NETWORK OF THE MARIE SK ODOWSKA-CURIE ACTIONS
NATIONAL CONTACT POINTS

Task 3.4 Hannn.

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Disclaimer

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MSCA Postdoctoral Fellowship Essentials

MSCA PF DEADLINE	❖ **11th September 2024, 17:00 Brussels time** ❖

RESUBMISSION	**MSCA Postdoctoral Fellowships and having received a score of less than 70% must NOT be resubmitted to the 2024 call.** **different** **either** **or .**
SUPERVISOR	❖ ❖
HOST ORGANISATION	❖
REQUIRED DOCUMENTS	❖ ✓ **Postdoctoral Fellowships Guide for Applicants 2024** ✓ **MSCA Work Programme 2023 - 2025** ✓ **Specific FAQs for Postdoctoral Fellowships call** ✓ **MSCA-NET FAQs** ✓ **Proposal template and instructions on how to fill it in**
MSCA-NET Policy Briefs	❖ ❖ **Open Science** **Missions in HE**

Gender Equity
Green Deal
Synergies

FAMILIARISE YOURSELF WITH THE SUBMISSION PROCESS

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- ❖
- ❖
- ❖

	Text explaining the use of generative AI in the preparation of the proposal should be included at the end of part B2. **All sections of the proposal will be included in the evaluation. NOT**
NCP SUPPORT	❖ ❖ **https://msca-net.eu/contact-points/**

Key tips for proposal template and layout

1. General points

✓ **Acronym:**

✓ **5A**

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	project, as such it should be considered while writing the Excellence part of the project proposal).

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- ✓ 3 **should not contain sensitive/confidential information** [illegible]
- ✓ 7 K H D E V [illegible] **specific FAQ**

- All the activities should be included in the work package table & Gantt chart (section 3.1).
- Summarise each dissemination activity with specific & realistic details, using a table. For example:

Activity	Target audience	When	Where	Key indicators (KPI)
Conference (provide the full name)	List the target audience that will participate to the conference	Estimated month of project when it will take place (e.g. M12, M14)	If known at the time of the project proposal application	Number of attendees, etc.

- Think of quantifiable performance indicators based on SMART[11] objectives – establish a benchmark:

Media coverage	Number of media outlets, audience, tone of coverage…
Web sites	Page views, unique visitors, time spent, downloads…
Social media	Followers, likes, shares, interactions, engagement rate…
Publications	Citations
Events	Number of participants, opinion surveys, follow up rate…

- Don't confuse number of activities with impact of activities and engagement.
- Enquire with your future host institution/s which kind of support you may receive.

Communication activities:

- For the communication activities, first describe the target audiences for communication of project activities. These should be non-expert audiences e.g.:
  - University students
  - Primary/ secondary schools
  - End users (e.g., patients, older adults, young people)
  - Media (editors, journalists etc.)
  - Community groups, charities
  - MSCA and Citizens (European Researchers' Night and Researchers at school) attendees
  - General public - try to differentiate this as much as possible.
- What are the key messages you wish to communicate to the different audiences?
- How does the action's research relate to our everyday lives?
- Why does the target audience need to know about the action (e.g., encourage a career in research, increase the gender balance in certain areas, etc.)?

Exploitation activities:

- For the exploitation activities, ask yourself what is the benefit of exploiting results? How will the results of the project be exploited?
- Mention, if relevant, applicability and commercialisation of the research results (e.g., new product/service, new techniques/methods), possible patents.
- Describe the potential exploitation methods of your project results that will be used and the impact of the method on the target user/society/industry e.g.:
  - Further internal research: The results coming out of the project can be applied to further research in the field and beyond.

[11] Objectives should be specific, measurable, achievable, realistic and timely.

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- Global Fellowships: describe how you have decided to “allocate” IP between the two hosts.
- If not applicable in the short-term or immediately after your project, describe how your results may be applicable in the long-term (early-stage/discovery-based research is seldom applicable immediately).
- IPR must always be respected: refer to IP department of your institution, refer to the partnership agreement.

STRENGTHS FROM THE EVALUATION SUMMARY REPORTS
WEAKNESSES FROM THE EVALUATION SUMMARY REPORTS

#§COM-DIS-VIS-CDV§#

3. *Quality and Efficiency of the Implementation* #@WRK-PLA-WP@# #@CON-SOR-CS@# #@PRJ-MGT-PM@#

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

- Keep this concise. You do not have space to repeat yourself (1-2 paragraphs or bullet points are enough).
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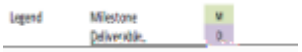
- There is no need for a detailed work plan for the non-academic placement, but it must be mentioned in the Gantt chart and noted, where relevant, in the research work packages.
- If the project has ethics requirements, an ethics WP will be automatically added once the project is selected for funding. wshs that will have to be

Keep in mind that the MSCA Work programme lists mandatory deliverables for Postdoctoral Fellowships that will have to be submitted in projects selected for funding:

- Mobility declaration submitted within 20 days of the start of the research training activities and updated (if needed) via the Funding & Tenders Portal Continuous Reporting tool;
- Career development plan of the recruited researcher, submitted at the beginning of the action (not later than 6 months after its start) and updated if needed throughout the project;
- Evaluation questionnaire completed by the recruited researcher and submitted at the end of the research training activity; a follow-up questionnaire submitted two years later;wships that will have to be

- Remove any columns for a duration longer than that of your proposal.
- Add as much detail as needed for your proposal. A Gantt chart includes the following:
  - Work package titles (there should be at least 1 WP);
  - If space allows, you can include the major tasks for each WP.
  - Indication of major deliverables (label them and connect with corresponding WP – D1.1, D1.2…) – don't forget mandatory project deliverables e.g., Data Management Plan, Career Development Plan, Plan for Dissemination and Exploitation.
  - Indication of major milestones (name them and connect with corresponding WP – M1.1, M1.2…),
  - Secondments, if applicable;
  - Non-academic placement), if applicable.

Example of Gantt chart:



STRENGHTS FROM THE EVALUATITON SUMMARY REPORT

WEAKNESSES FROM THE EVALUATION SUMMARY REPORT

STRENGTHS FROM THE EVALUATION SUMMARY REPORT

- If you are applying for a Global Fellowship you need to have at least 2 tables -one for the beneficiary in MS/AC and another one for the host organisation (associated partner) in third countries. For the associated partner table, you have half a page.

- If you have an additional non-academic placement at the end of the fellowship, you also need to have 2 tables -one for the beneficiary in MS/AC and another one for the non-academic partner (associated partner) in MS/AC. For the associated partner table, you have half a page.

- If you are applying for a Global Fellowship and you have an additional non-academic placement you need to have 3 tables -one for the beneficiary in MS/AC (1 page) and another one for the host organisation (associated partner) in a third country, and one for the non-academic partner (associated partner) in MS/AC.

- If you have secondments in your proposal, an additional ½ page table needs to be added for the secondment host organisation(s).

Choose one of: *? Beneficiary (compulsory)* *? Associated partner linked to a beneficiary (if applicable)* *? Associated partner for outgoing phase (compulsory for GF only)* *? Associated partner for secondment (optional)* *? Associated partner for non-academic placement (optional)* You can delete non selected type of organisation.
[Full name + Legal Entity Short Name + Country]
General description

Role and profile of supervisor

6. Additional ethics information

- If you entered one or more ethical issue/s in the ethical issues table in part A of the proposal, then you must also submit an ethics self-assessment field in part A. You can consult an EU guide on How to complete your ethics self-assessment
- Read Research, risk-benefit analyses and ethical issues: A Guidance Document for Researchers Complying with Requests from the European Commission Ethics Reviews
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