



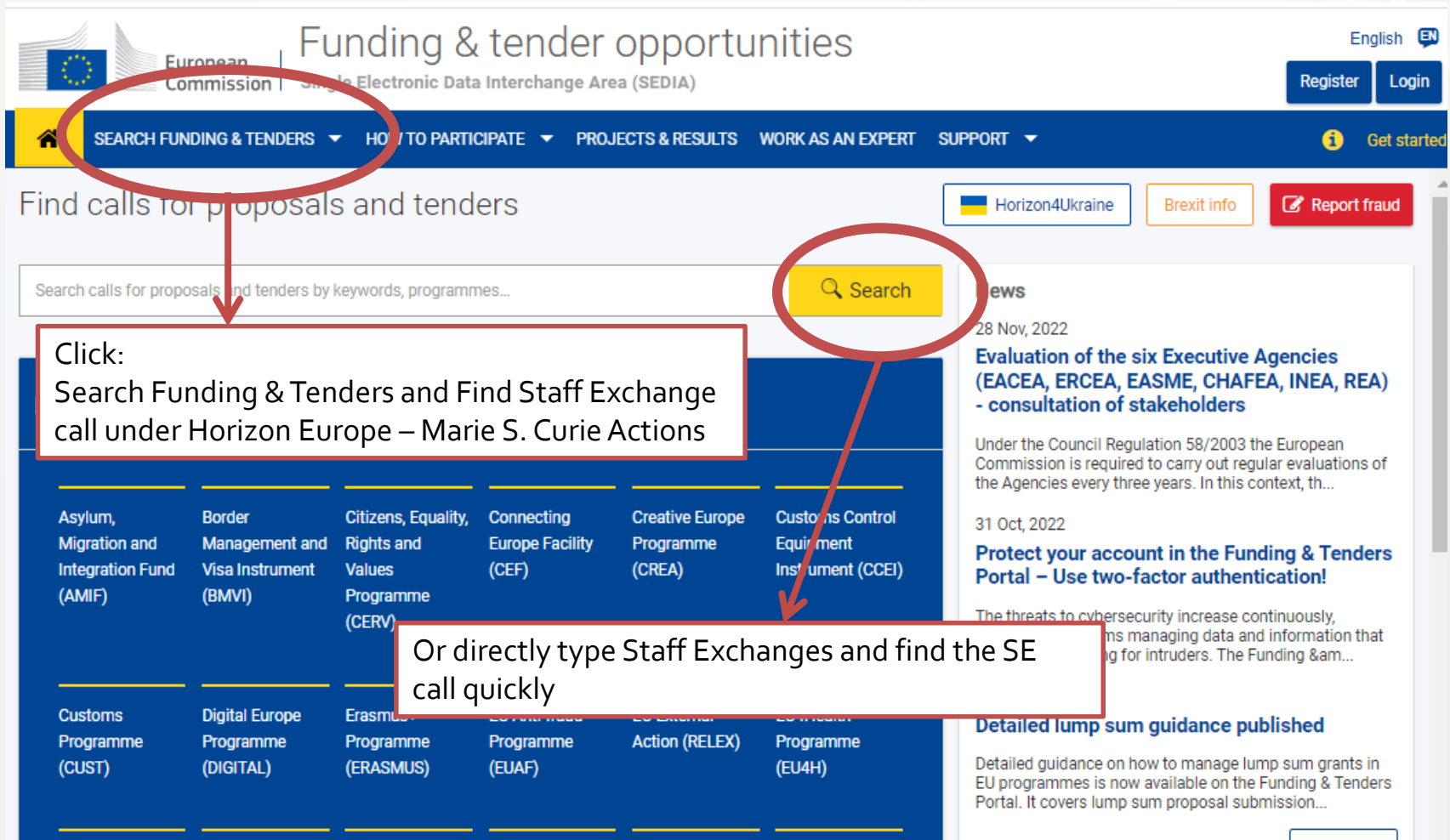
How to submit your MSCA – SE 2023 proposal?

Marie S. Curie National Contact Points of TÜRKiYE
TÜBİTAK

ncpmobility@tubitak.gov.tr

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

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



The screenshot shows the 'Funding & tender opportunities' portal. A red circle highlights the 'SEARCH FUNDING & TENDERS' menu item. A red arrow points from this menu to a text box that says: 'Click: Search Funding & Tenders and Find Staff Exchange call under Horizon Europe – Marie S. Curie Actions'. Another red circle highlights the 'Search' button in the search bar. A red arrow points from this button to a text box that says: 'Or directly type Staff Exchanges and find the SE call quickly'. The search bar contains the text 'Search calls for proposals and tenders by keywords, programmes...'. The page also features a grid of program categories, including 'Asylum, Migration and Integration Fund (AMIF)', 'Border Management and Visa Instrument (BMVI)', 'Citizens, Equality, Rights and Values Programme (CERV)', 'Connecting Europe Facility (CEF)', 'Creative Europe Programme (CREA)', 'Customs Control Equipment Instrument (CCEI)', 'Customs Programme (CUST)', 'Digital Europe Programme (DIGITAL)', 'Erasmus Programme (ERASMUS)', 'European Union Action (RELEX)', and 'EU4H Programme (EU4H)'. On the right side, there are news items dated 28 Nov, 2022 and 31 Oct, 2022, including 'Evaluation of the six Executive Agencies (EACEA, ERCEA, EASME, CHAFAEA, INEA, REA) - consultation of stakeholders' and 'Protect your account in the Funding & Tenders Portal – Use two-factor authentication!'. At the bottom right, there is a section titled 'Detailed lump sum guidance published'.

European Commission | Single Electronic Data Interchange Area (SEDIA)

English EN

Register Login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT Get started

Find calls for proposals and tenders

Horizon4Ukraine Brexit info Report fraud

Search calls for proposals and tenders by keywords, programmes...

Search

Click:
Search Funding & Tenders and Find Staff Exchange call under Horizon Europe – Marie S. Curie Actions

Or directly type Staff Exchanges and find the SE call quickly

Asylum, Migration and Integration Fund (AMIF)

Border Management and Visa Instrument (BMVI)

Citizens, Equality, Rights and Values Programme (CERV)

Connecting Europe Facility (CEF)

Creative Europe Programme (CREA)

Customs Control Equipment Instrument (CCEI)

Customs Programme (CUST)

Digital Europe Programme (DIGITAL)

Erasmus Programme (ERASMUS)

European Union Action (RELEX)

EU4H Programme (EU4H)

28 Nov, 2022

Evaluation of the six Executive Agencies (EACEA, ERCEA, EASME, CHAFAEA, INEA, REA) - consultation of stakeholders

Under the Council Regulation 58/2003 the European Commission is required to carry out regular evaluations of the Agencies every three years. In this context, th...

31 Oct, 2022

Protect your account in the Funding & Tenders Portal – Use two-factor authentication!

The threats to cybersecurity increase continuously, ... managing data and information that ... for intruders. The Funding & am...

Detailed lump sum guidance published

Detailed guidance on how to manage lump sum grants in EU programmes is now available on the Funding & Tenders Portal. It covers lump sum proposal submission...

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

EN
Register Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Search funding & tenders

Search

Clear all <

1 item(s) found

Staff Exchanges 2023

MSCA Staff Exchanges 2023
HORIZON-MSCA-2023-SE-01-01 Call for proposal
Horizon Europe (HORIZON)

Open for submission Grant

Match whole words only

Type

Grants

Tenders

Submission status

Forthcoming

Open for submission

Closed

Programming period

Programme / Programme group

Call

Please click on SE 2023 when you find it..

Please choose: HE and Marie S. Curie Actions

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MSCA Staff Exchanges 2023

HORIZON-MSCA-2023-SE-01-01

[Topic](#) [Call for proposal](#)

Internal navigation

- [General information](#)
- [Topic description](#)
- [Destination](#)
- [Conditions and documents](#)
- [Partner search announcements](#)
- [Start submission](#)
- [Topic related FAQ](#)
- [Get support](#)
- [Call information](#)
- [Call updates](#)

[Go back to search results](#)

Documents

Call documents:

- [Standard application form — call-specific application form is available in the Submission System](#)
- [Standard application form \(HE MSCA SE\)](#)
- [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 SE Guide for Applicants](#)

Additional documents:

- [HE Main Work Programme 2023-2024 – 1. General Introduction](#)
- [HE Main Work Programme 2023-2024 – 2. Marie Skłodowska-Curie Actions](#)
- [HE Main Work Programme 2023-2024 – 13. General Annexes](#)
- [HE Programme Guide](#)
- [HE Framework Programme and Rules for Participation Regulation 2021/695](#)

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

General information

Topic updates

Topic description

Destination

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call updates

Go back

Start submission

Need help?

Topic related FAQ

Search

Does the Horizon Europe MSCA Staff Exchange (SE) allow secondments within the same country?

No, secondments within the same country are not allowed. Secondments are eligible when taking place between institutions established in different non-associated third countries, EU M...

What is the maximum number of person-months that can be funded under the Marie Skłodowska-Curie Staff Exchanges (SE)?

The maximum number of person-months that can be funded in a SE project is 360 (corresponding to a maximum co-funding amount of EUR 1.65 million). There is no minimum number of second...

Which is the minimum number of participants in a Horizon Europe MSCA Staff Exchange (SE) call?

An MSCA SE must be composed of at least three independent legal entities in three different countries, two of which established in a different EU Member State (MS) or Horizon Europe ...

1

50

Get support

Be sure to check Topic related FAQs for anything you cannot find on the documents.

Guide for Applicants



Horizon Europe Programme

Guide for Applicants

Marie Skłodowska-Curie Actions – Staff Exchanges (SE)

Version 3.0 - 2023
5 October 2023

Disclaimer

This guide aims to support potential applicants to the MSCA-SE 2023 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 (or any person acting on their behalf) can be held responsible for the use made of this guidance

This is the main document where you can find the details of MSCA-SE 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

2. Eligible countries: described in [Annex B](#) of the Work Programme General Annexes

[show more...](#)

Partner search announcements

Searches of partners to collaborate on this topic

104

[View / Edit](#)

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

You can find more partners for your proposal or you can advertise your institution to become a partner via this link...

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

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of 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 Staff Exchanges [HORIZON-TMA-MSCA-SE], HORIZON Unit Grant [HORIZON-AG-LIN]

Start submission

Need help?

For grants (funding)

 Online manual

Help on the business process

 IT How To

Help on the IT tools

You can start submitting your proposal if you decided to become a coordinator of your proposal..

You can see an online manuel for HE submission sytem via this link.. (please look at the next slide...)

- 🏠 Online Manual
 - › My Area — User account and roles
 - › Participant Register — Register your
 - ▼ Grants
 - ▼ Applying for funding
 - Search funding opportunities —
 - Projects that can be funded — (
 - Apply with partners or as indivi
 - ▼ **Submit a proposal — Electron**
 - Get prepared
 - Electronic proposal submissic
 - Complaints about failed submis
 - › Selection — From evaluation to g
 - › Grant management
 - Procurement
 - Prizes
 - Financial instruments
 - › Working as an expert
 - Help

/ Online Manual / Grants / Applying for funding

Submit a proposal — Electronic Submission System

Find a call

Conditions for funding

Find partners

Submit a proposal

Complaints about
failed submission

Submit a proposal

Get prepared

Electronic proposal submission



Proposal submission

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

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

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

step-by-step through the process. You will need to use the online forms and templates
ion form is described below.

ers > Plan your work and budget

account > Get a PIC number (Participant Register) > Launch Submission wizard >

You can see Proposal Submission Service Online Manual for the most detailed version of HE Proposal Submission via the link provided on previous slide or via:

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

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

EN
Register Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

MSCA Staff Exchanges 2023

HORIZON-MSCA-2023-SE-01-01

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Destination
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call information
- Call updates
- Go back to search results

Start submission

To access the Electronic Submission Service, please log in to the submission system. Upon confirmation, you will be able to submit your proposal.

To access existing draft proposals for this topic, please log in to the submission system.

Please select the type of your submission:


☒ HORIZON TMA MSCA Staff Exchanges [HORIZON-MSCA-2023-SE-01-01]

Please confirm your choice

You selected this topic: **MSCA Staff Exchanges 2023 - HORIZON-MSCA-2023-SE-01-01**

You selected this type of action and model grant agreement: **HORIZON TMA MSCA Staff Exchanges [HORIZON-TMA-MSCA-SE], HORIZON Unit Grant [HORIZON-AG-UN]**

Related topic: **MSCA Staff Exchanges 2023**

 Your selection cannot be changed subsequently in the submission system.

Need help?

Search...

After pressing «start submission» button, please confirm..

Funding: Submission Service requires you to authenticate

Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

Next ›

Or



[Sign in with your eID](#)

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en) ▼

Enter the code

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...



Create proposal

Deadline
28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data

Call: HORIZON-MSCA-2023-SE-01

Topic: HORIZON-MSCA-2023-SE-01-01

Type of action: HORIZON-TMA-MSCA-SE

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

Find your organisation

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

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

Your role

Please indicate your role in this proposal *

☒ Main contact

Please enter the short name of your host institution

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 to the right PIC number.

Choose the relevant role...
Main contact or contact person..

Your proposal

Please choose an acronym for your proposal.

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

Acronym

Enter value

20

Short Summary

Enter value

2000

MCPanel


Choose a scientific panel.
If your project is
multidisciplinary choose the
dominant one.

Write an acronym for your
proposal.


Short summary is needed
(you have max 2000
characters for the summary
of your proposal)

SAVE AND GO TO NEXT STEP

Click




European
Commission




Download part

Support & Helpdesk




Online Man...




IT Helpdesk

Service Desk:



EC-FUNDING-TE
DESK@ec.europa



+32 2 29 92222

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 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

Cancel OK

Click OK.



European Commission

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

HOME

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

MY PERSON PROFILE

MY ORGANISATION(S)

GRANTS

My Proposal(s)

My Project(s)

MY EXPERT AREA

My Proposal(s)

Results: 3

Search

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	HORIZON-MSCA-2023-SE-01	HORIZON-TMA-MSCA-SE	SEP-211012885	TEST MSCA	Draft	70	28/02/2024 17:00:00	Actions
HORIZON	HORIZON-MSCA-2023-SE-01	HORIZON-TMA-MSCA-SE	SEP-211012878	TUBITAK	Draft	70	28/02/2024 17:00:00	Actions
H2020	H2020-INT-INCO-2015	CSA	692489	EU-MED BRIDGE	Final	Closed	12/05/2015 17:00:00	Actions

1

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Need help?

Next time when you login to the online system with your email address and password, you can see your previous proposal under «my proposals» title.

Click Edit Draft to continue to fulfill the forms.

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About

Accessibility

Free text search

IT Helpdesk

Cookies

Legal Notice

APIs

European Commission | Funding: Submission Service

Deadline
28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data

Call: **HORIZON-MSCA-2023-SE-01**
Topic: **HORIZON-MSCA-2023-SE-01-01**
Type of action: **HORIZON-TMA-MSCA-SE**
Type of MGA: **HORIZON-AG-UN**

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

Proposal data

Acronym: **TUBITAK**
Draft ID: **SEP-211012878**

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual IT How To

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.

Call requires at least 2 participant(s) from different EU member states and associated

As a general reminder, please, note that an organisation based on a third country cannot be a coordinator. Additionally, please take note that the consortium should have at least 3 participants. Also, note that a consortium of 3 partners from MS/AC should have at least 2 partners from MS/AC. In the HORIZON-MSCA-2023-SE-01-01 call the UK entities will apply as Beneficiaries but they cannot be Coordinators.

Number of participants: 1

Reorder

Coordinator
TUBITAK

1 TUBITAK

TÜRKİYE BİLİMSEL VE TEKNOLOJİK ARASTIRMA KURUMU
ANKARA, TR
PIC: 999587135

Change organisation Contact organisation

Contacts

Main contact
Burcu DOGAN

Add contact +

Add Partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

You can add or change the contact details of your partners via this link. You can add more contacts for one partner.

Click on «add partner» to add more partners.

You will need at least 3 partners, including your institution, to have an eligible proposal.

European Commission | Funding: Subm

Deadline
28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data

Call: **HORIZON-MSCA-2023-SE-01**
Topic: **HORIZON-MSCA-2023-SE-01-01**
Type of action: **HORIZON-TMA-MSCA-SE**
Type of MGA: **HORIZON-AG-UN**

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

Proposal data

Acronym: **TUBITAK**
Draft ID: **SEP-211012878**

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

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 *

oxford 244 **Search**

PIC: 903154003 Anglojęzyczna Szkoła Podstawowa Oxford Primary School Krakowska 30 Bielsko-Biala, PL VAT: 5471510594 Status: DECLARED Use CO	PIC: 898456875 African Studies Centre, Oxford School of Global and Area Studies, University of Oxford 13 Bevington Road Oxford, UK Status: DECLARED Use CO	PIC: 951943063 Oxford Progress Ltd 266 Banbury Road Unit 3 Oxford, UK VAT: not applicable Status: DECLARED Use CO
PIC: 885014712 OXFORD SCHOOL VIA SETTEVALLI, 324 PERUGIA, IT VAT: 01840720542 Status: DECLARED Use CO	PIC: 915078019 Oxford Space Systems Harwell Campus Harwell, UK VAT: 176 0166 12 Status: DECLARED Use CO	PIC: 932669357 Oxford Oktatási Központ Szilágyi Erzsébet Fasor 10. Budapest, HU VAT: HU12601551 2 42 Status: DECLARED Use CO
PIC: 959334463 OINT TUBNEY WOODS ABINGDON, UK VAT: GB596117025 Use CO	PIC: 936167565 OXFORD MESTAR LTD 30 Upper High Street Thame, UK VAT: UK183981760 Use CO	PIC: 944515870 Oxford MediStress Limited 9400 GARSINGTON ROAD OXFORD, UK VAT: UK876172789 Use CO

Please choose the validated PIC code if any. If there is no validated PIC of the searched partner, you can ask them to tell you which one to use. They can contact to their country's MSCA National Contact Point to get more information about how to validate their PIC number.

Or they can get information via: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

European Commission | Funding: Submission Service

Welcome Burcu DOĞAN

Deadline
28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data
Call: HORIZON-MSCA-2023-SE-01
Topic: HORIZON-MSCA-2023-SE-01-01
Type of action: HORIZON-TMA-MSCA-SE
Type of MGA: HORIZON-AG-UN

Proposal data
Acronym: TUBITAK
Draft ID: SEP-211012878

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual | IT How To

Oxford Space Systems Limited

Please enter the contact name and details:

Project Role *

Access Rights *

First Name *

Last Name *

Email Address *

Add contact

Partner
Oxford Space Systems

Contacts
No contacts have been added for this participant.

You should add the Role of the Participant here and chose the Access Rights of the Partner. Then add a Contact Name and e-mail adress. Once everything is filled, press Add contact.



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

Proposal data

Acronym: TUBITAK
Draft ID: SEP-211012878

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



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TUBITAK

1

TUBITAK

TÜRKİYE BİLİMSEL VE TEKNOLOJİK ARASTIRMA KURUMU
ANKARA, TR
PIC: 999587135

Change organisation

Contact organisation

Contacts 1

Add contact +

Main contact

Burcu DOGAN



Partner

Oxford Space Systems

2

Oxford Space Systems

Oxford Space Systems Limited
Harwell, UK
PIC: 915078019

Change organisation

Contact organisation

Contacts 1

Add contact +

Contact person

Jack forester

Add Partner +

SAVE

SAVE AND GO TO NEXT STEP

NEXT

Click Save and go to next step.
Once you do it, the organization
you added will be notified.

European Commission | Funding: Submission Service

Welcome Burcu DOĞAN

Type of MGA: HORIZON-AG-UN

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

Number of participants: 1

Coordinator
TUBITAK

1 TUBITAK

TÜRKİYE BİLİMSEL VE TEKNOLOJİK ARASTIRMA KURUMU

Contacts 1

Add contact +

Main contact
Burcu DOĞAN

Add Partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Proposal data

Acronym: TUBITAK

Draft ID: SEP-211012878

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


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Save Changes

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

These kind of warnings are mostly to remind you the requirement. You can skip by pressing OK.




European Commission


Funding: Submission Service

Welcome Burcu DOĞAN 


Proposal forms



Deadline
28 February 2024 17:00:00 Brussels Local Time
70 days left until closure


Call data
Call: HORIZON-MSCA-2023-SE-01
Topic: HORIZON-MSCA-2023-SE-01-01
Type of action: HORIZON-TMA-MSCA-SE
Type of MGA: HORIZON-AG-UN


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


Proposal data
Acronym: TUBITAK
Draft ID: SEP-211012878


Download Part B templates

Download part B templates



Submit your proposal as early in the process as possible - Submitting a proposal will overwrite any previous versions. Any changes made to the proposal will not be available in the European Commission service unless resubmitted before the call closure.


Your proposal contains changes that have not yet been submitted.


Administrative forms (Part A)



Edit forms



View history



Print preview


Part B and Annexes
In this section you may upload the technical documents:



Part B1 *



Part B2 *


BACK TO PARTICIPANTS LIST


VALIDATE


SUBMIT


Upload


Upload

You will need to check «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 guide!!** (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.

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/ ... / Submit a proposal

Proposal forms

Table of contents

- Overview of the Proposal 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.

Submit a proposal

- Create proposal
- Participants
- **Proposal forms**
- Submit

Related pages

- [Submission system](#)
- [Proposal roles and access rights](#)

Online Manual

- [Submit a proposal — Electronic Submission System](#)

FAQ

- [FAQ section on the Funding & Tenders Portal](#)

When you click on «How to» user guide,

You will see table of contents

You can check this guide to understand how to fulfill the forms..

Or please follow the slides to get summarized information.

Proposal forms

Deadline
28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data

Call: **HORIZON-MSCA-2023-SE-01**

Topic: **HORIZON-MSCA-2023-SE-01-01**

Type of action: **HORIZON-TMA-MSCA-SE**

Type of MGA: **HORIZON-AG-UN**


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

Proposal data

Acronym: **TUBITAK**

Draft ID: **SEP-211012878**


Download Part B templates

 [Download part B templates](#)

i In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
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x 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

Part B1 *



[Upload](#) 

Part B2 *



[Upload](#) 

Please click here
to reach the A
forms to fulfill.

Please check the
next slide.

[← BACK TO PARTICIPANT'S LIST](#)

[VALIDATE](#)

[SUBMIT](#)

< Exit form Table of contents **General Information >**

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Application forms

Call: HORIZON-MSCA-2023-SE-01
(MSCA Staff Exchanges 2023)

Topic: HORIZON-MSCA-2023-SE-01-01

Type of Action: HORIZON-TMA-MSCA-SE
(HORIZON TMA MSCA Staff Exchanges)

Proposal number: SEP-211012878

Proposal acronym: TUBITAK

Type of Model Grant Agreement: HORIZON Unit Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Ethics and security	Show

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.

This 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**

IT Helpdesk

Service Desk:

EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

+32 2 29 92222

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-211012878

Acronym TUBITAK

1 - General information ?

Fields marked * are mandatory to fill

Topic	HORIZON-MSCA-2023-SE-01-01	Type of Action	HORIZON-TMA-MSCA-SE
Call	HORIZON-MSCA-2023-SE-01	Type of Model Grant Agreement	HORIZON-AG-UN

Acronym * TUBITAK

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > * &

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 at least 3) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to support RIA services in identifying the best qualified evaluators for your proposal.

Descriptor1 Word or words that best describe(s) the subject of your project. Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract * ?

Short Summary

Remaining characters 1987

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? ☐ Yes ☐ No ?

Please give the proposal reference or contract number. Add

Previously submitted proposals should be with either 6 or 9 digits. Remove

HORIZON-UN-FORMSET ver 1.00 20231204 Page 1 Last saved 11/12/2023 09:26

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-211012878

Acronym TUBITAK

1 - General information ?

Fields marked * are mandatory to fill.

Topic	HORIZON-MSCA-2023-SE-01-01	Type of Action	HORIZON-TMA-MSCA-SE
Call	HORIZON-MSCA-2023-SE-01	Type of Model Grant Agreement	HORIZON-AG-UN

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..

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

Application forms

Proposal ID SEP-211012878

Acronym TUBITAK

2 - Participants

List of participating organisations

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

Do not forget to add at least 3 partners here 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

Administrative forms

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	Turkey
Webpage	www.tubitak.gov.tr

Specific Legal Statuses

Legal person	yes
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 (small- and medium-sized enterprise)

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.

Administrative forms

Departments carrying out the proposed work

Add a Department

Department 1

Department name	Name of the department/institute carrying out the work.	<input type="checkbox"/> not applicable
	<input type="checkbox"/> 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	

Gender Equality Plan

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

☐ Yes ☒ No

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 establishment 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.

As of 2022, having a GEP is obligatory for public bodies, higher academic establishments and research organizations to sign the Grant Agreement.

If you do not have a GEP during the application, you should check 'No', bearing in mind you have to complete your GEP until the GA if your Project gets the fund.

Application forms

Proposal ID SEP-211012878

Acronym TUBITAK

Short name TUBITAK

Main contact person

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 ☐ Woman ☐ Man ☐ Non Binary

First name* Burcu

Last name* DOGAN

E-Mail* burcu.dogan@tubitak.gov.tr

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

Department *Name of the department/institute carrying out the work.*

☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*



Website *Please enter website*

Phone *+xxx xxxxxxxx*

Phone 2 *+xxx xxxxxxxx*

«Administrative forms» section goes on like this..

Please fulfill the missing parts.

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

< Participants & contacts

Type or select a participant

Budget >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-211012878

Acronym TUBITAK

Short name TUBITAK

Organisation data

PIC

Legal name

999587135

TURKIYE BILIMSEL VE TEKNOLOJIK ARASTIRMA KURUMU

Short name: TUBITAK

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-211012878

Acronym TUBITAK

3 - Budget

Participant number	Organisation short name	Role	Country	Academic sector	IO	No of seconded researchers	Number of person months	Contributions for seconded researchers	Institutional contributions		Total
								Staff Member Unit Costs	Research, training and networking costs	Management and indirect costs	
1	TUBITAK	Coordinator	TR	Yes	No	4	12	27600	15600	12000	55200.00
Total						4	12	27600	15600	12000	55200.00

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

Here you define number of researchers to be seconded for each organization.

Here you define number of person months for each organization.

Total budget of the project will automatically be calculated in the system.

< Budget Ethics & Security Validation result >

Table of contents Validate form Save form Save & exit form

Application forms

Proposal ID SEP-211012878

Acronym TUBITAK

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. Human Cells / Tissues (not covered by section 1)	Page
Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Personal Data	Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Animals	Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Non-EU Countries	Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No

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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.

< Budget Ethics & Security Validation result >

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Application forms

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Does this activity involve low and/or lower middle income countries (if yes, detail the benefit-sharing actions planned in the self-assessment)? ☐ Yes ☒ No

Could the situation in the country put the individuals taking part in the activity at risk? ☐ Yes ☒ No

7. Environment, Health and Safety	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)?	☐ Yes ☒ No
Does this activity deal with endangered fauna and/or flora / protected areas?	☐ Yes ☒ No
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity (during the implementation of the activity or further to the use of the results, as a possible impact)?	☐ Yes ☒ No
8. Artificial Intelligence	Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence-based systems?	☐ Yes ☒ No
9. Other Ethics Issues	Page
Are there any other ethics issues that should be taken into consideration?	☐ Yes ☒ No
I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#) ☐ ?	

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Application forms

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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.

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

< Budget Ethics & Security Validation result >

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

Application forms

Proposal ID SEP-211012878

Acronym TUBITAK

Does this activity involve low and/or lower middle income countries , (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	

Then you can «save» and pass to the «Call-specific questions» part of the form.

See the validation results.

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

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

This section has not been validated yet

Show Error

TUBITAK

This section has not been validated yet

Show Error

Budget

This section has not been validated yet

Show Error


Ethics

Declaration - missing entry


Show Warning

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.

 European Commission

Funding: Submission Service

Welcome Burcu DOĞAN 

✓

Login

✓

Topic selection

✓

Create proposal

✓

Participants


✎

Proposal forms

○

Submit

Proposal forms


 **Deadline**

28 February 2024 17:00:00 Brussels Local Time

70 days left until closure

Call data


Call: HORIZON-MSCA-2023-SE-01
Topic: HORIZON-MSCA-2023-SE-01-01
Type of action: HORIZON-TMA-MSCA-SE
Type of MGA: HORIZON-AG-UN

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

Proposal data

Acronym: TUBITAK
Draft ID: SEP-211012878

Download Part B templates

 Download part B templates

✎

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✖

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Administrative forms (Part A)

Edit forms 

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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 *

Upload 

Part B2 *

Upload 

← BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

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

Good luck!

**Marie S. Curie National Contacts Point of
TURKEY**

ncpmobility@tubitak.gov.tr