TÜBİTAK

How to submit your MSCA – SE 2023 proposal?

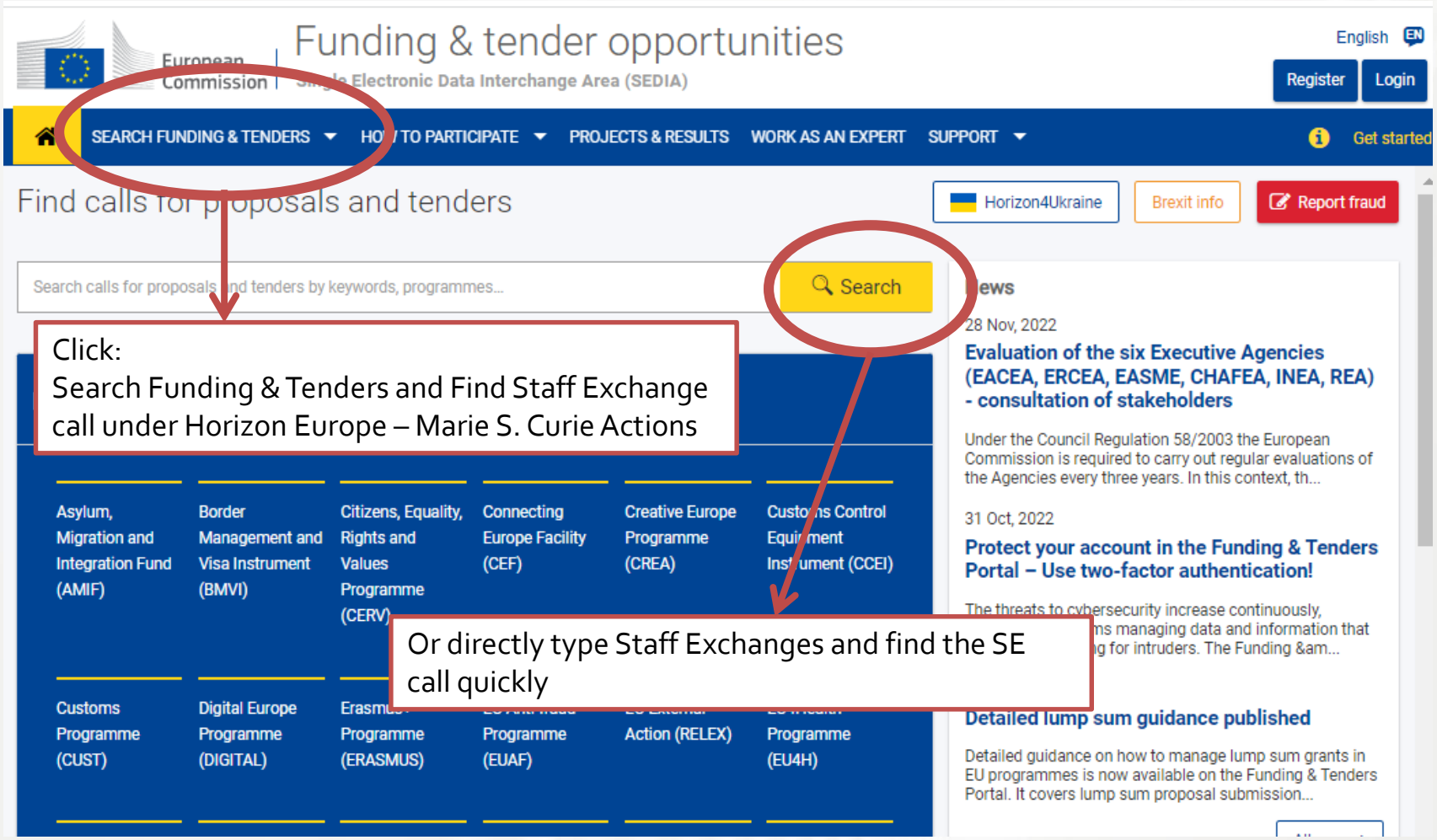
Marie S. Curie National Contact Points of TÜRKİYE

TÜBİTAK

ncpmobility@tubitak.gov.tr

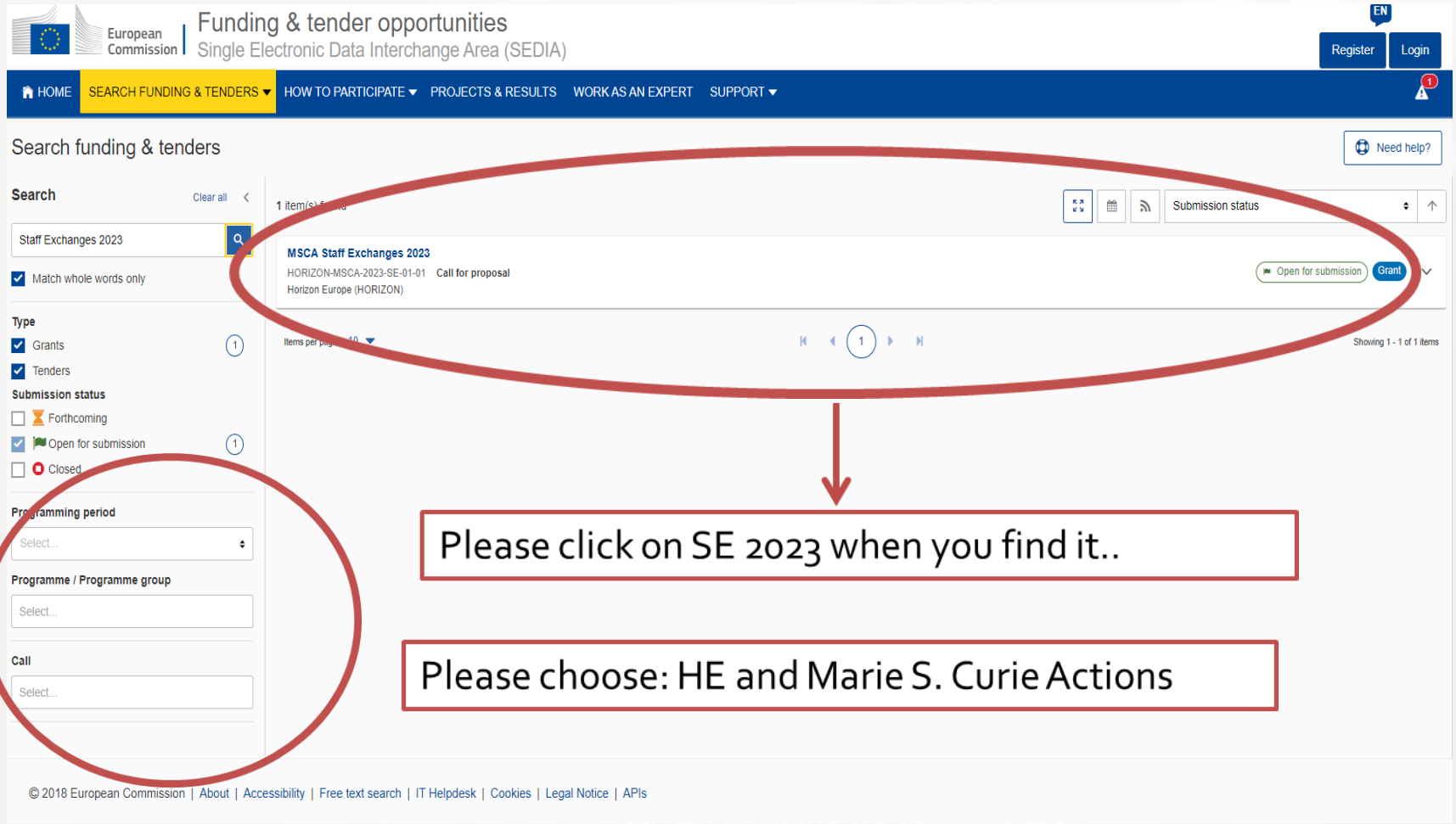
Funding & Tender Opportunities
Single Electronik Data Interchange Area (SEDIA)

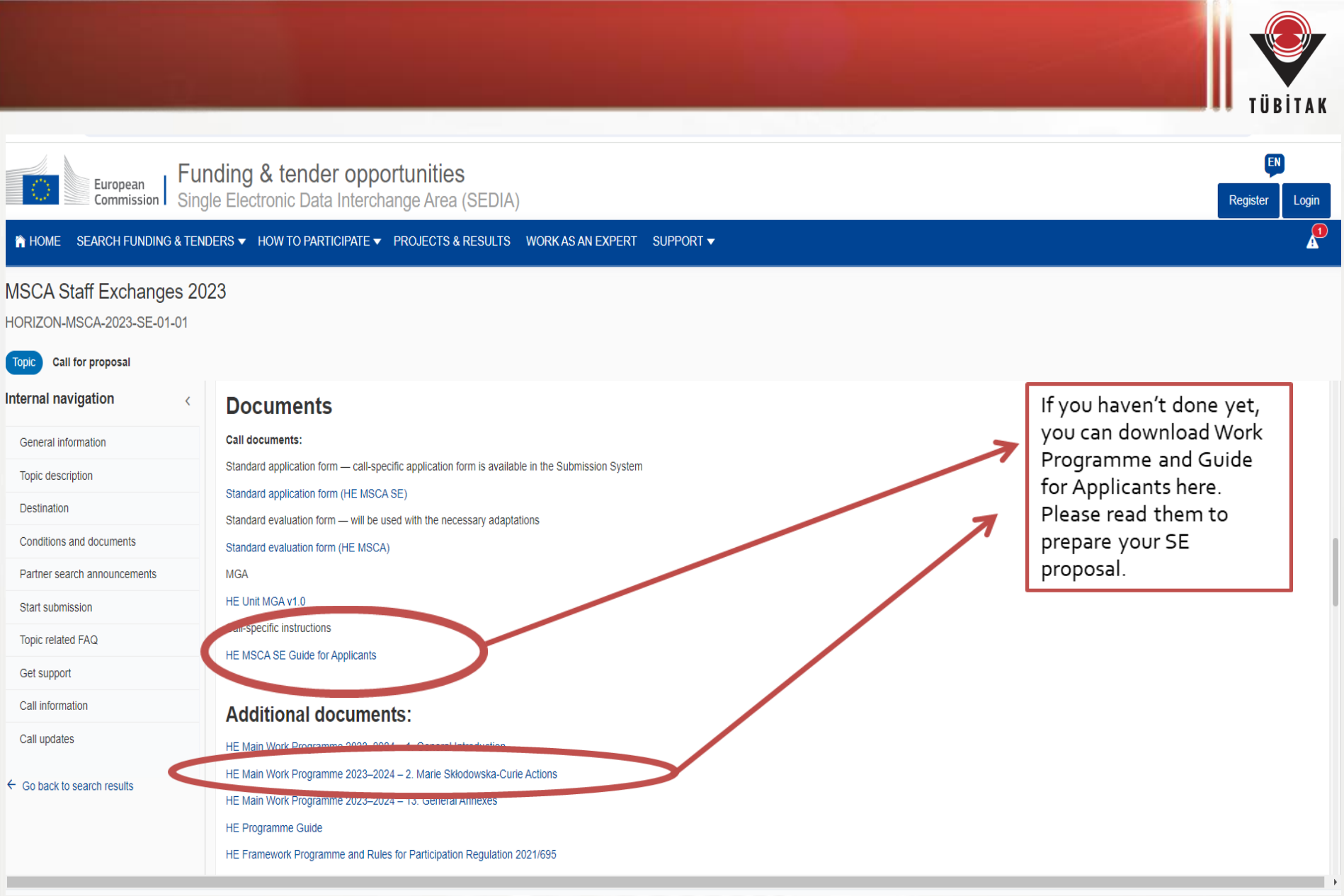
Open the link: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

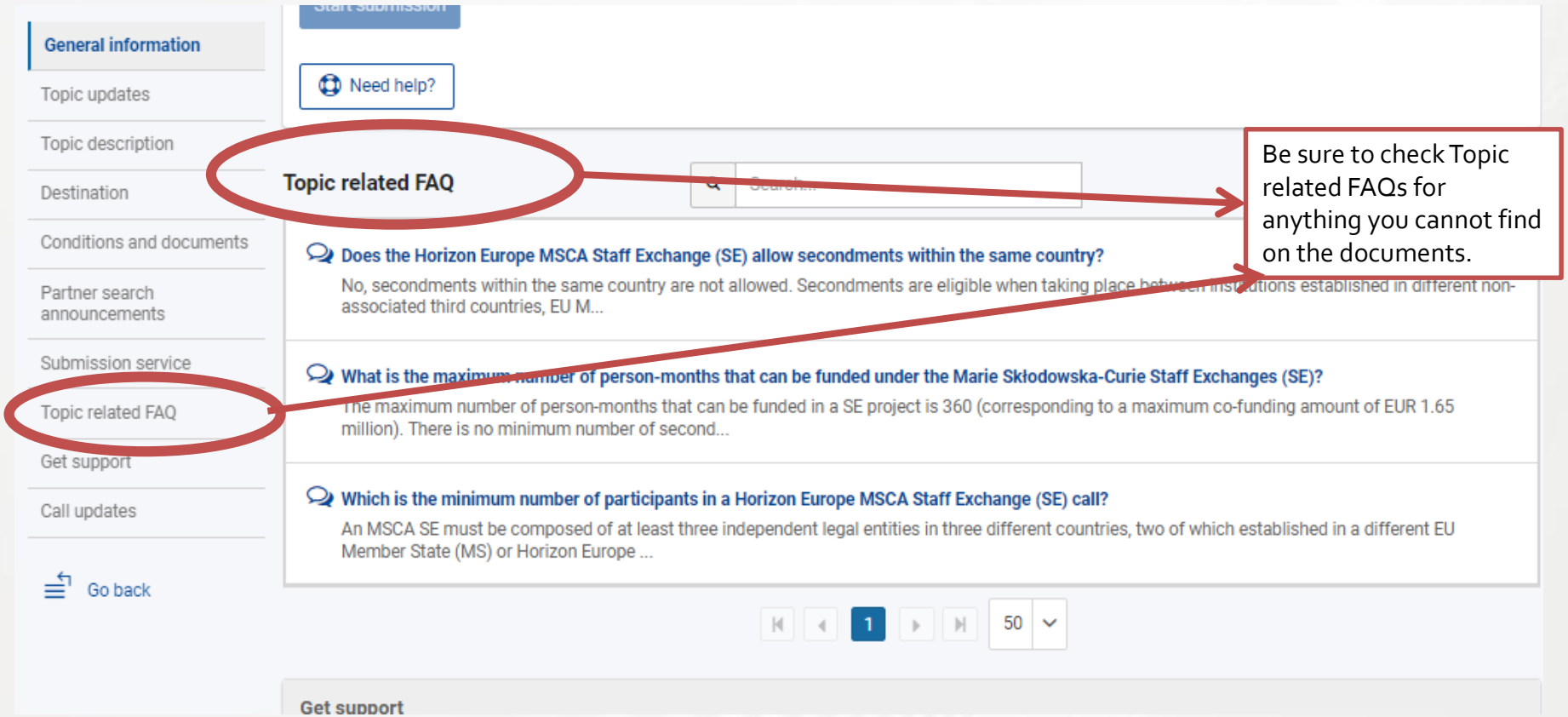


Click:
Search Funding & Tenders and Find Staff Exchange call under Horizon Europe – Marie S. Curie Actions

Or directly type Staff Exchanges and find the SE call quickly


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
Need help?
Search
Clear all
Staff Exchanges 2023
Match whole words only
Type
Grants
Tenders
Submission status
Forthcoming
Open for submission
Closed
Programming period
Select...
Programme / Programme group
Select...
Call
Select...
Submission status
MSCA Staff Exchanges 2023
HORIZON-MSCA-2023-SE-01-01 Call for proposal
Horizon Europe (HORIZON)
Open for submission
Grant
Showing 1 - 1 of 1 items
Please click on SE 2023 when you find it..
Please choose: HE and Marie S. Curie Actions
© 2018 European Commission | About | Accessibility | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs


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
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
HE MSCA SE Guide for Applicants
Additional documents:
HE Main Work Programme 2023–2024 – 2. Marie Skłodowska-Curie Actions
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.



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

Guide for Applicants

European Commission

Horizon Europe Programme

Guide for Applicants

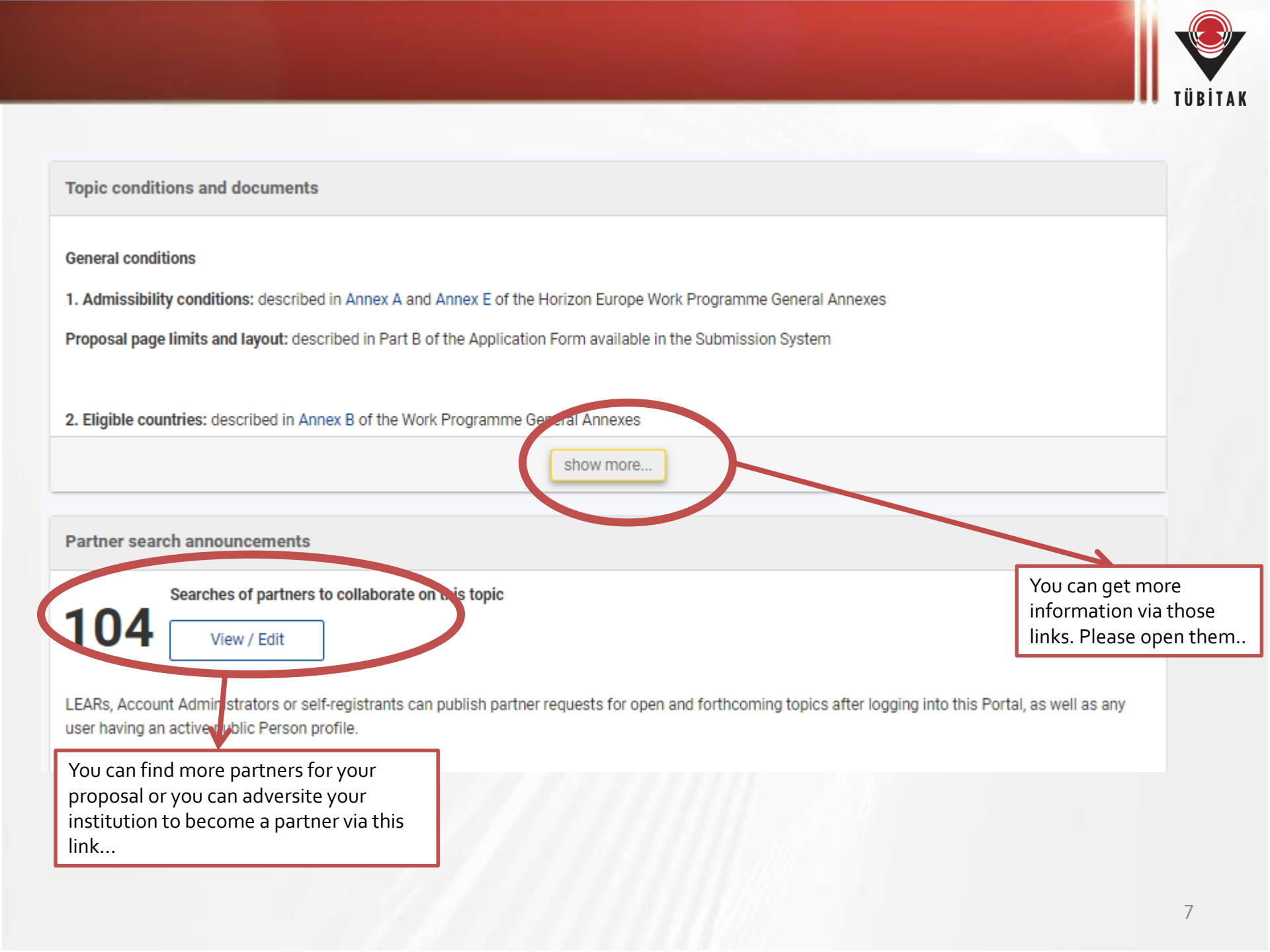
Marie Skłodowska-Curie Actions – Staff Exchanges (SE)

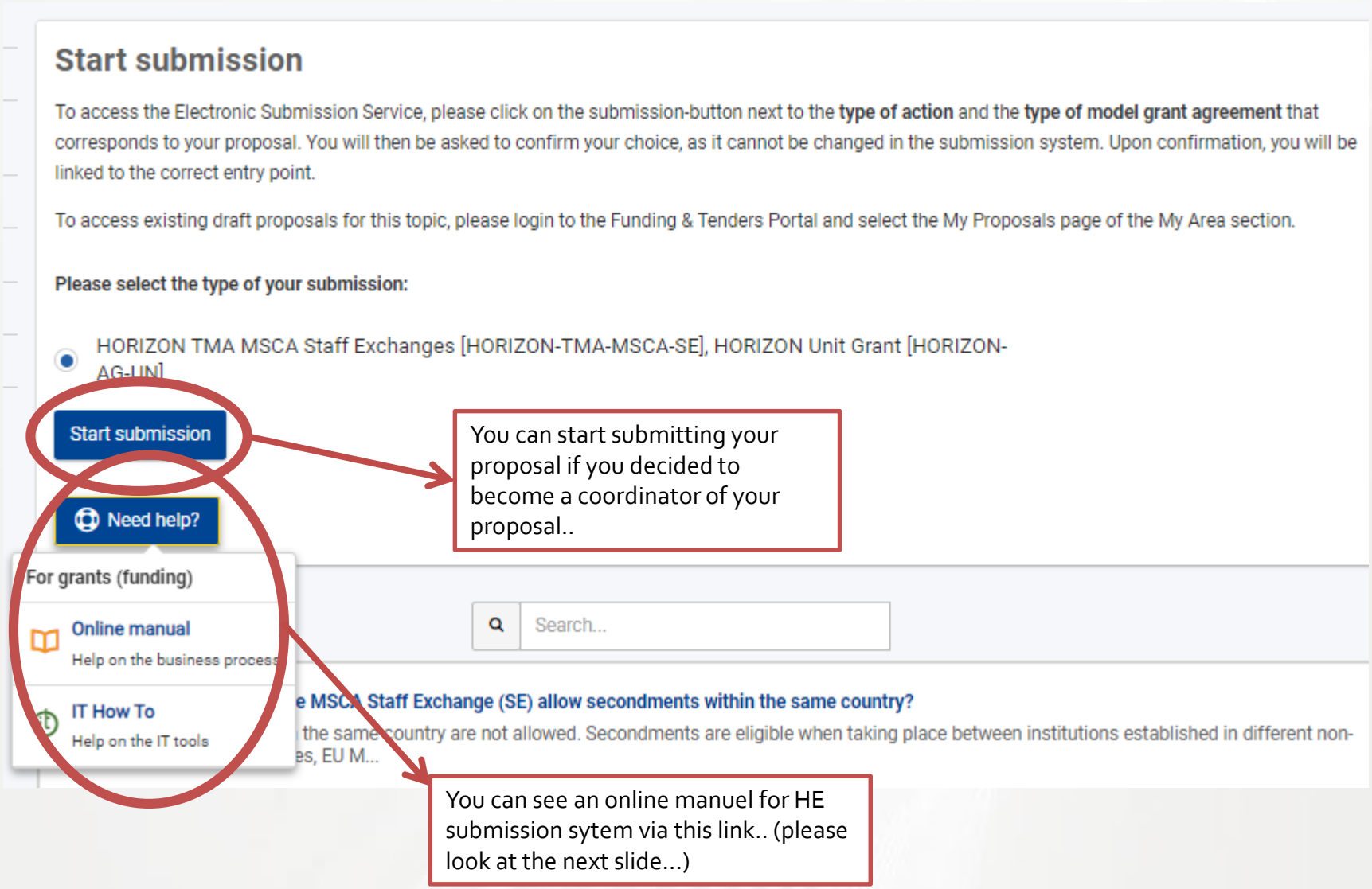
Version 3.0 - 2023
5 October 2023

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.

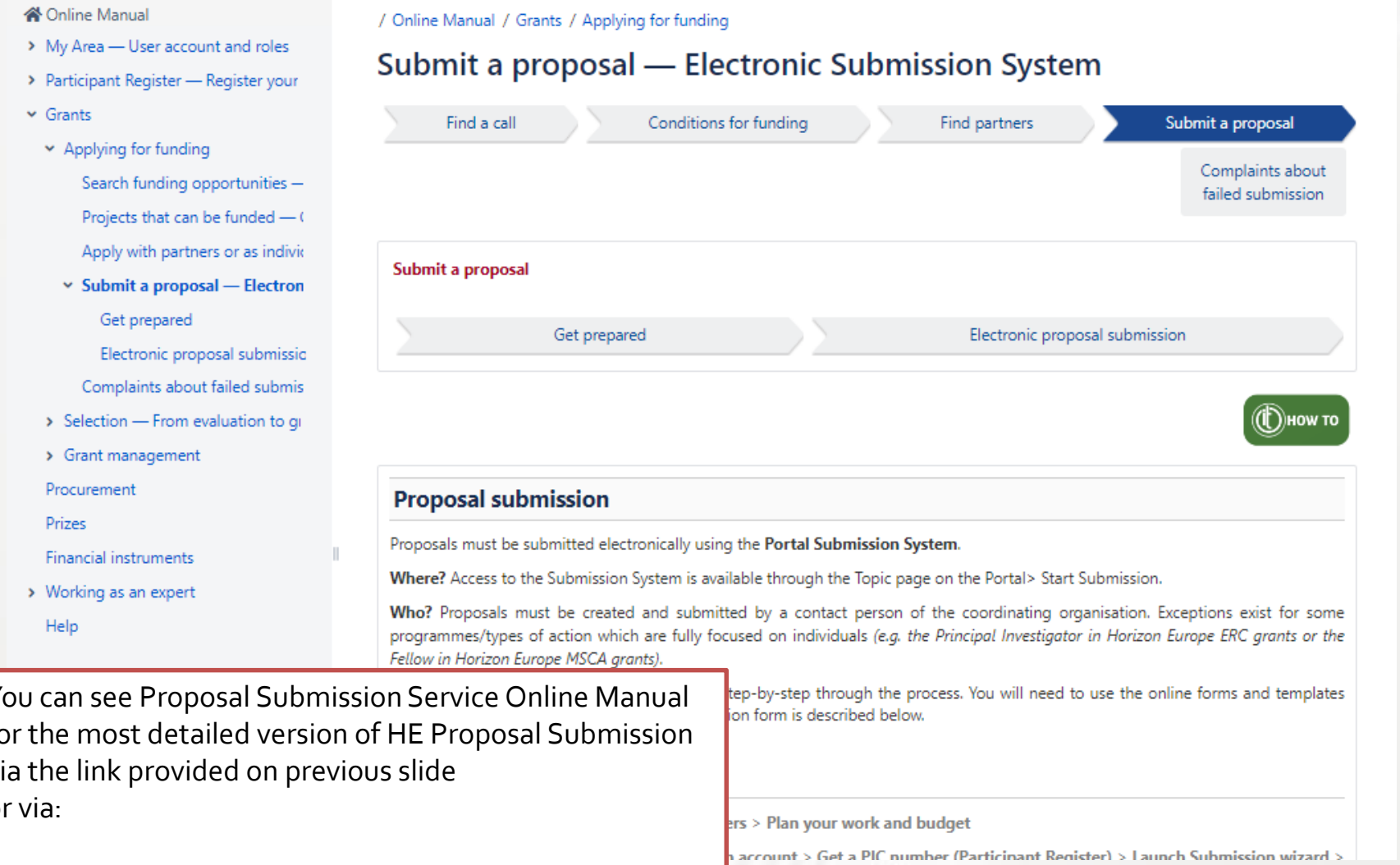
PLEASE READ THIS DOCUMENT CAREFULLY.


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 get more information via those links. Please open them..
You can find more partners for your proposal or you can adversite your institution to become a partner via this link...



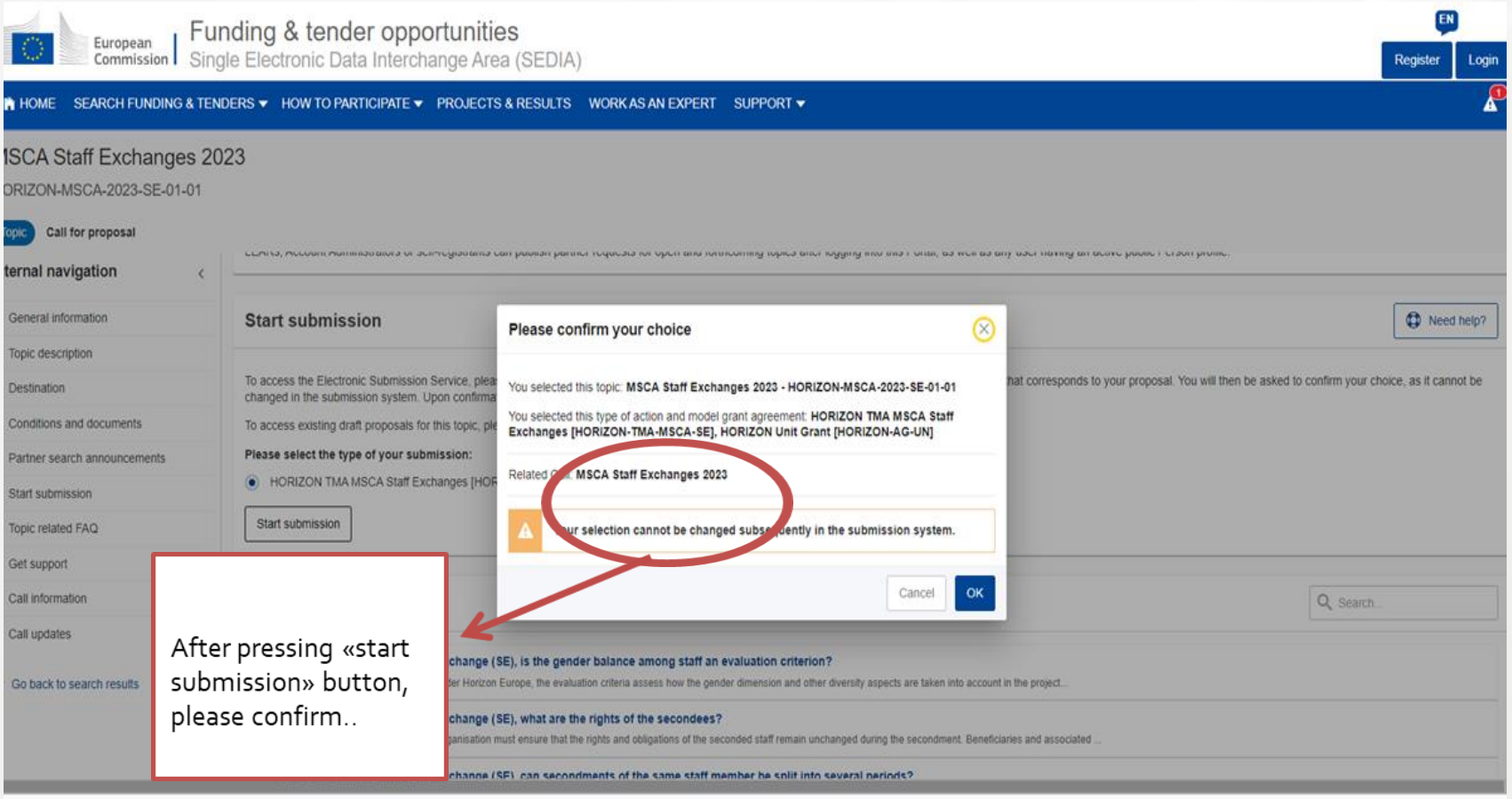
You can start submitting your proposal if you decided to become a coordinator of your proposal..

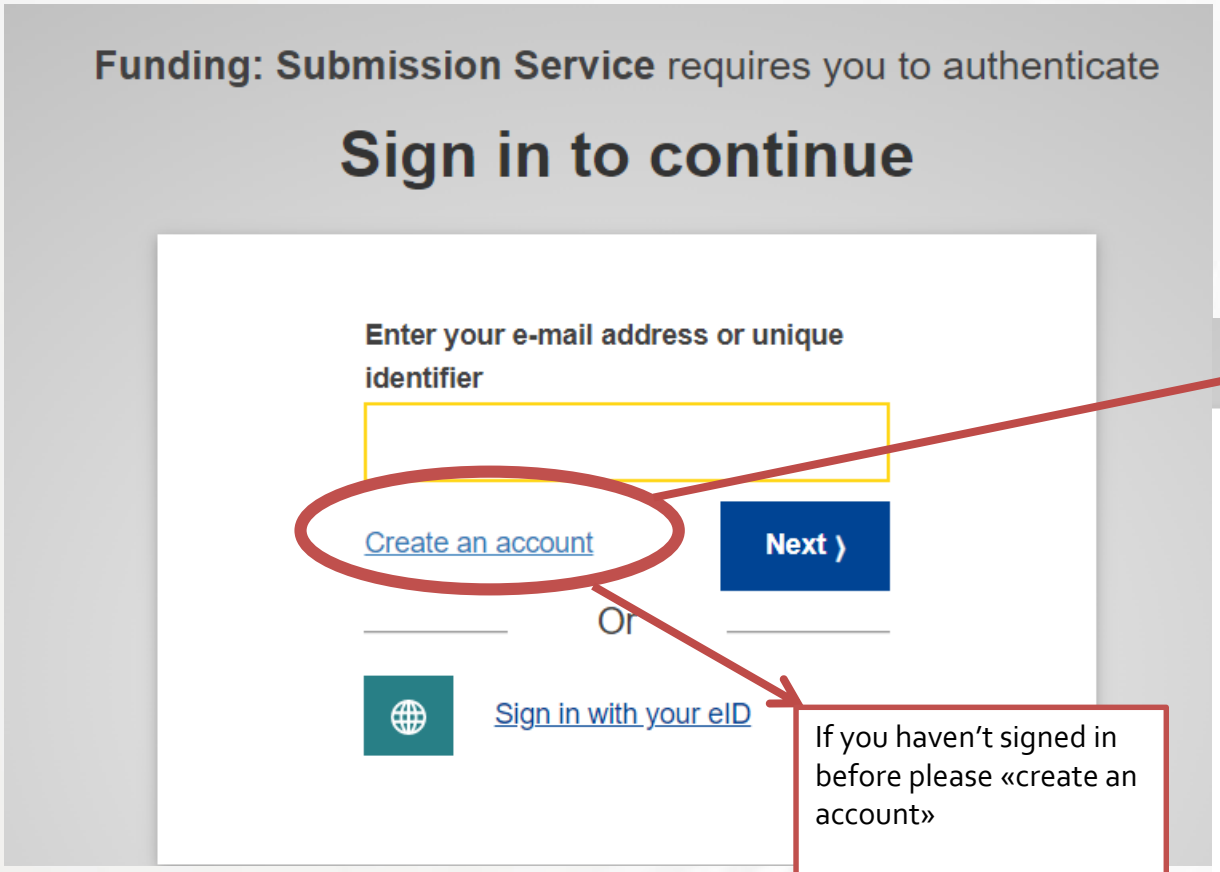
You can see an online manuel for HE submission sytem via this link.. (please look at the next slide...)

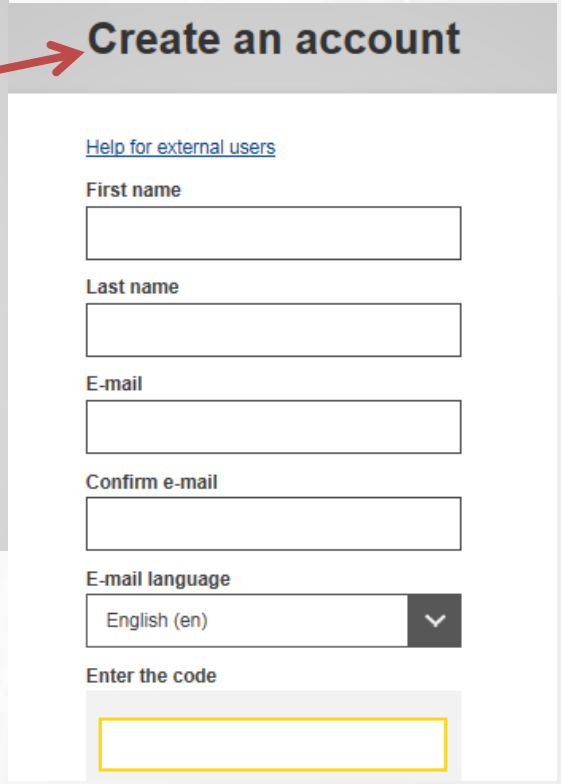


You can see Proposal Submission Service Online Manual for the most detailed version of HE Proposal Submission via the link provided on previous slide
or via:

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

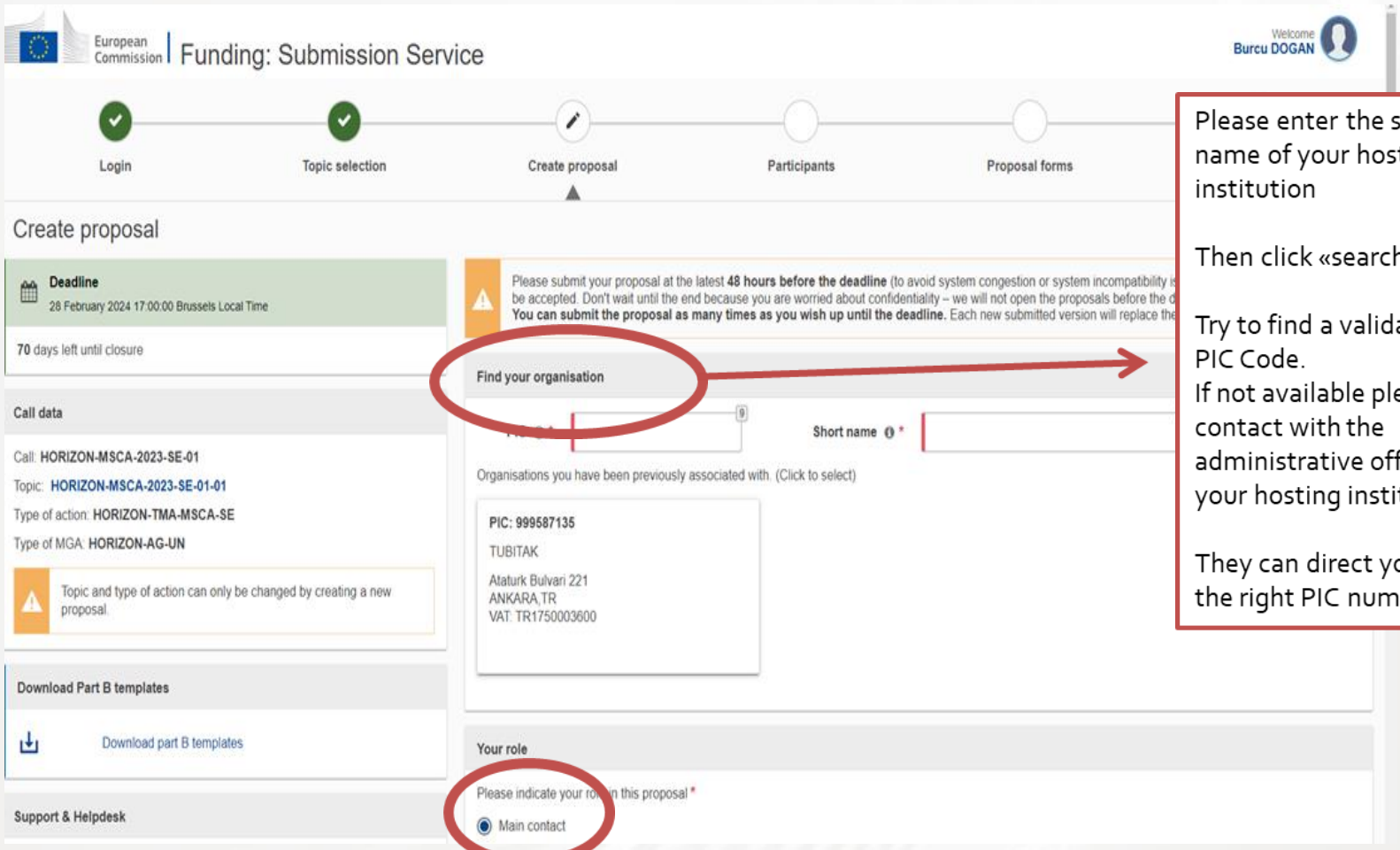

European Commission
Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)
Register
Login
HOME
SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT
SCA Staff Exchanges 2023
ORIZON-MSCA-2023-SE-01-01
Call for proposal
ternal navigation
General 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
Need help?
Please select the type of your submission:
HORIZON TMA MSCA Staff Exchanges [HOR
Start submission
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 C MSCA Staff Exchanges 2023
ur selection cannot be changed subs ently in the submission system.
Cancel
OK
Search
change (SE), is the gender balance among staff an evaluation criterion?
change (SE), what are the rights of the secondees?
After pressing «start submission» button, please confirm..





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…



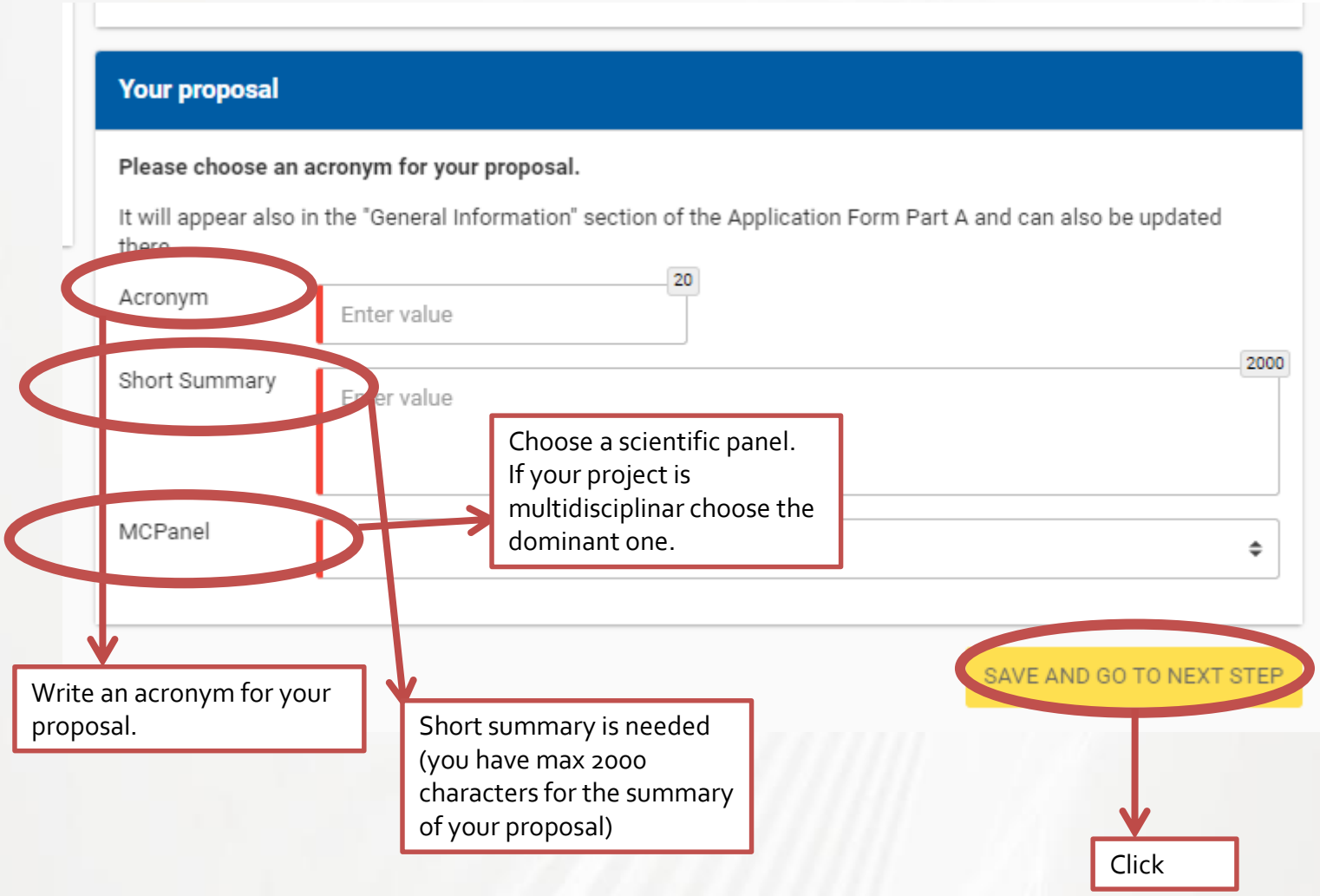
Please enter the short name of your host institution

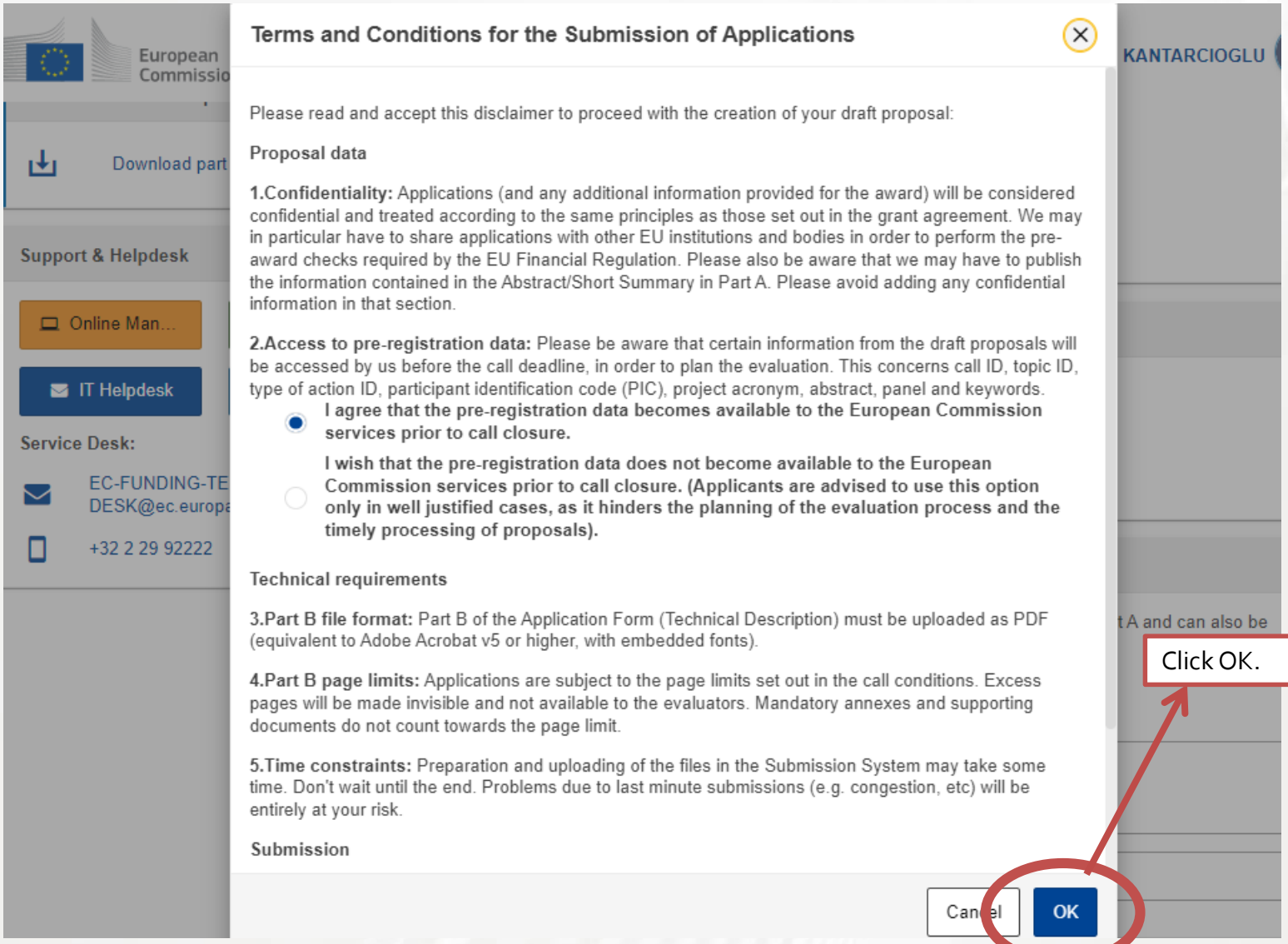
Then click «search»

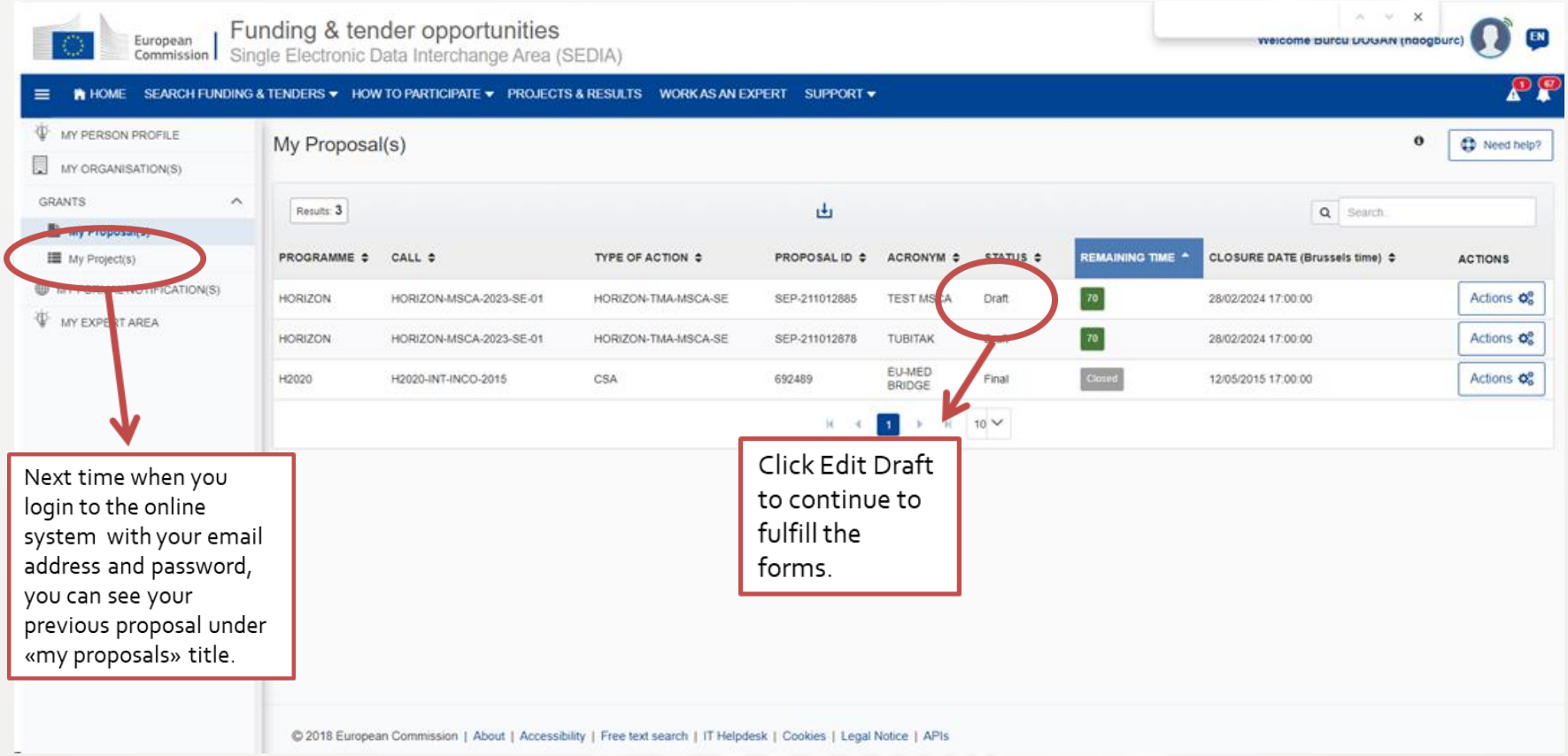
Try to find a validated PIC Code.
If not available please contact with the administrative office of your hosting institution.

They can direct you to the right PIC number.

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

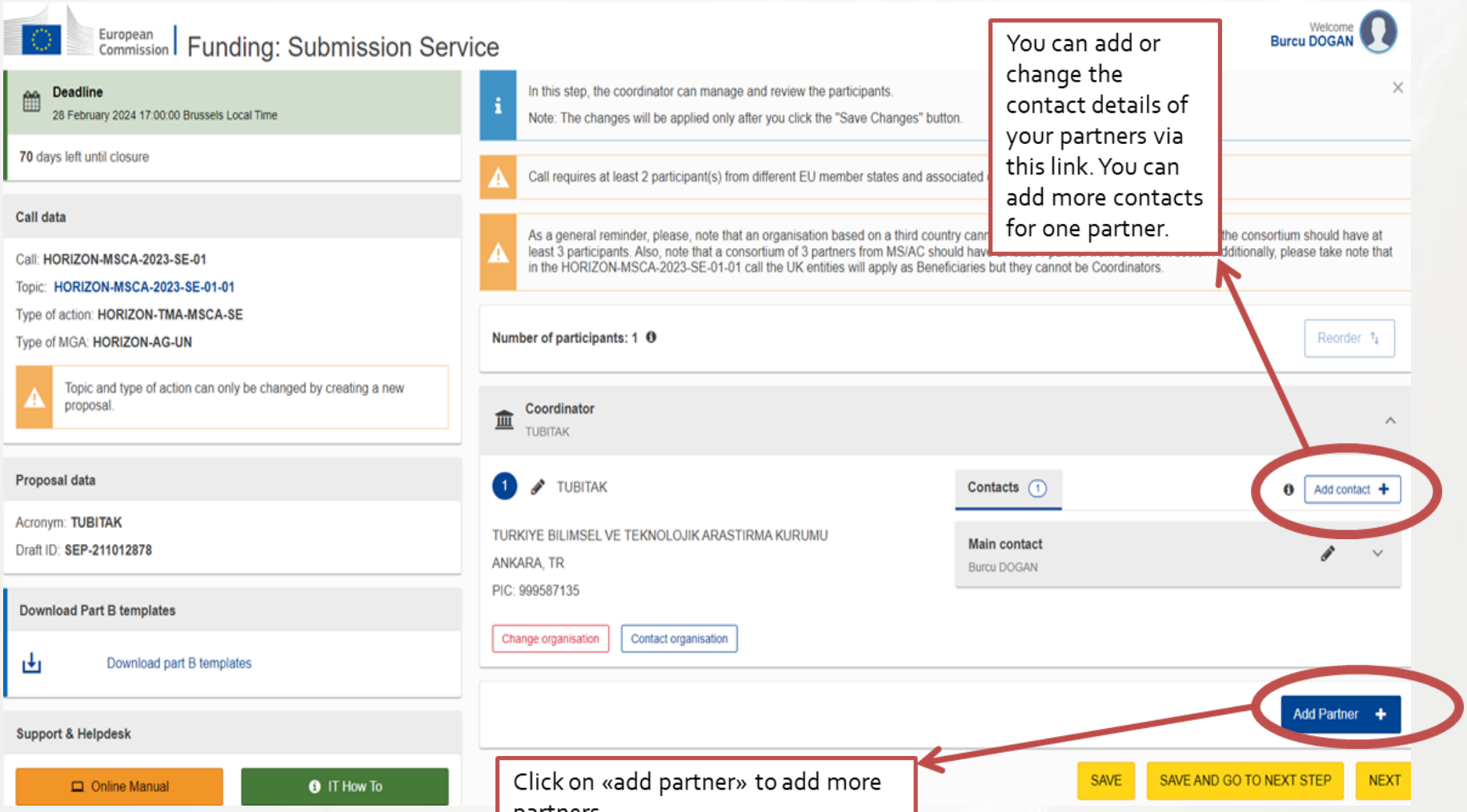

Your proposal
Please choose an acronym for your proposal.
It will appear also in the "General Information" section of the Application Form Part A and can also be updated
Acronym
20
Enter value
Short Summary
2000
MCPanel
SAVE AND GO TO NEXT STEP
Choose a scientific panel. If your project is multidisciplinar 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)
Click


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.



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.

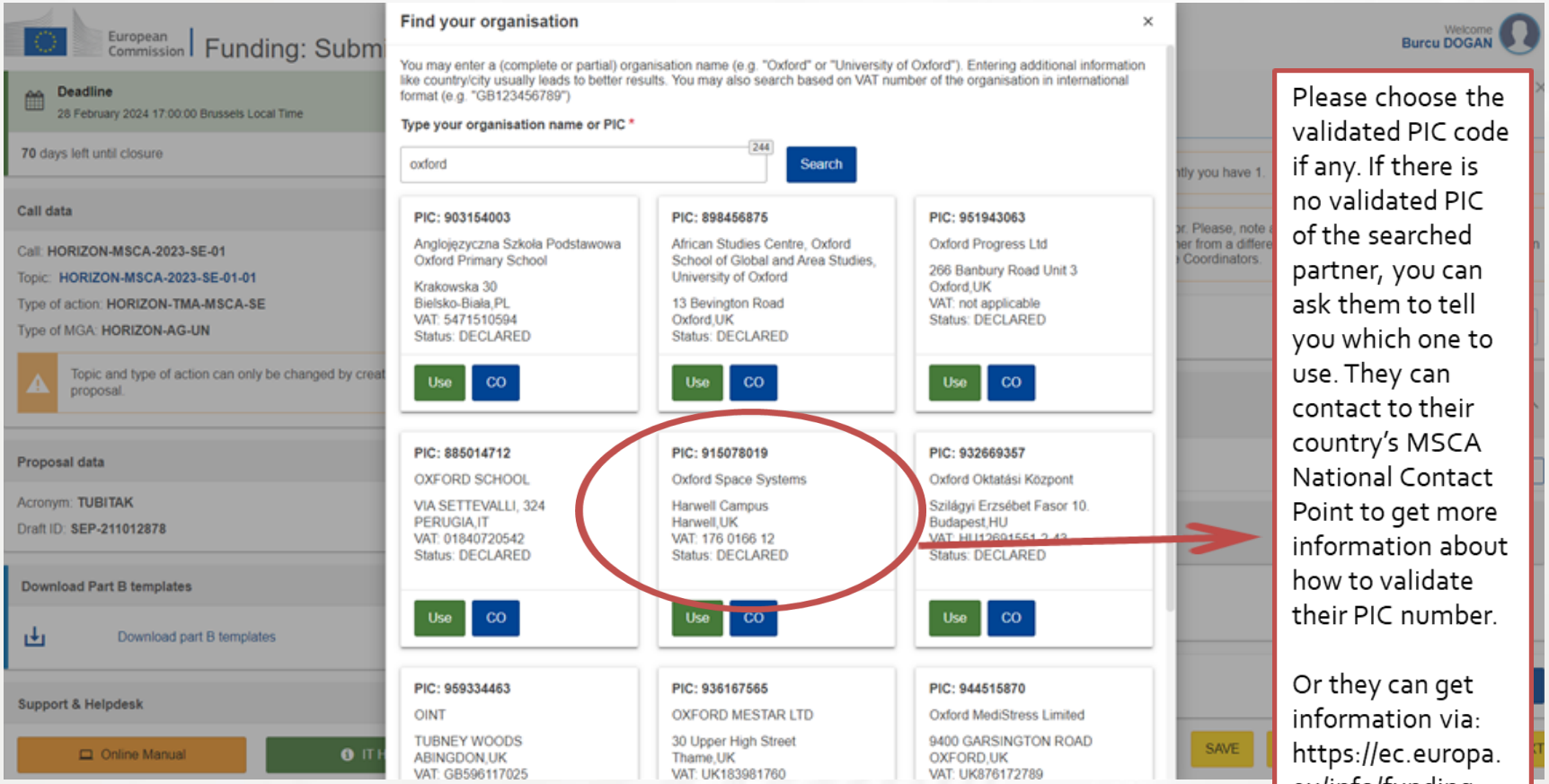
Click Edit Draft to continue to fulfill the forms.



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

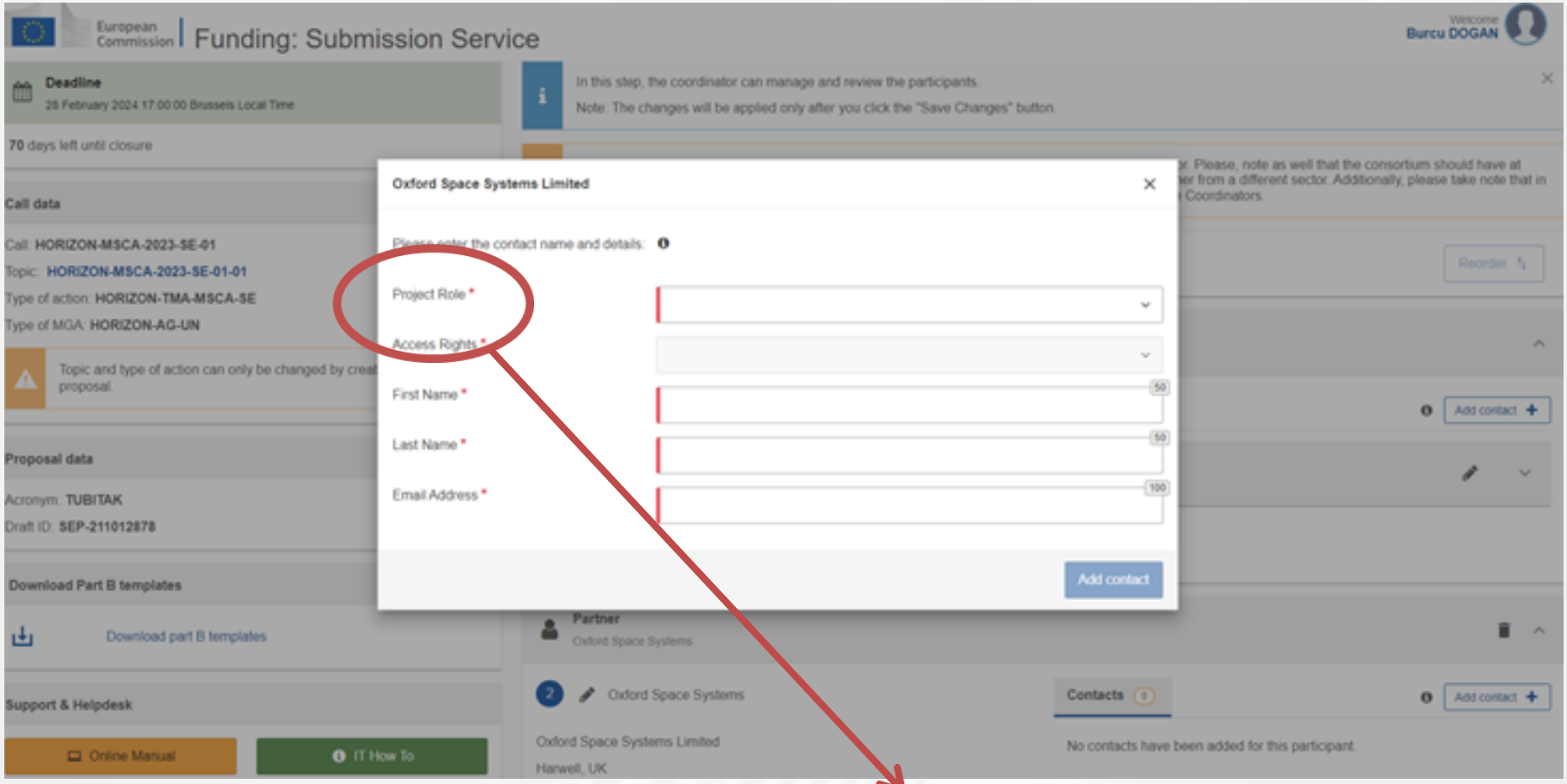
Click on «add partner» to add more partners.

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

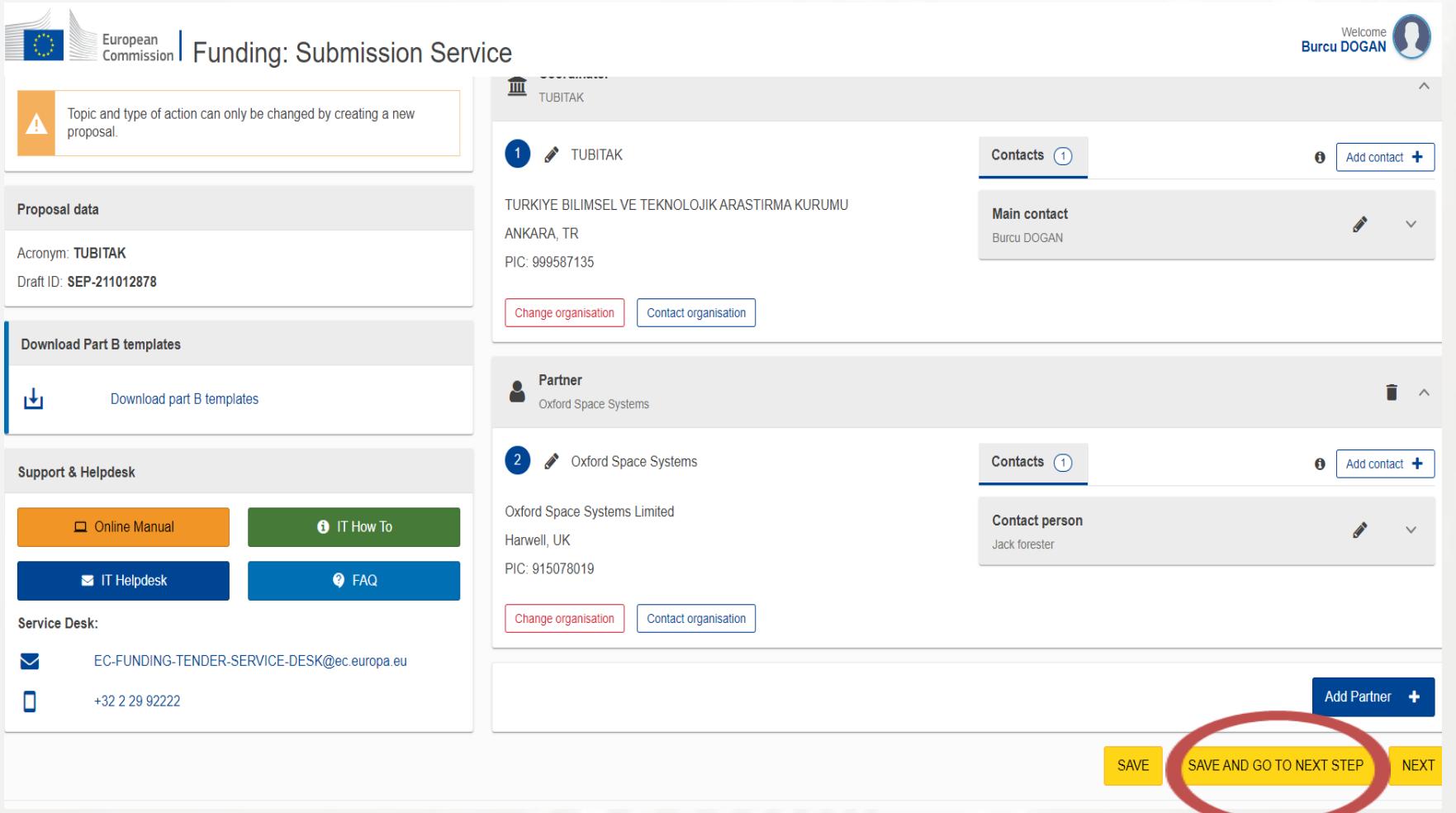


Please choose the validated PIC code if any. If there is no validated PIC of the searched partner, you can ask them to tell you which one to use. They can contact to their country's MSCA National Contact Point to get more information about how to validate their PIC number.

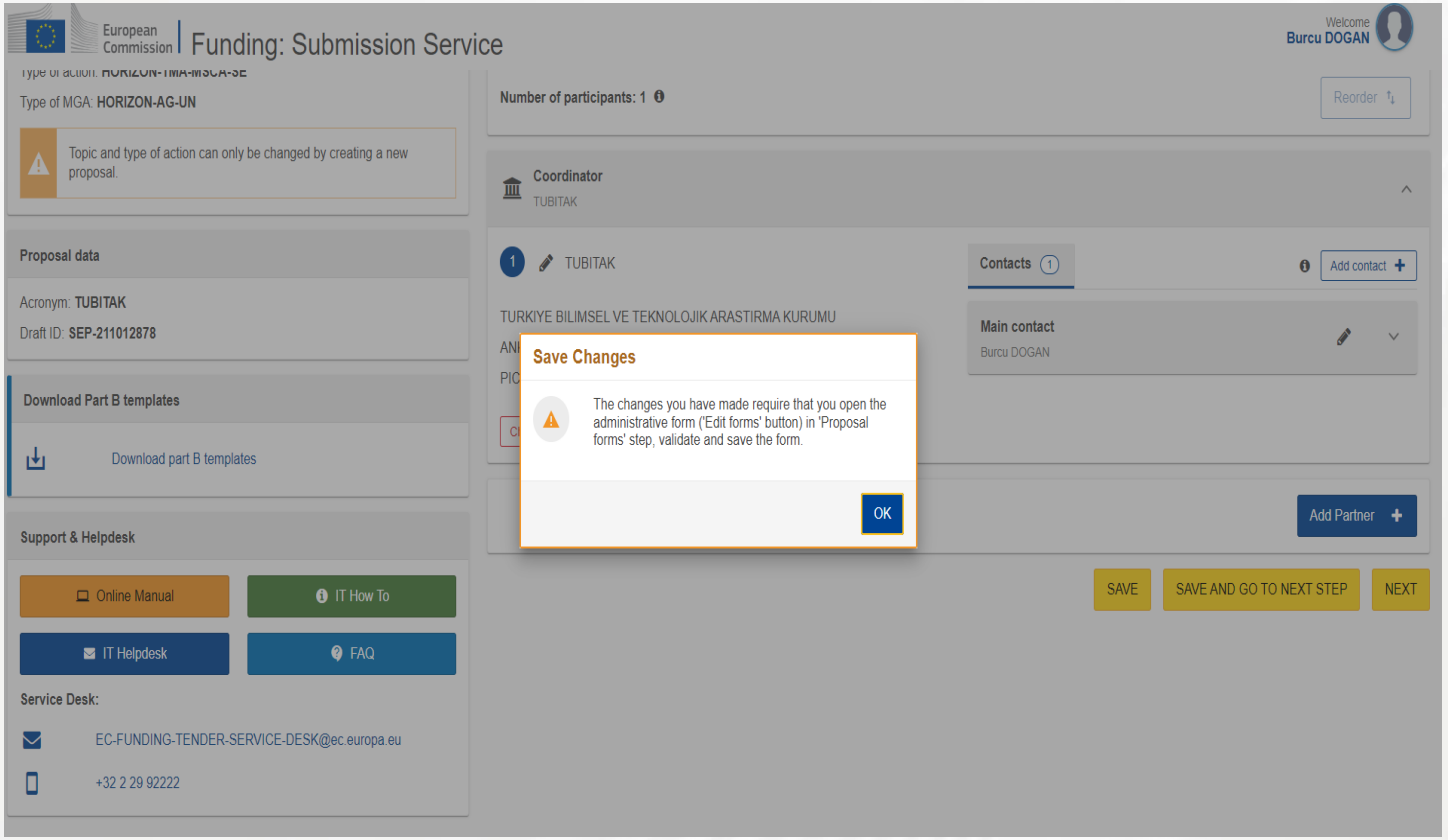
Or they can get information via: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register



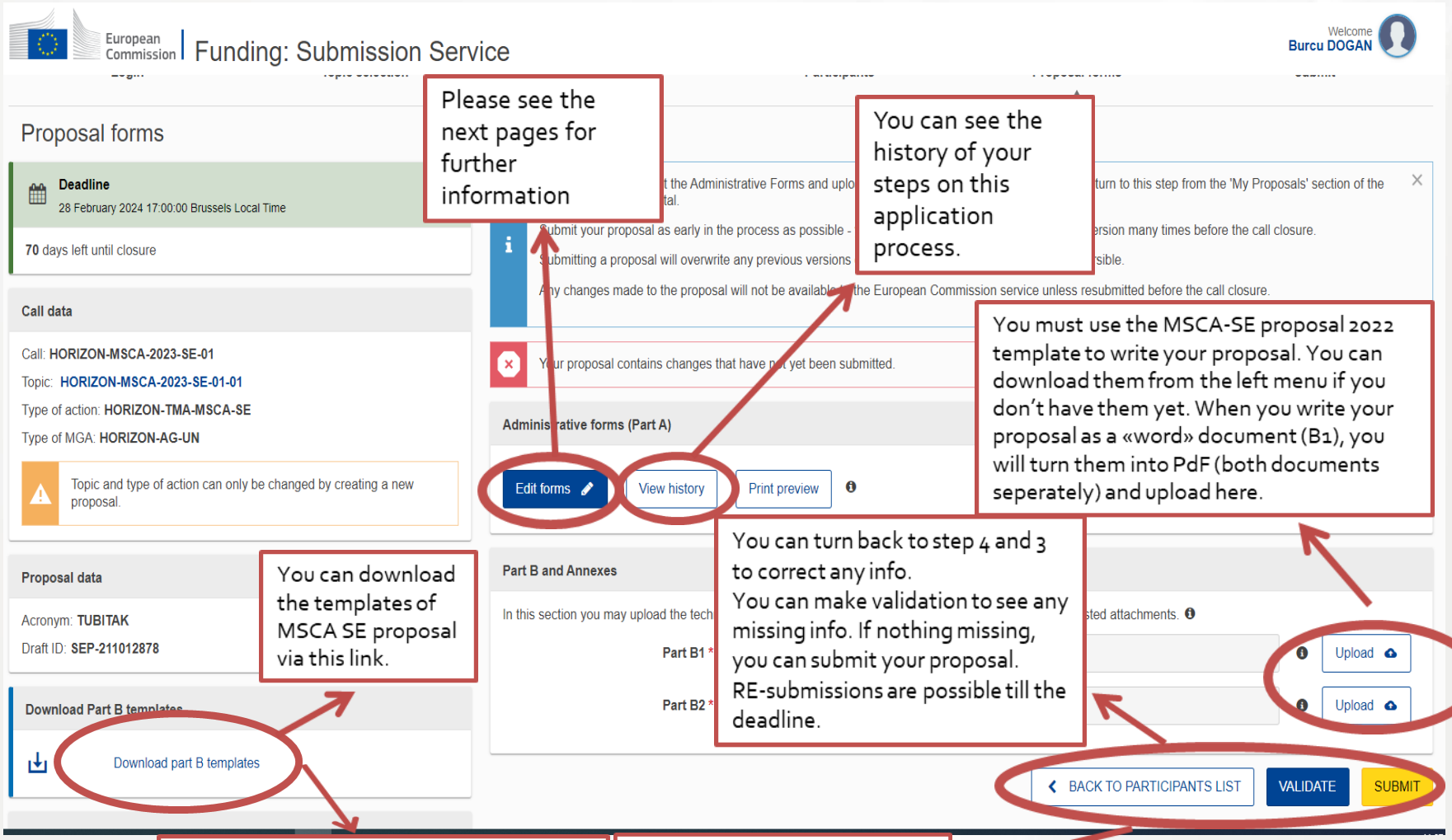
You should add the Role of the Participant here and chose the Access Rights of the Partner. Then add a Contact Name and e-mail adress. Once everything is filled, press Add contact.

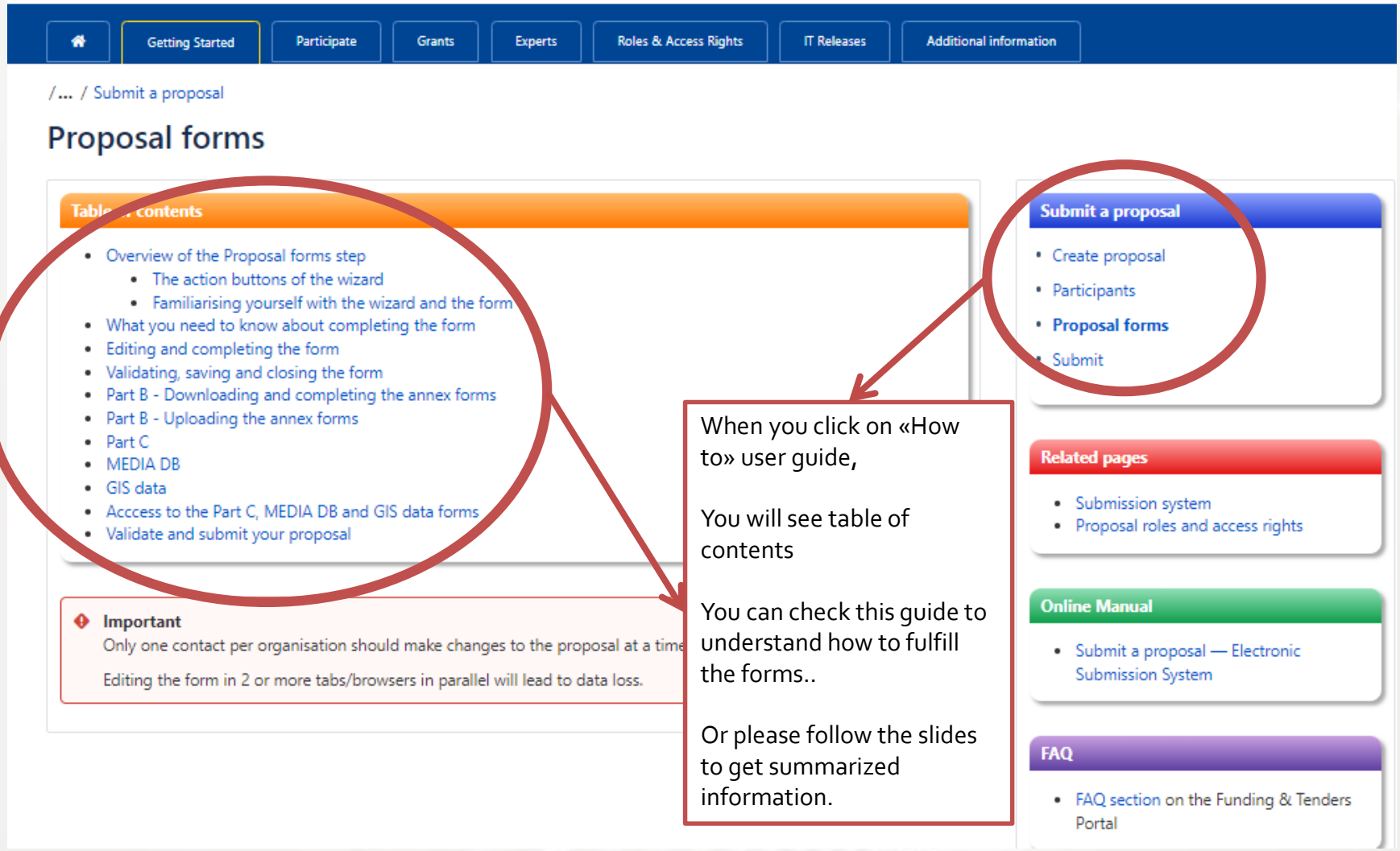


Click Save and go to next step. Once you do it, the organization you added will be notified.



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


European Commission
Funding: Submission Service
Welcome
Burcu DOGAN
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 to the European Commission service unless resubmitted before the call closure.
Your proposal contains changes that have not yet been submitted.
Administrative forms (Part A)
Edit forms
View history
Print preview
Part B and Annexes
Part B1 *
Part B2 *
Upload
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT
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-SE proposal 2022 template to write your proposal. You can download them from the left menu if you don't have them yet. When you write your proposal as a «word» document (B1), you will turn them into PdF (both documents seperately) and upload here.
You can turn back to step 4 and 3 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.
You can download the templates of MSCA SE proposal via this link.
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.

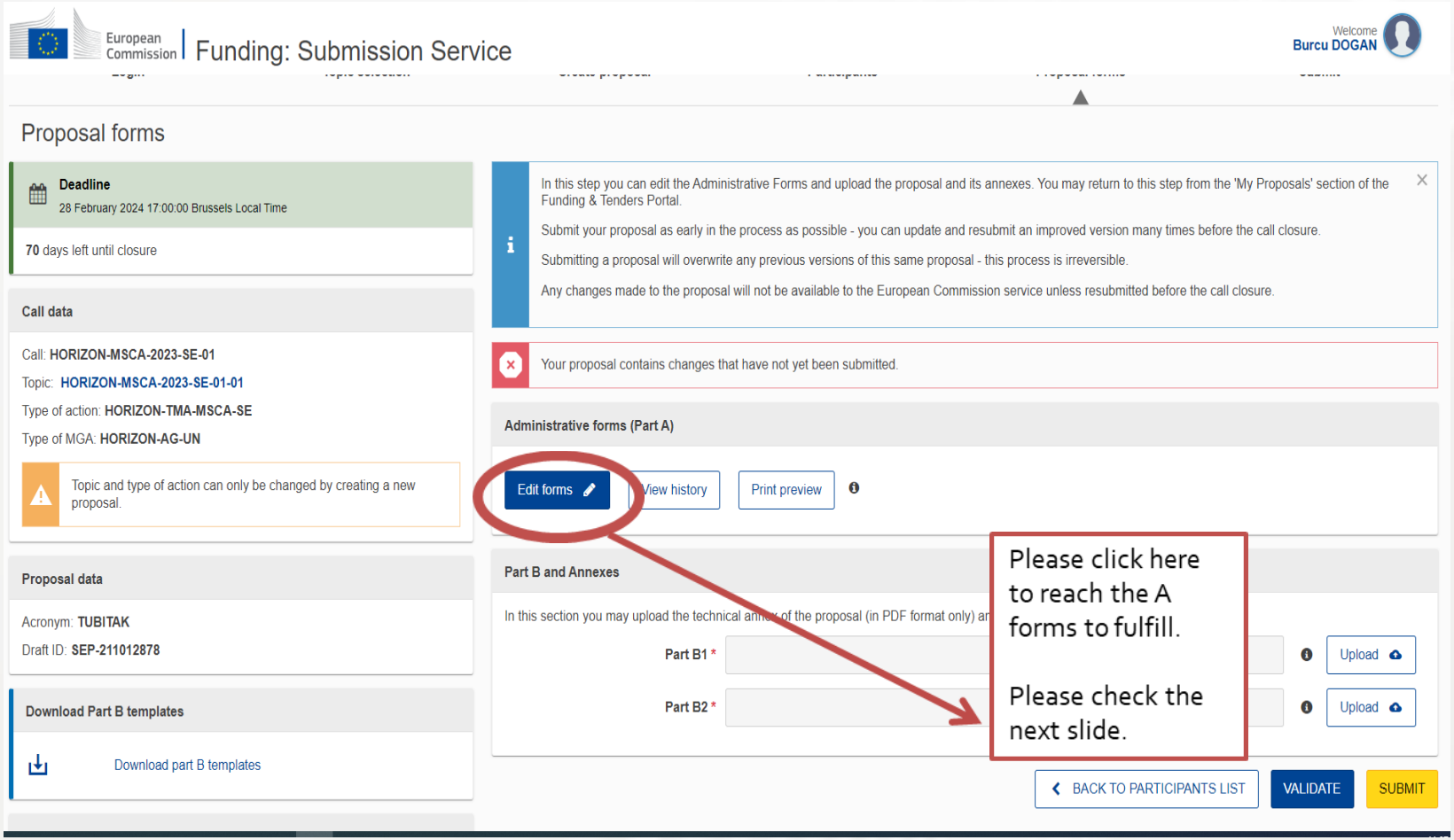


When you click on «How to» user guide,

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.


European Commission
Funding: Submission Service
Welcome
Burcu DOGAN
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
In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.
Your proposal contains changes that have not yet been submitted.
Administrative forms (Part A)
Edit forms
View history
Print preview
Part B and Annexes
Part B1 *
Part B2 *
Upload
Upload
Please click here to reach the A forms to fulfill.
Please check the next slide.
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

< Exit form | Table of contents | General Information >

Table of contents | Validate form | Save form | Save & ex...rm

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.

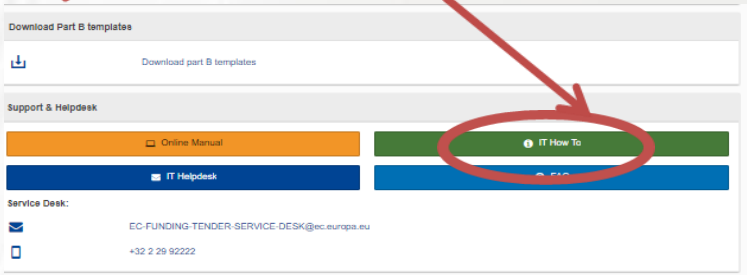
Read more

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.

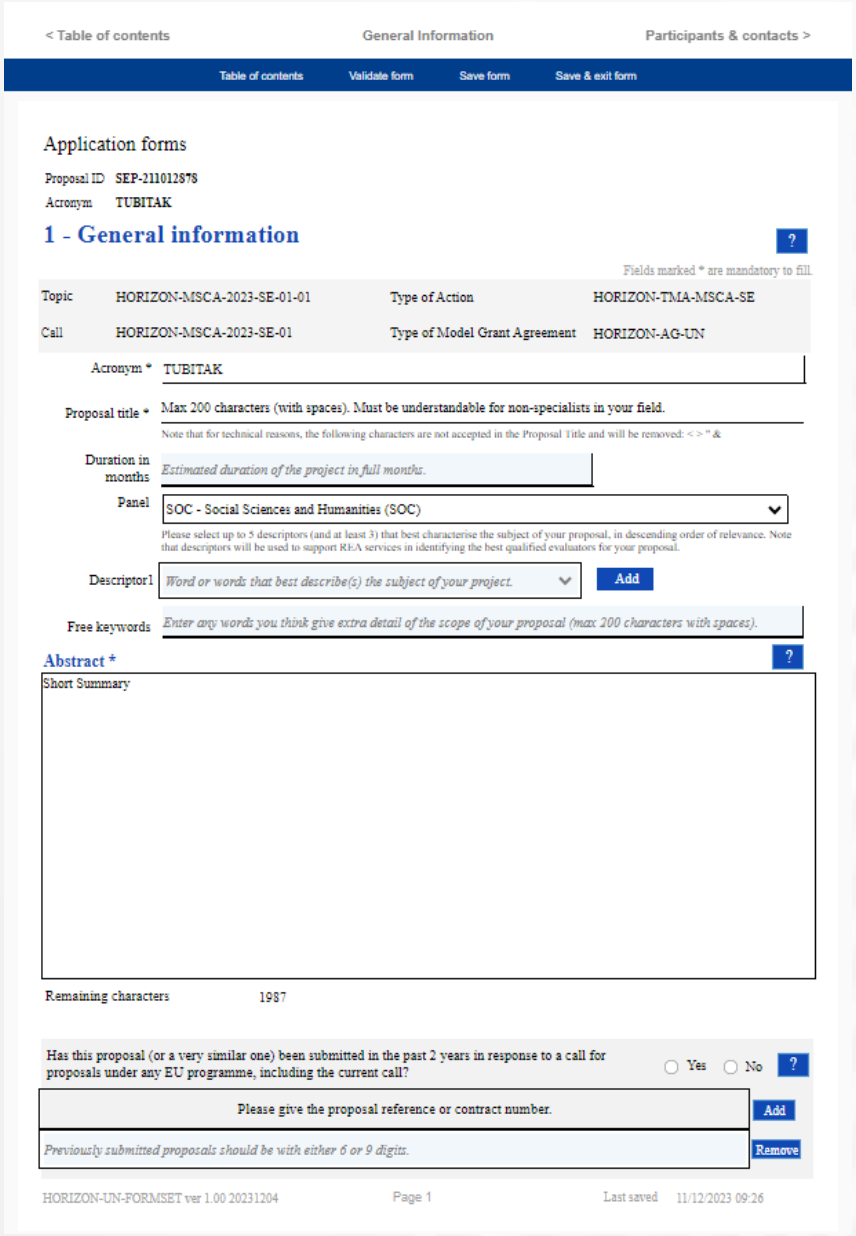
This is the «table of contents» of the forms.

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.



When you click on every title under Table of Contents…



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

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

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

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

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

Do not forget to add 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 medi

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.* ☐ 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*

Page 2

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:
  - work-life balance and organisational culture;
  - gender balance in leadership and decision-making;
  - gender equality in recruitment and career progression;
  - integration of the gender dimension into research and teaching content;
  - measures against gender-based violence including sexual harassment.

Page 7

As of 2022, having a GEP is obligatory for public bodies, higher academic estabslishments 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* ▾

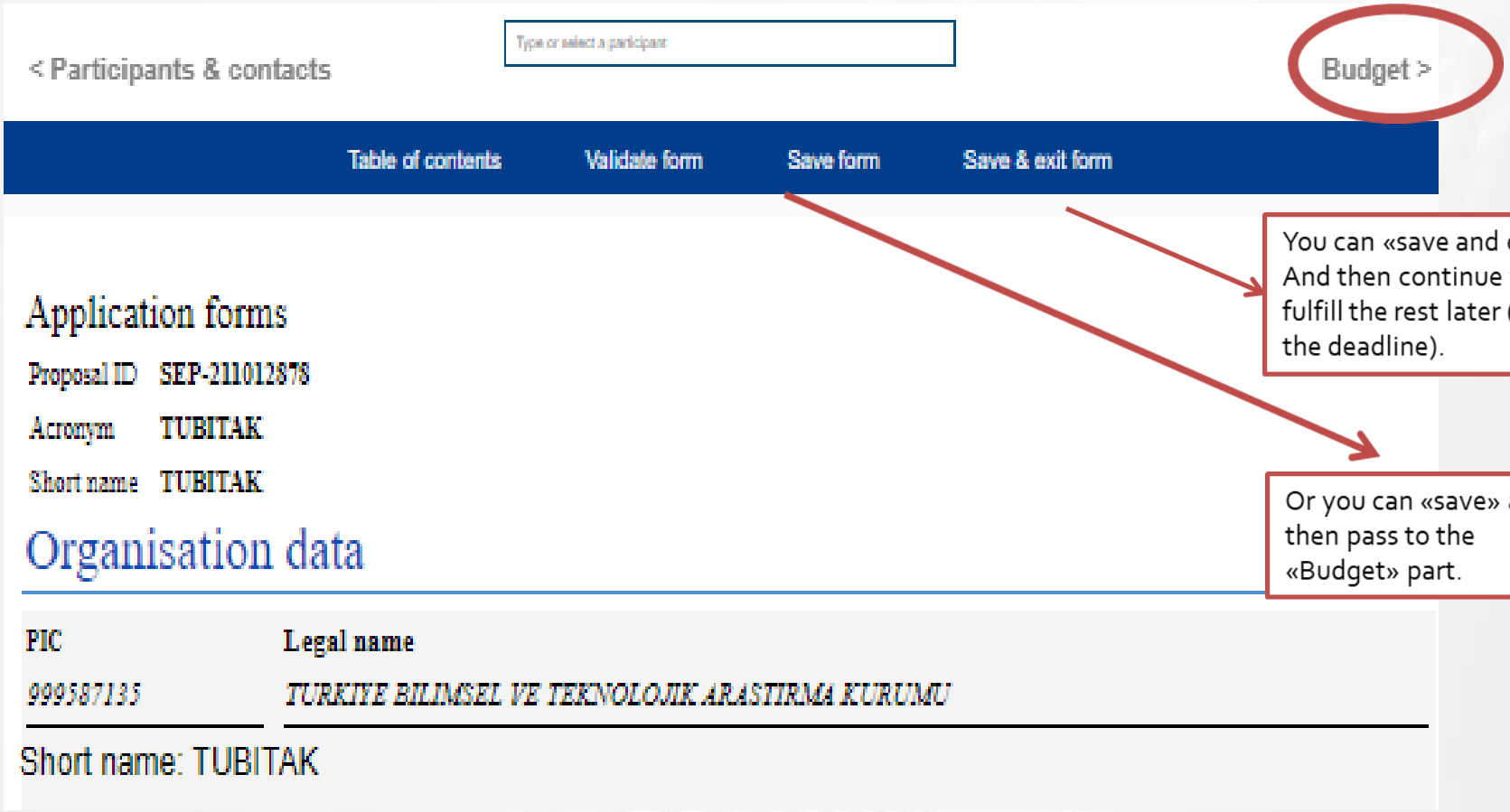
Website *Please enter website*

Phone +xxx xxxxxxxxx Phone 2 +xxx xxxxxxxxx

«Administrative forms» section goes on like this..

Please fulfill the missing parts.

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



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

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

< Participants & contacts | Budget | Ethics >

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

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)?	○ Yes ◉ No	
Does this activity involve the use of human embryos?	○ Yes ◉ No	
2. Humans		**Page**
Does this activity involve human participants?	○ Yes ◉ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	○ Yes ◉ 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)	○ Yes ◉ No	
3. Human Cells / Tissues (not covered by section 1)		**Page**
Does this activity involve the use of human cells or tissues?	○ Yes ◉ No	
4. Personal Data		**Page**
Does this activity involve processing of personal data?	○ Yes ◉ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	○ Yes ◉ No	
Is it planned to export personal data from the EU to non-EU countries?	○ Yes ◉ 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?	○ Yes ◉ No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	○ Yes ◉ No	
5. Animals		**Page**
Does this activity involve animals?	○ Yes ◉ No	
6. Non-EU Countries		**Page**
Will some of the activities be carried out in non-EU countries?	○ Yes ◉ No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	○ Yes ◉ No	
It is 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.)?	○ Yes ◉ 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.	○ Yes ◉ No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	○ Yes ◉ No	

HORIZON-UN-FORMSET ver 1.00 20231204 Page 1 Last saved 12/12/2023 11:50

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.

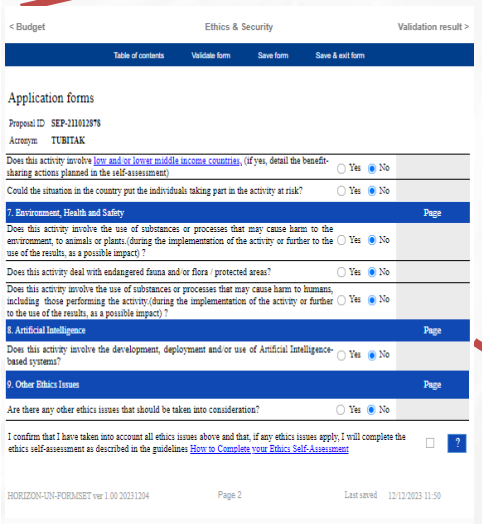

< Budget | Ethics & Security | Validation result >

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)	○ 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

HORIZON-UN-FORMSET ver 1.00 20231204 Page 2 Last saved 12/12/2023 11:50

Application forms

Proposal ID SEP-211012878
Acronym TUBITAK

Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

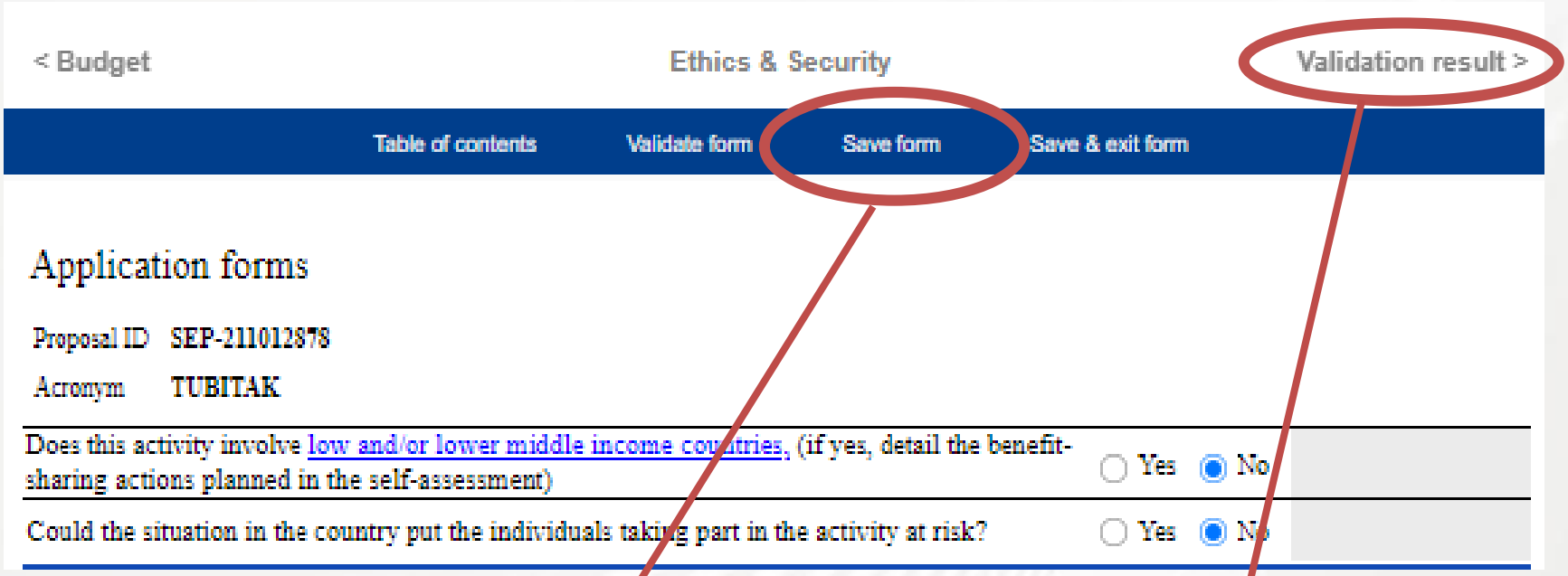
Explain in detail the identified issues in relation to:
- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation 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.

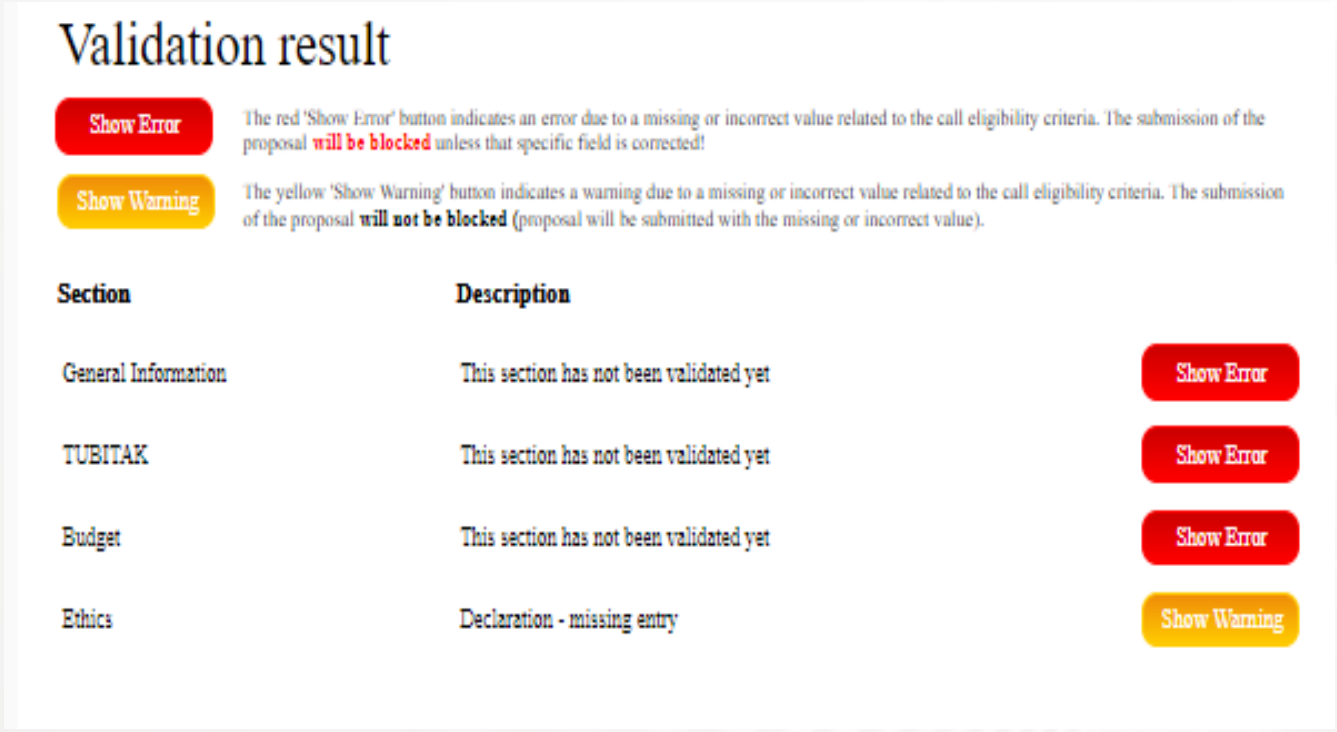
Please also check the link below the page:
How to Complete your Ethics Self-Assessment:
https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/how-to-complete-your-ethics-self-assessment_en.pdf



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

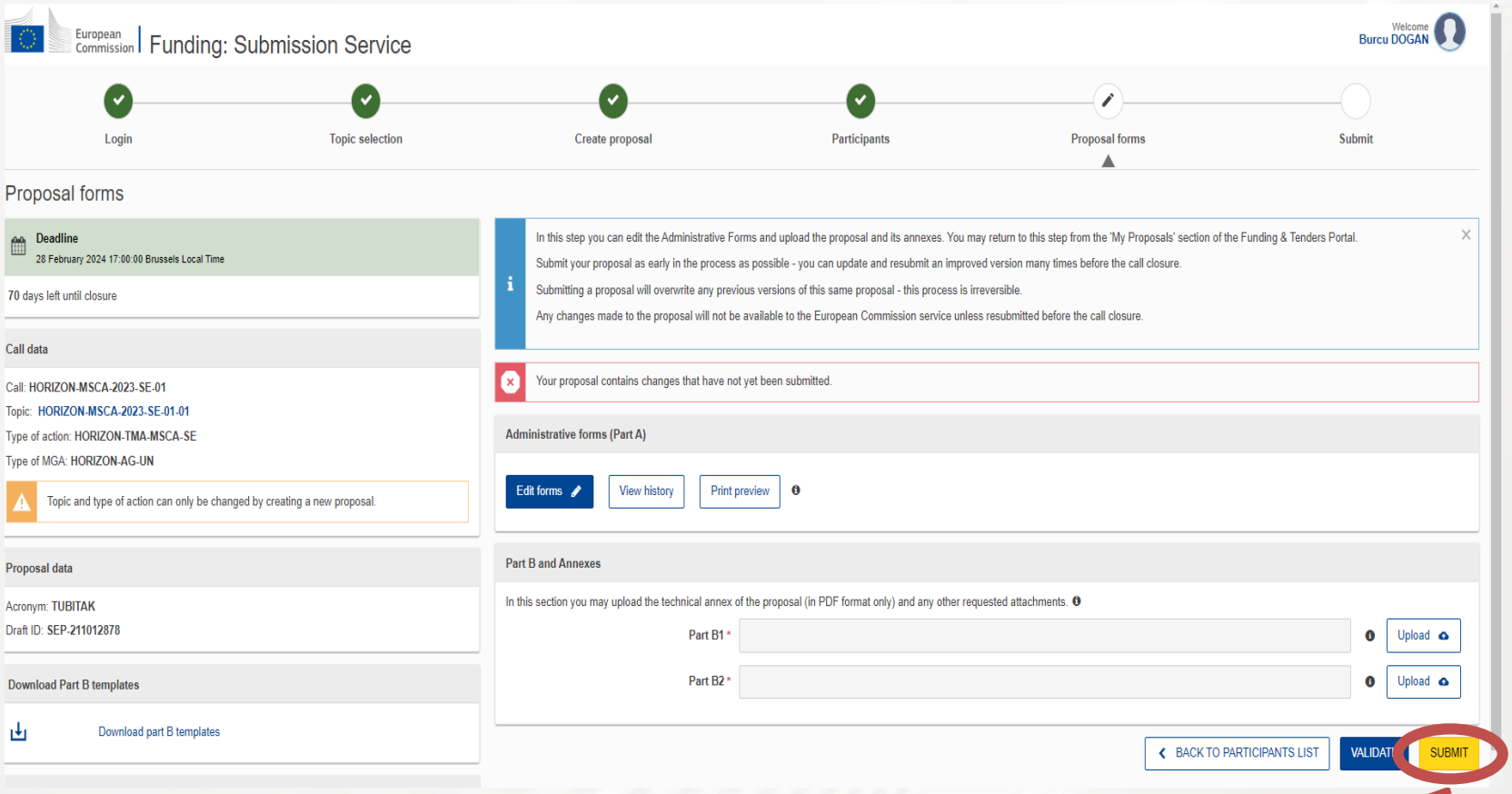
See the validation results.

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



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.



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