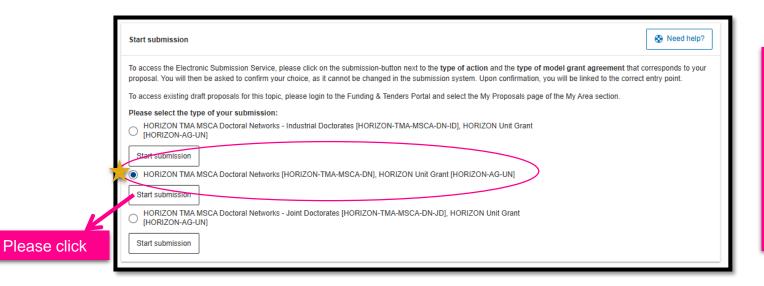
T How To

Help on the IT tools

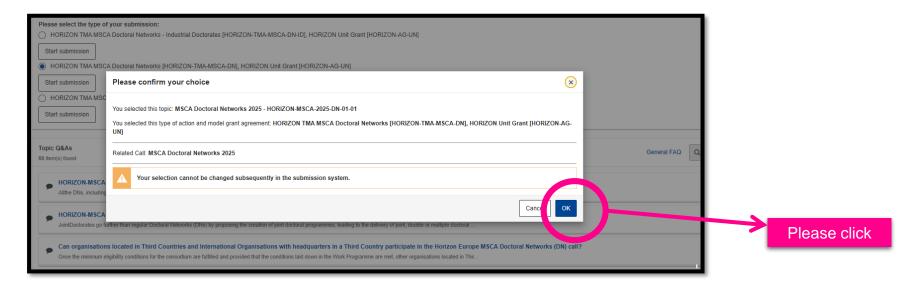
- For the most detailed information on proposal submission, please refer to the 'IT How To' link.
- However with this Guide we are aiming to show you MSCA-DN proposal submission with all details.



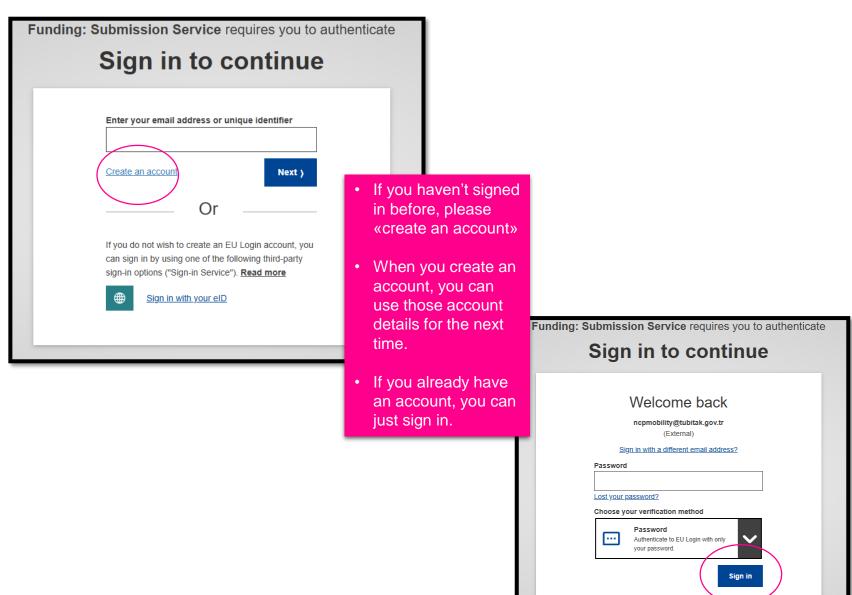
Start Submission: MSCA Doctoral Networks



- With this guide we will show you how to submit a proposal for 'Standard Doctoral Networks'
- Very similar steps can be followed for 'Doctoral Networks – Industrial Doctorates and Joint Doctorates'.

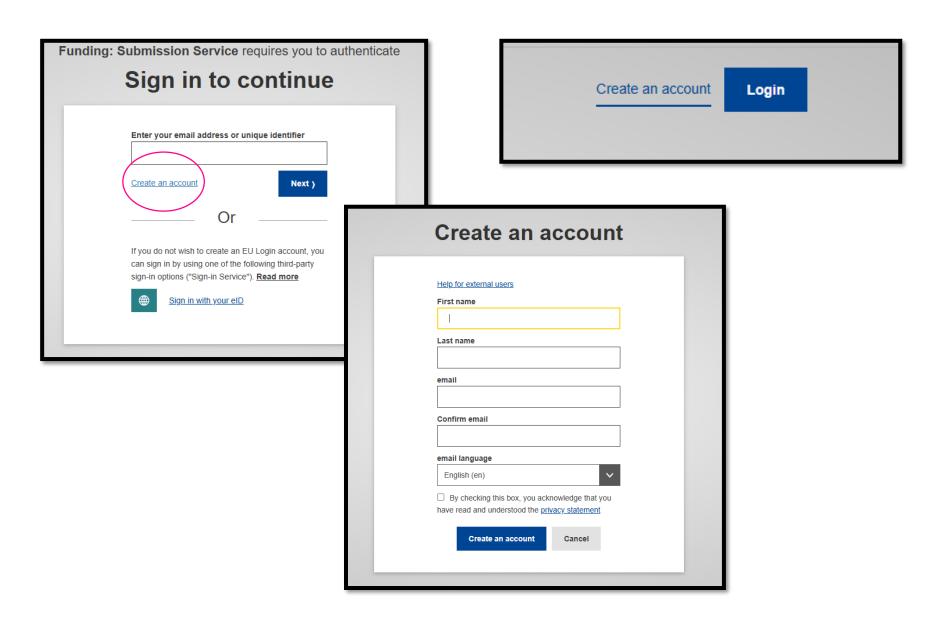


Sign in to continue



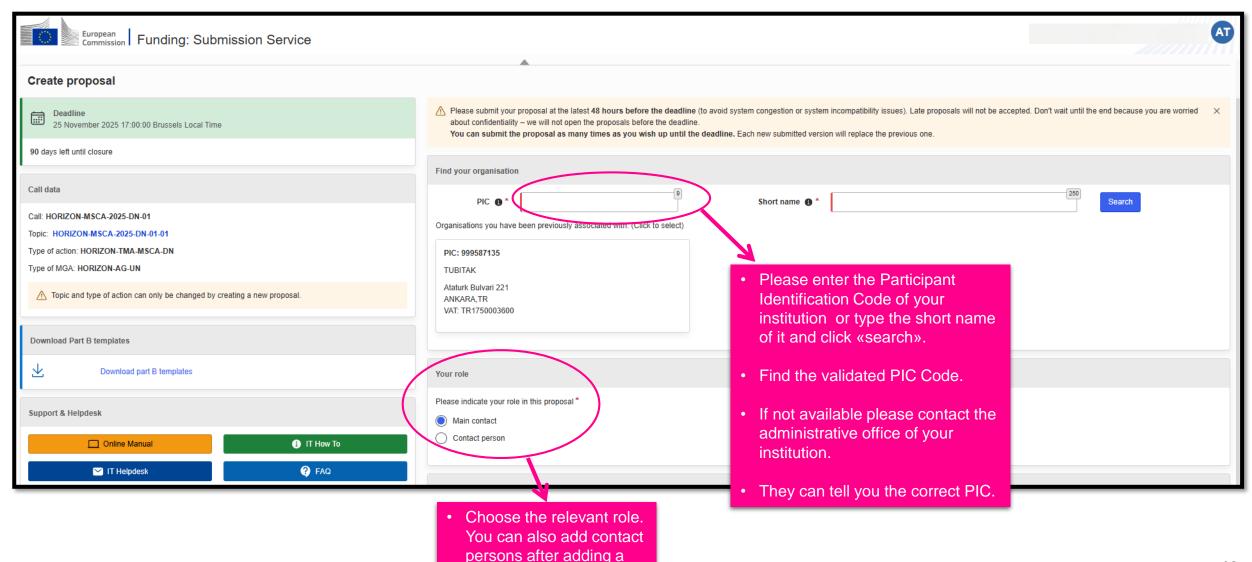


Create an Account for your institution (if not before)



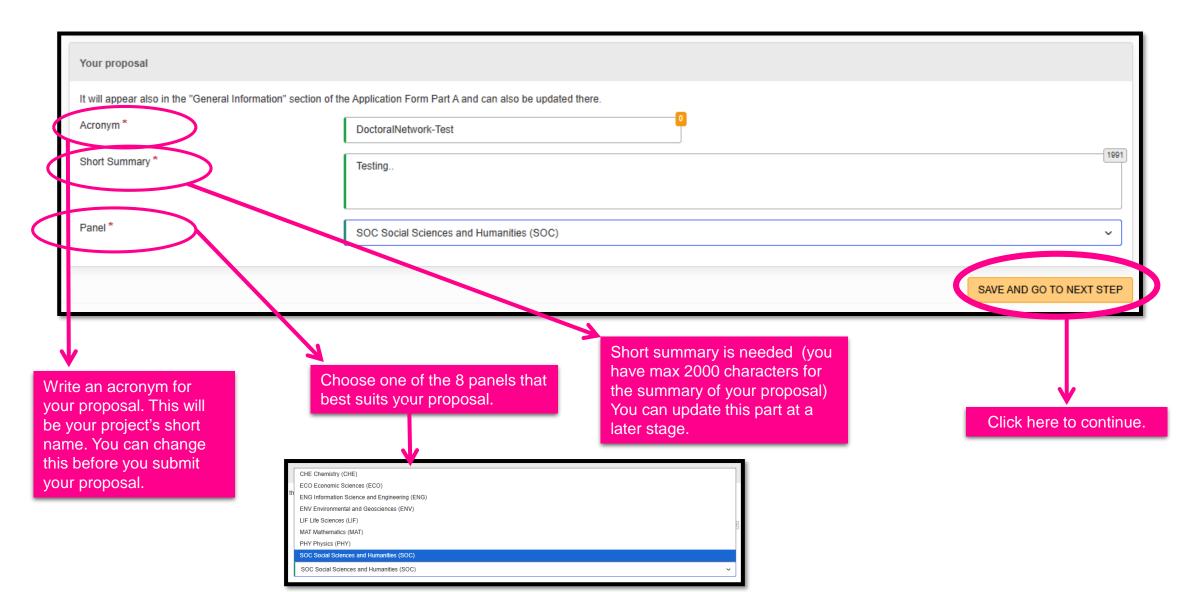


When you sign in...

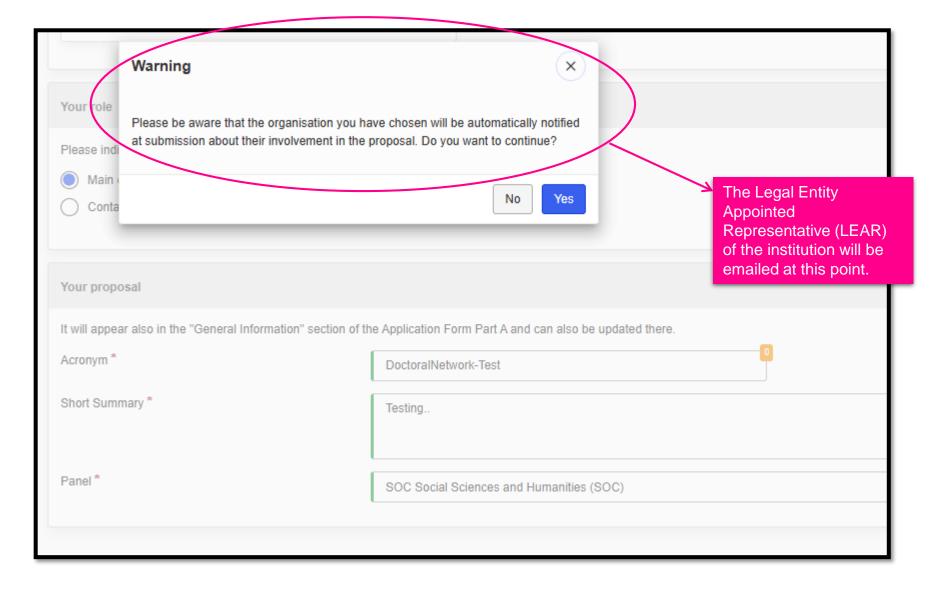


main contact.

Acronym & Short Summary

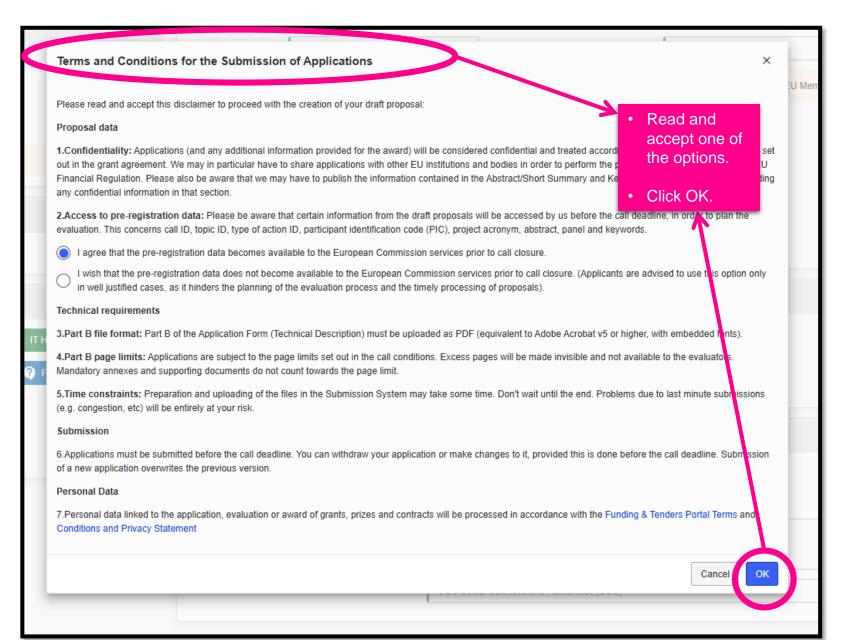


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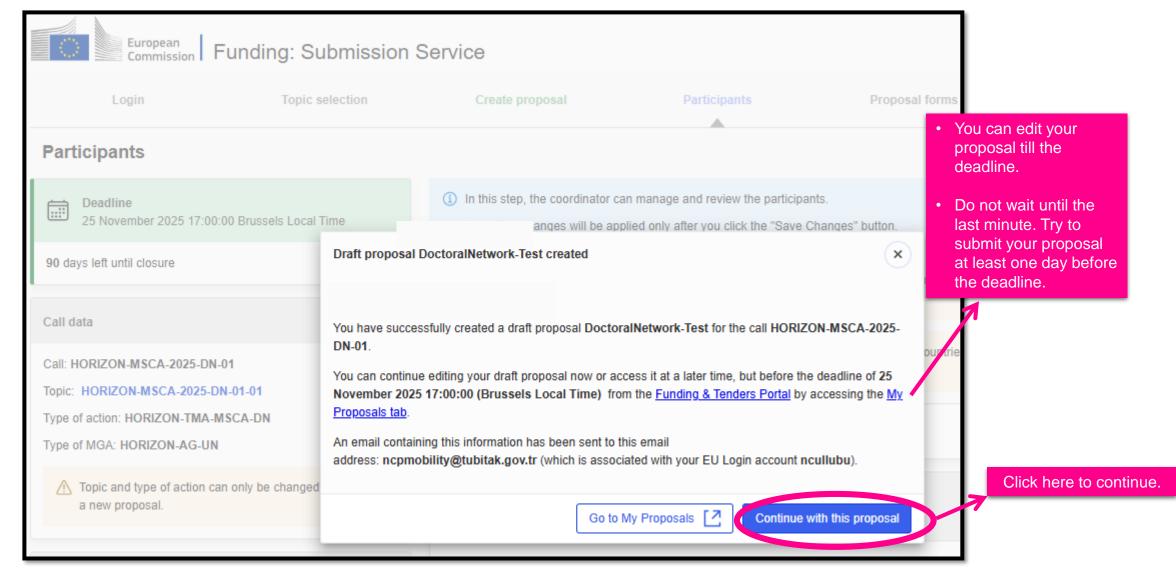


Terms and Conditions...

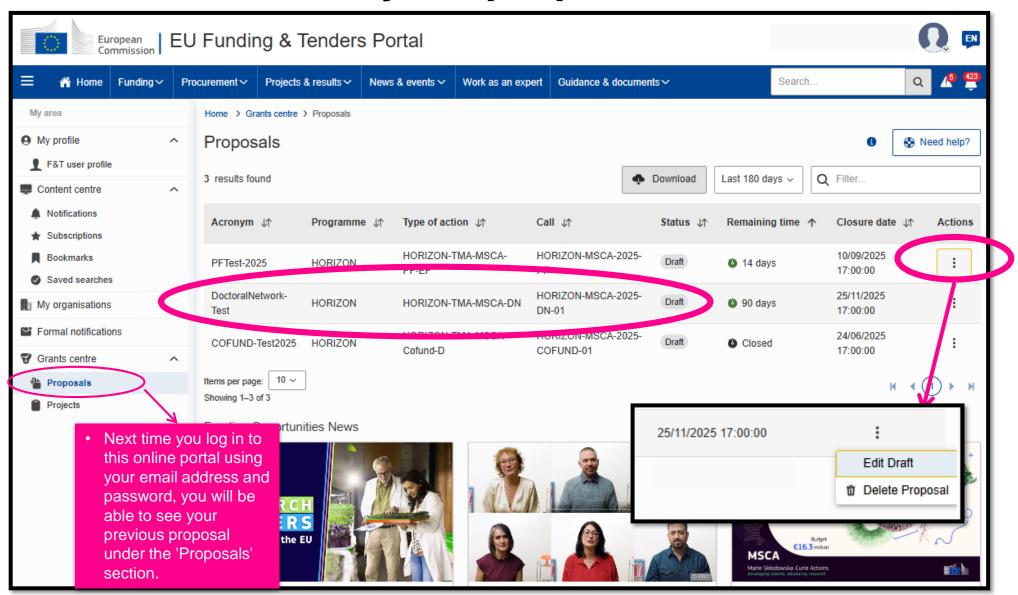


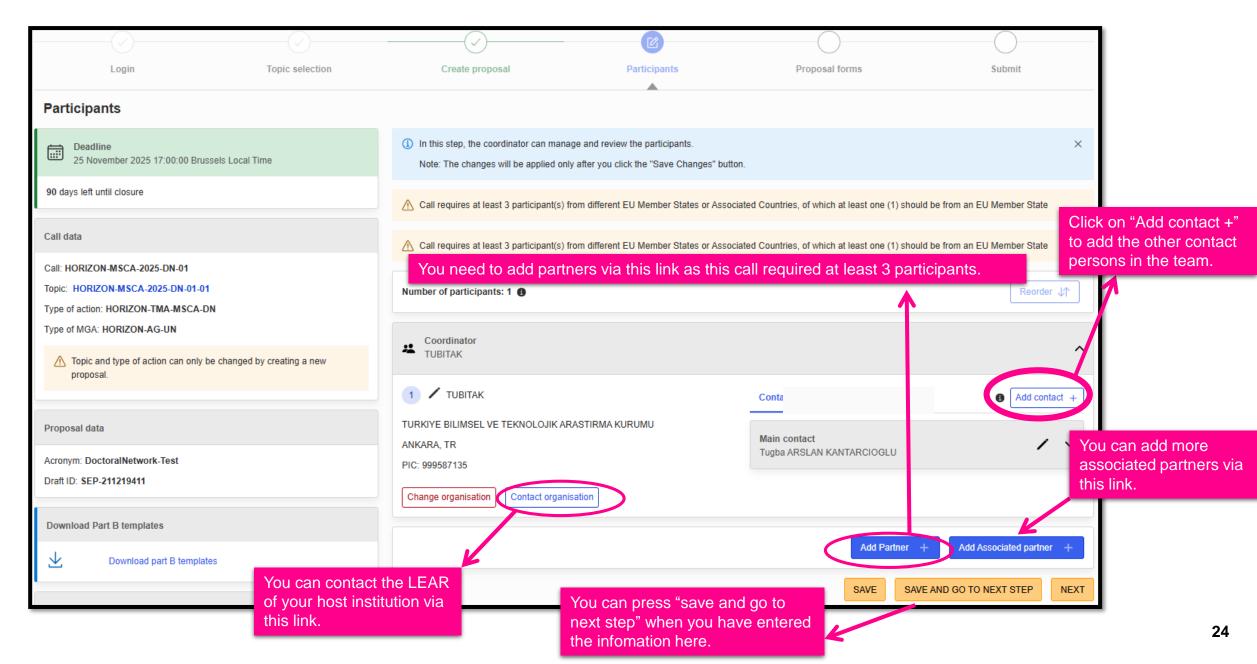


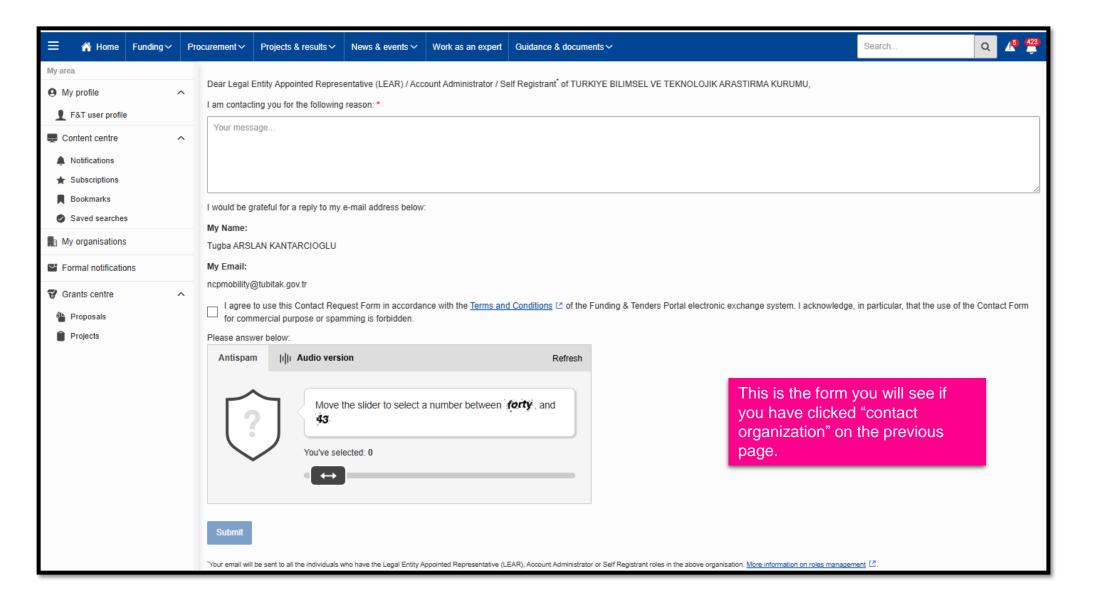
Draft proposal created

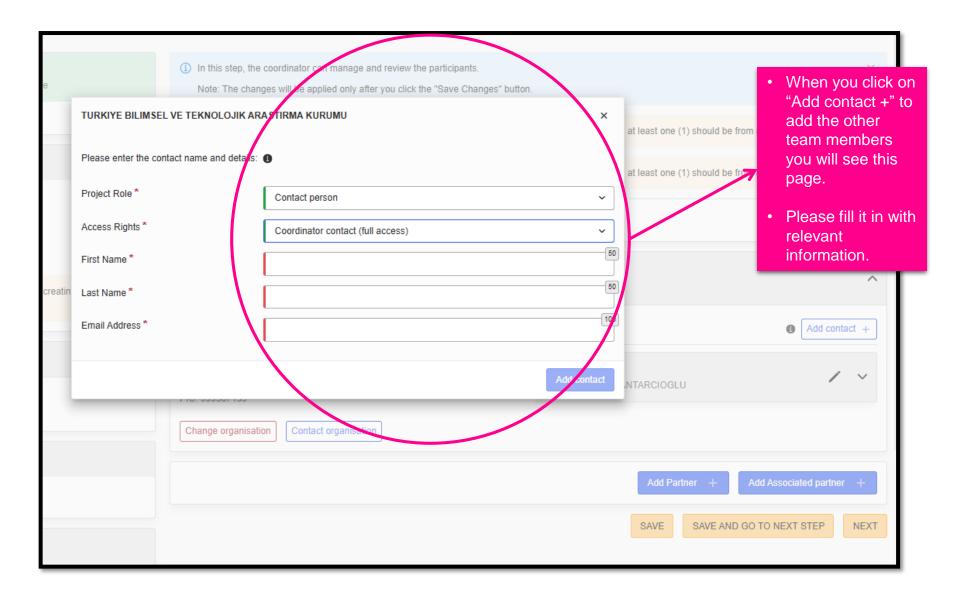


How to edit your proposal?



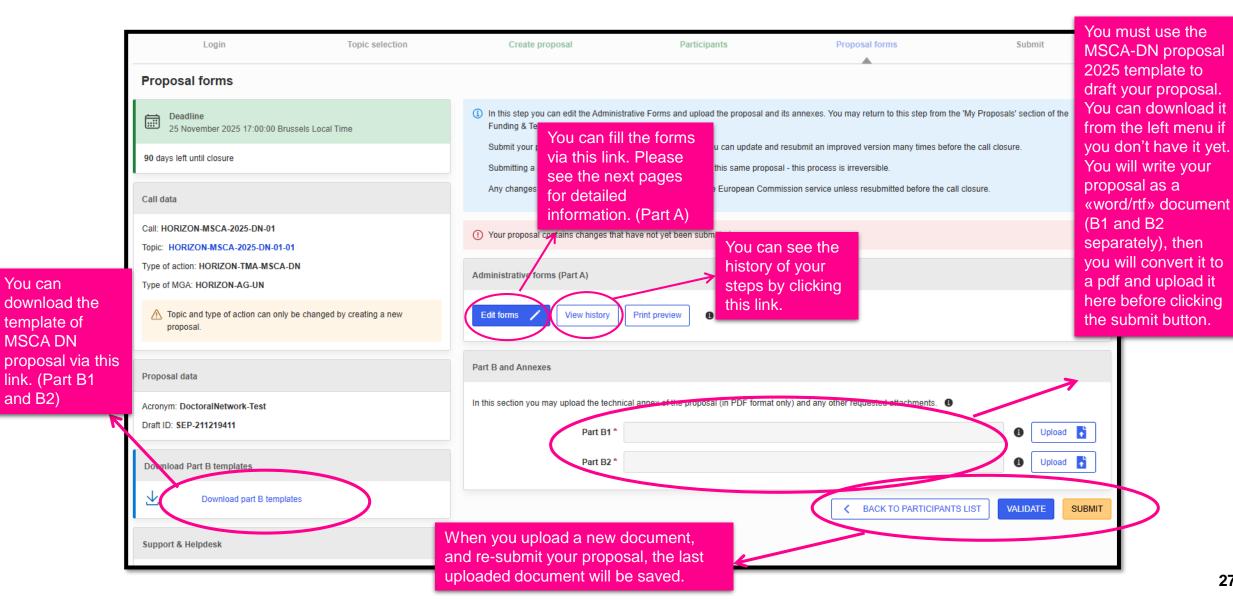




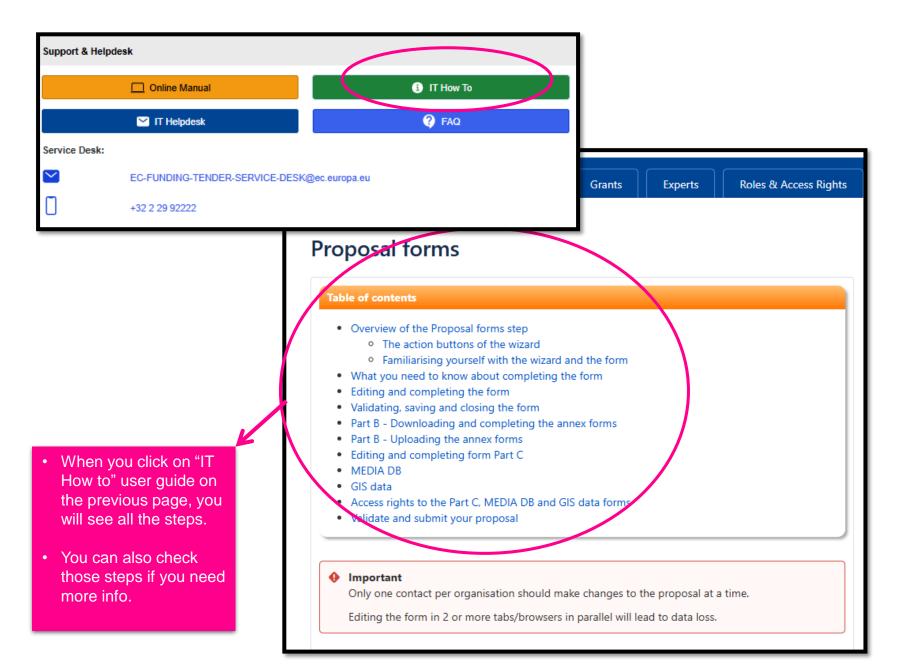


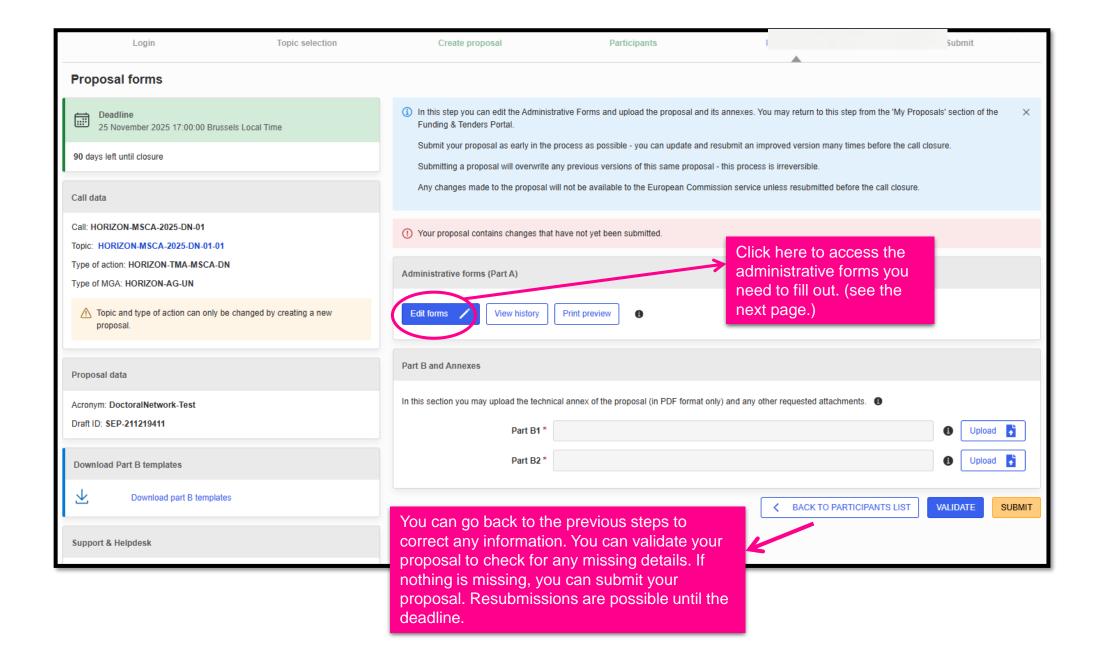
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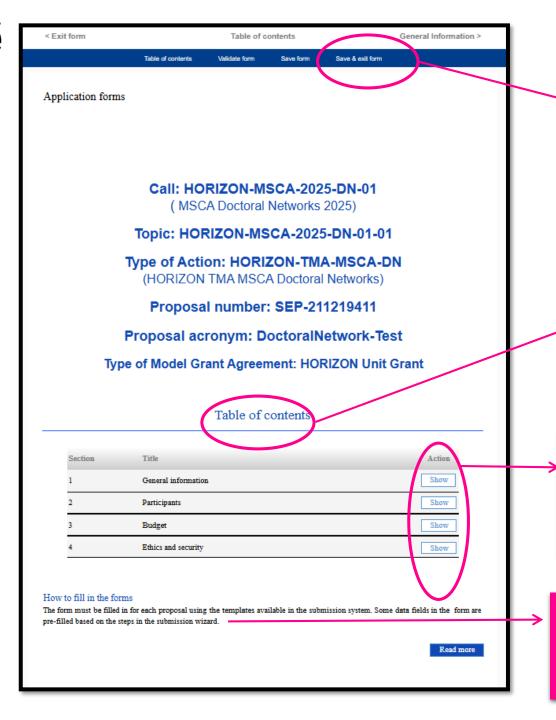
and B2)



27







- You can save the information you enter in the form. You don't need to complete everything as soon as you open the participant portal — you have time until the deadline. (Please follow the instructions in the guide you opened on the previous page.)
- This is the table of contents for the forms.
- Click on every title under Table of Contents.
- You must open each section one by one and fill in all the required information.
- 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.



< Table of contents General Information Participants & contacts >

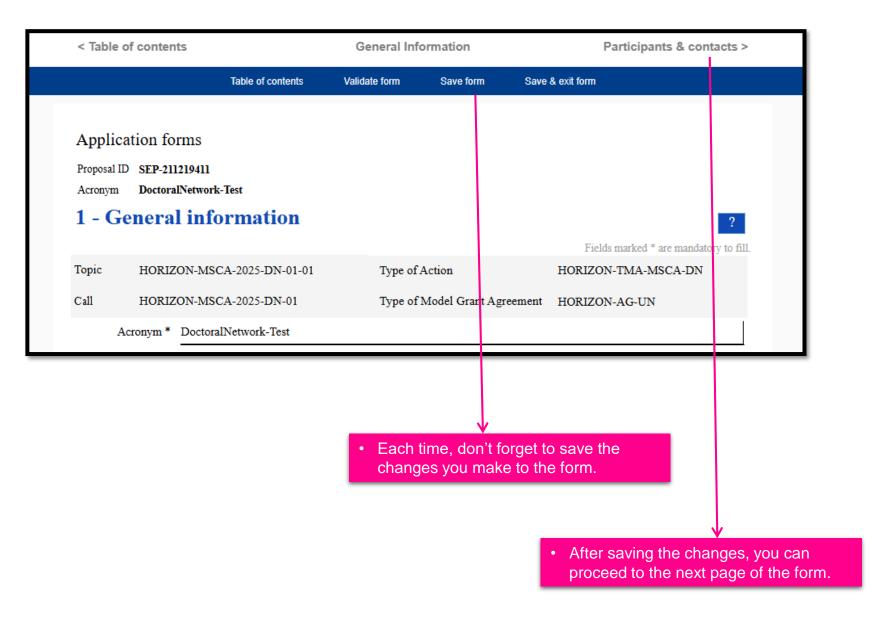
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Proposal title *	Max 200 characters (with space	es). Must be understanda	ble for non-specialists	in your field.		_	
•	Note that for technical reasons, the fo	ollowing characters are not acco	epted in the Proposal Title	and will be removed: < > " &	•	Р	
Duration in months Estimated duration of the project in full months.						•	
Panel	SOC - Social Sciences and Humanities (SOC)						
	Please select up to 5 descriptors (and that descriptors will be used to support	at least 3) that best characterist ort REA services in identifying	se the subject of your prop the best qualified evaluator	osal, in descending order of relevance. Note s for your proposal.		F	
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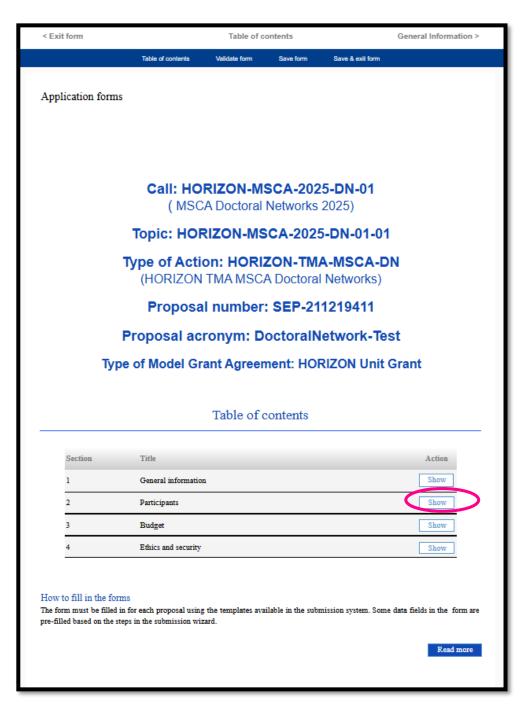
- nformation you entered about the nym, Type of Action, and Abstract e first step will be displayed here.
- se also complete the following:
 - oposal Title
 - ration of your project (in months)
- keywords: e are important because the three lators for your proposal will be

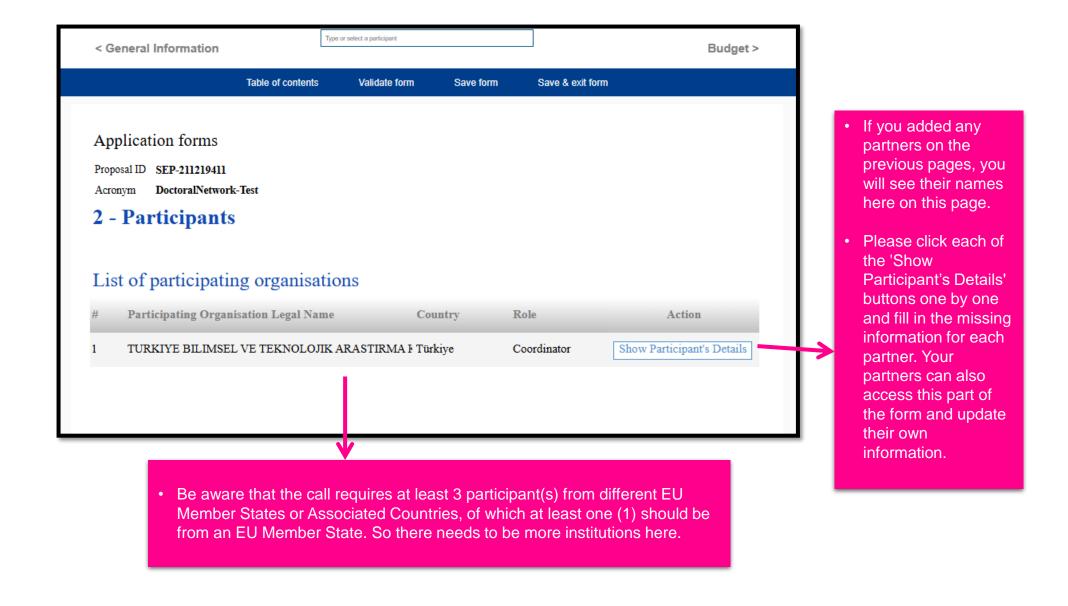
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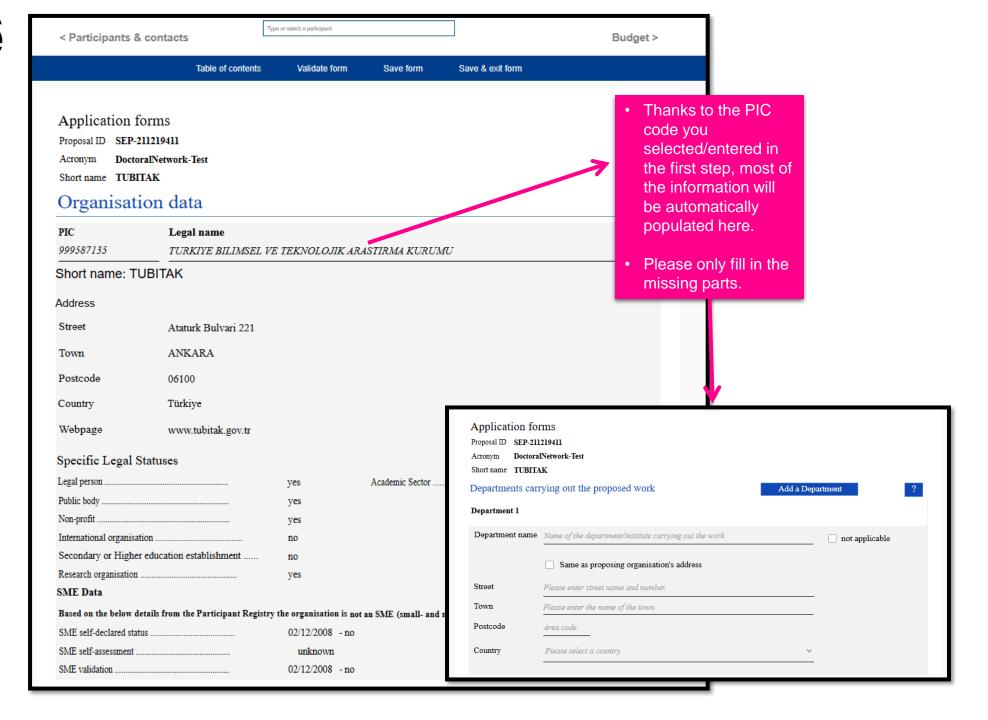
Please make sure to answer this question correctly.

Declarations		Field(s) marked * are	? e mandatory to fill.			
We declare to have the explicit consent of a	Il applicants on their participation and o	on the content of this proposal. *				
2) We confirm that the information contained activities have started before the proposal was						
	ity criteria set out in the call ounds under the <u>EU Financial Regulatio</u> capacity to carry out the proposed proje					
We acknowledge that all communication wi electronic exchange system and that access an and Conditions. *						
5) We have read, understood and accepted the <u>Privacy Statement</u> that set out the conditions of the processing of personal data of all data subjevaluation, award and subsequent management audits). *	f use of the Portal and the scope, purposects whose data we communicate for the	ses, retention periods, etc. for ne purpose of the application,				
6) We declare that the proposal complies with as set out in the <u>ALLEA European Code of Con</u> national law, including the Charter of Fundame Human Rights and its Supplementary Protocols responsible research practices, to prevent quest allegations of breaches of the principles and st	duct for Research Integrity, as well as ap- ental Rights of the European Union and s. <u>Appropriate procedures, policies and</u> stionable research practices and research	plicable international and the European Convention on structures are in place to foster	mal on t	Here, you will need to make some declarations on the same page.		
7) We declare that the proposal has an exclusive application or aiming to serve military purpose of Regulation 2021/821, or other items for which applicable regulatory framework (e.g. obtain e	is cannot be funded). If the project invol the authorisation is required, we confirm	ves dual-use items in the sense that we will comply with the		Field(s) marked * are mandatory to fill.		
8) We confirm that the activities proposed do to a aim at human cloning for reproductive pointed to modify the genetic heritage of (with the exception of research relating to a intend to create human embryos solely cell procurement, including by means of a lead to the destruction of human embryos. These activities are excluded from funding.	purposes; f human beings which could make such to cancer treatment of the gonads, which for the purpose of research or for the pu somatic cell nuclear transfer.	n may be financed), or prose of stem				
9) We confirm that for activities carried out ou one EU Member State. *	tside the Union, the same activities would	ld have been allowed in at least		l		
The coordinator is only responsible for the information rel their organisation. If the proposal is retained for EU fundir			clared for	l		
False statements or incorrect information may lead to ad	ministrative sanctions under the EU Financial Reg	ulation.				
MSCA-DN ver 1.00 20240517	Page 2	Last saved 18/08/20	25 15:34			

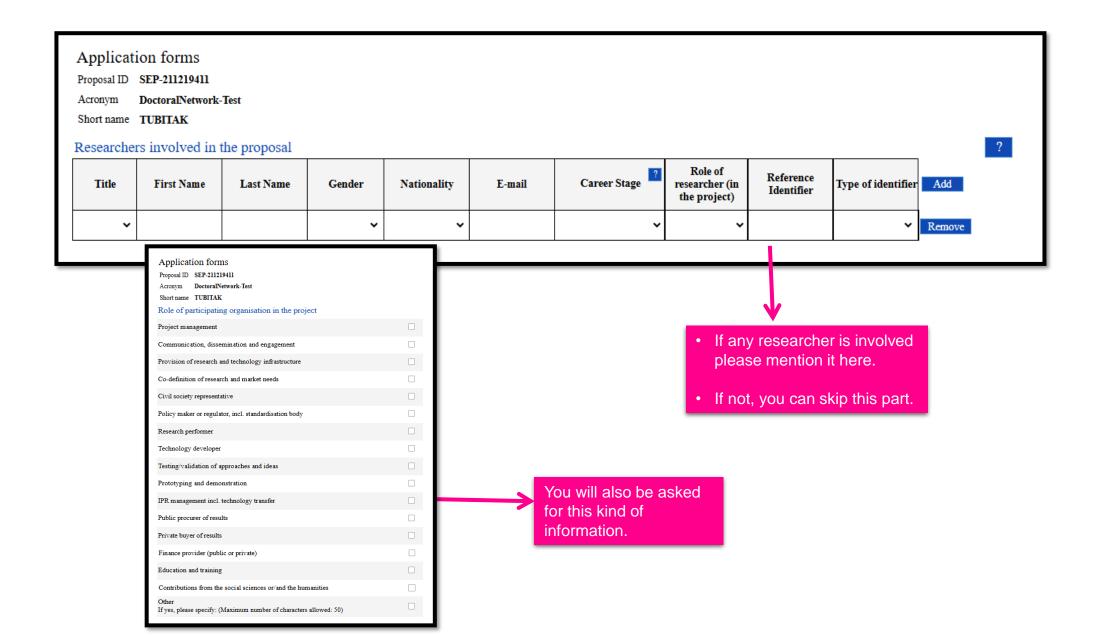








Application f	orms			
Proposal ID SEP-				
Acronym Docto	ralNetwork-Test			
Short name TUB	TAK			
Main contact pe	rson			
This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation 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	Gender O Woma	an O Man O Non Binary		
First name*	Last name*			
E-Mail*	ncpmobility@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		u will be asked for skind of information.	
Street	Please enter street name and number.	uns	Kind of information.	
Town	Please enter the name of the town. Post code Area code.	_		
Country	Please select a country	<u> </u>		
Website	Please enter website	_		
Phone	+xaax xaaaaaaaaaa		1	

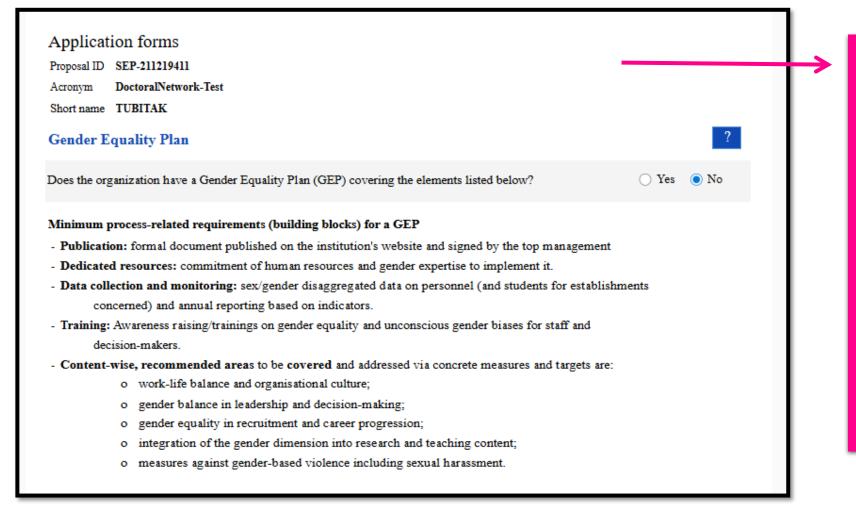


Application forms		
Proposal ID SEP-211219411		
Acronym DoctoralNetwork-Te	st	
Short name TUBITAK		
List of up to 5 publications, wi	dely-used datasets, software, goods, services, or any other achievements relevant to the call of	content.
Type of achievement	Short description (Max 500 characters)	Add
,		
List of up to 5 most relevant pre	vious projects or activities, connected to the subject of this proposal.	
Name of Project or Activity	Short description (Max 500 characters)	Add
Description of any significant in	frastructure and/or any major items of technical equipment, relevant to the proposed work.	
Name of infrastructure of equipment	Short description (Max 300 characters)	Add
	I	- <u> </u>

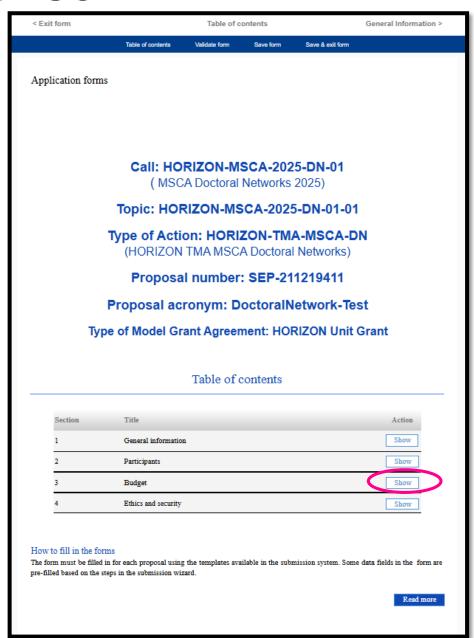
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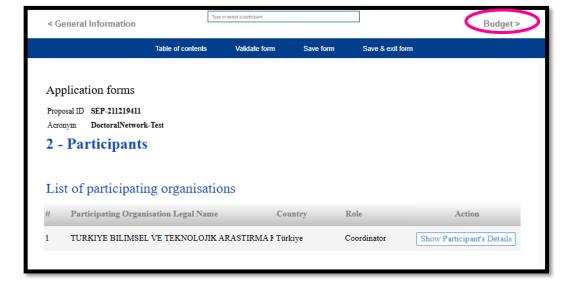
- To list of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.
- To list of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.
- Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.
- Make sure not to leave the preparation of this information until the last day of submission.

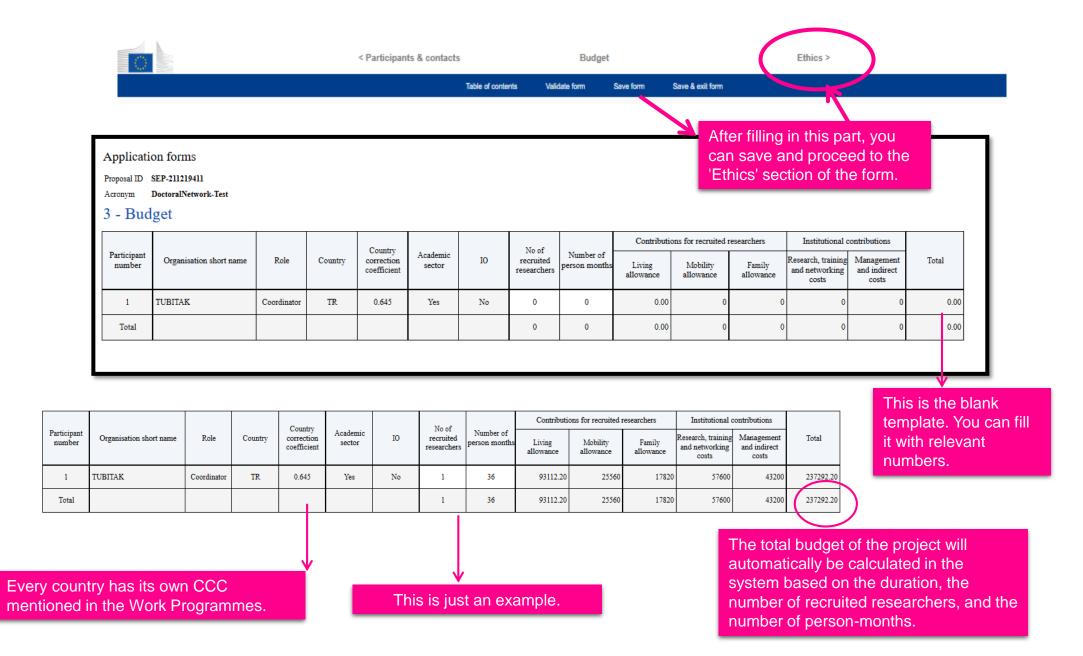
As mentioned in Guide for Applicants 2025, neither the beneficiaries nor the associated partners need to fill in the list of up to five publications, relevant previous projects, or significant infrastructure. This information however will need to be described in the relevant sections of part B2.

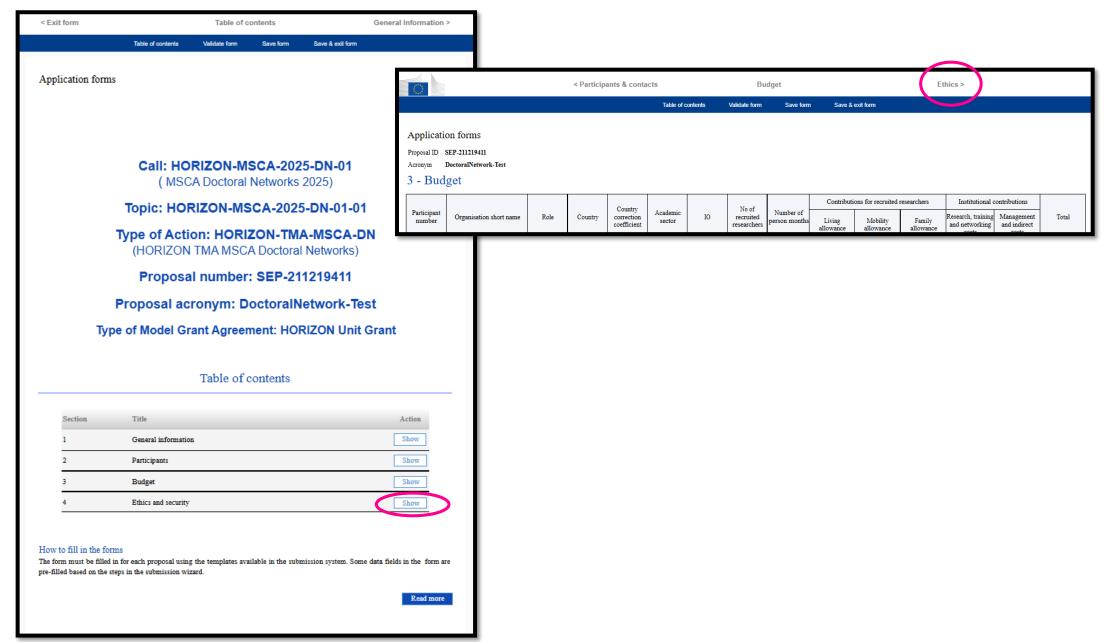


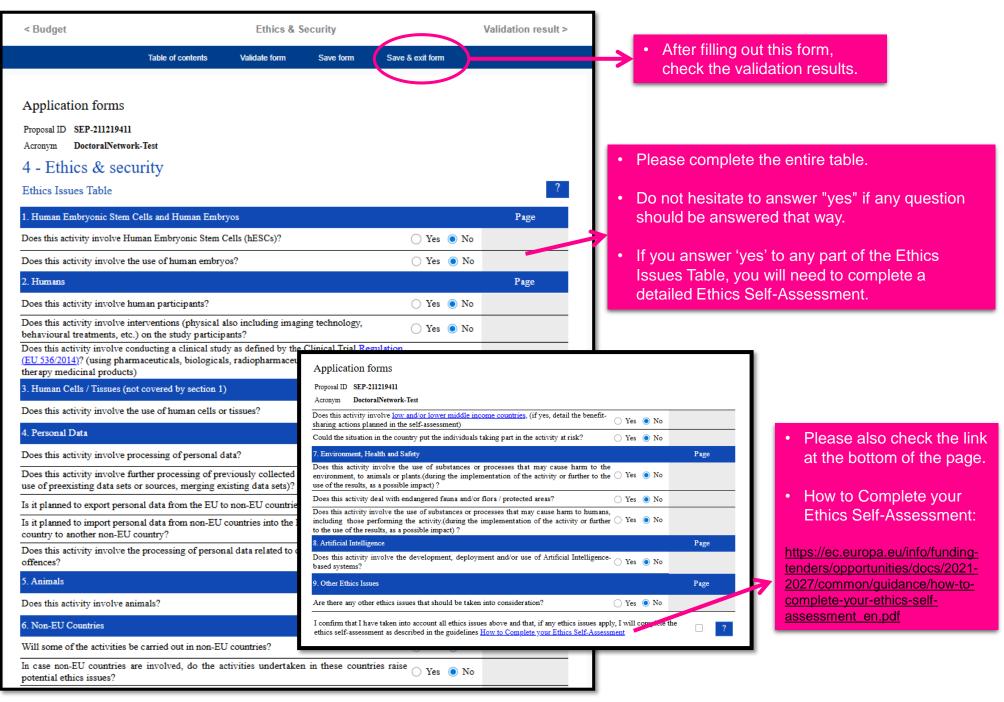
- Having a Gender Equality
 Plan is an eligibility criterion
 for public bodies, Higher
 education establishments and
 research organisations from
 Member States and
 Associated Countries. Be
 aware that if the proposal is
 selected, having a Gender
 Equality Plan will be
 necessary before the grant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





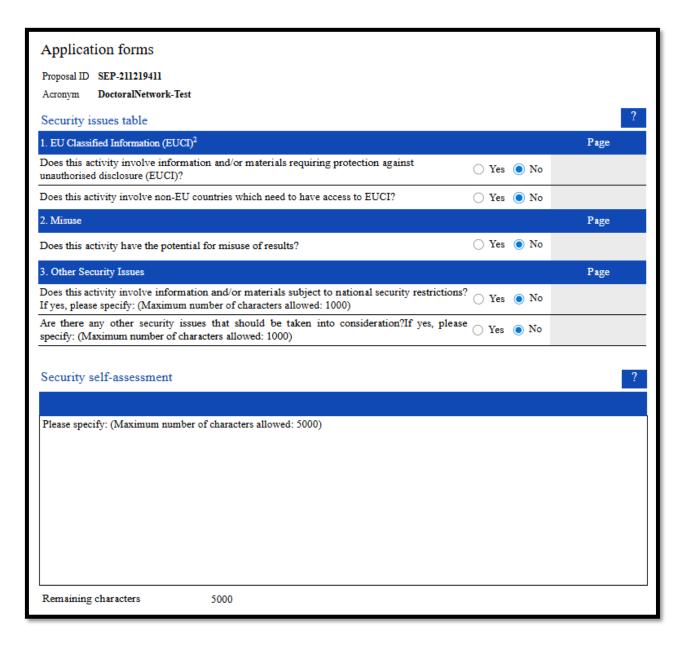




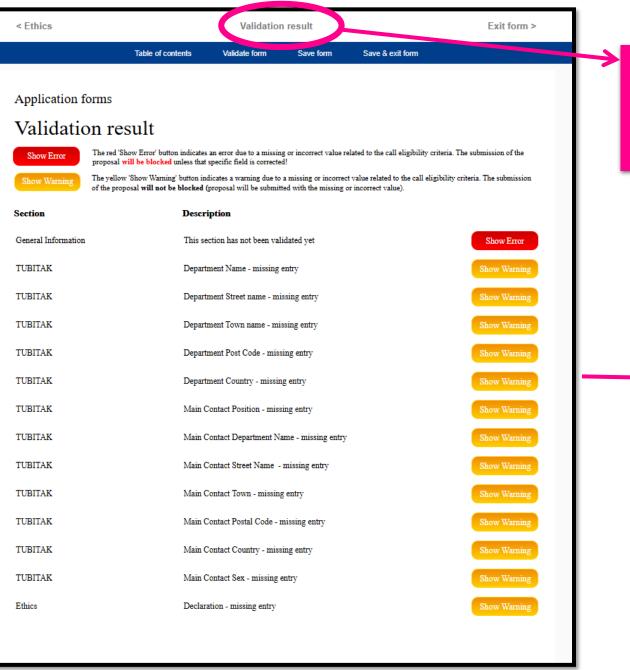


Application forms Proposal ID SEP-211219411 Acronym DoctoralNetwork-Test Ethics Self-Assessment Ethical dimension of the objectives, methodology and likely impact Explain in detail the identified issues in relation to: - objectives of the activities (e.g. study of vulnerable populations, etc.) - methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) - the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.) Remaining characters 5000 Compliance with ethical principles and relevant legislations Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State. Remaining characters 5000

You will be asked for this kind of information.

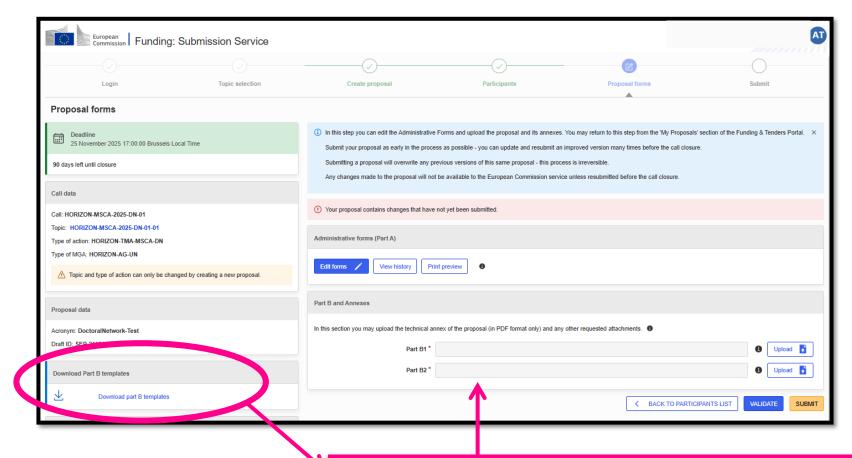


You will be asked for this kind of information.



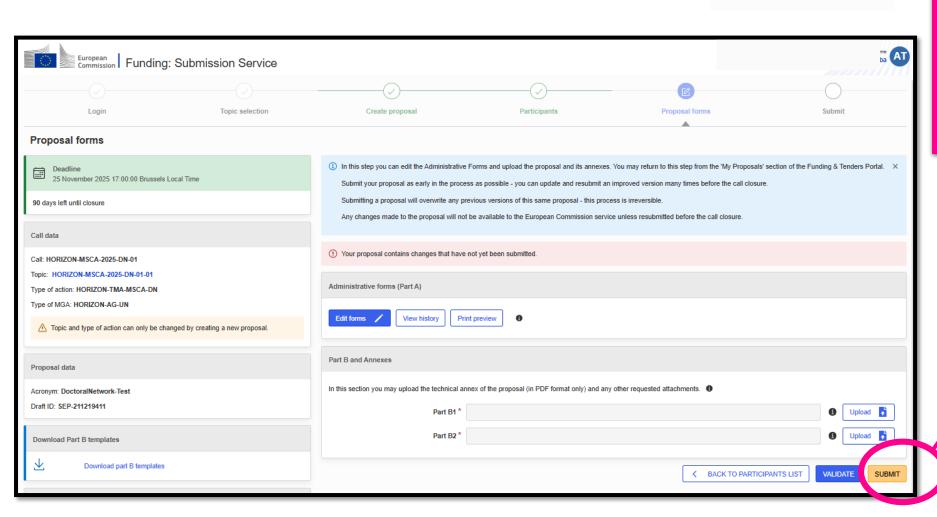
- After filling out this form, check the validation results.
- Once all the required information is provided, there will be no validation errors.

- If you haven't completed all parts of the form (the required fields), you will see the missing sections listed under the "Validation Results" section.
- You cannot submit your proposal until all errors marked in red are resolved.



- Make sure not to leave the preparation of the Part A forms until the last day of submission.
- As can be seen there are lots of pages to fill in.

- Make sure you have downloaded the final version of the template.
 You will download one Word document via this link, which includes both Part B1 and Part B2.
- Please write your proposal using these two sections (Part B1 and Part B2) in Word or RTF format.
- Then, convert each section into a separate PDF file and upload them here individually.



- Deadline for MSCA-DN-2025 call is
- 25 November 2025 17:00:00 Brussels Local Time

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



Please contact us if you have any question regarding this document via

ncpmobility@tubitak.gov.tr

For any kind of question about MSCA-DN call please contact the National Contact Point of your country: https://horizoneuropencpportal.eu/ncp-networks/msca/find-vour-ncp

Good luck!

