European Commission

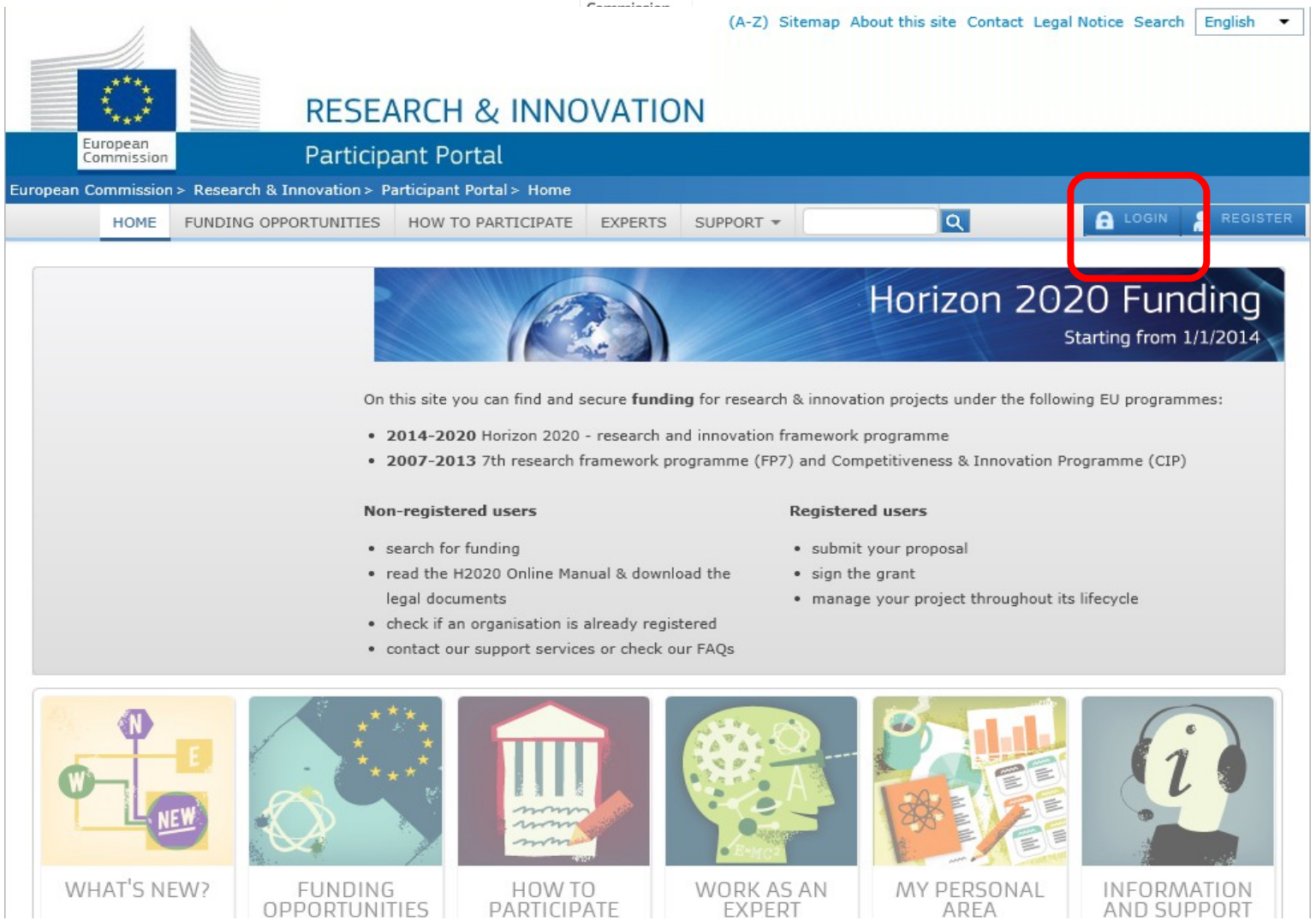
MARIE SKŁODOWSKA-CURIE ACTIONS

How to Submit Proposal (SEP)

Individual Fellowships (IF) 2016

Research Executive Agency

Participant Portal



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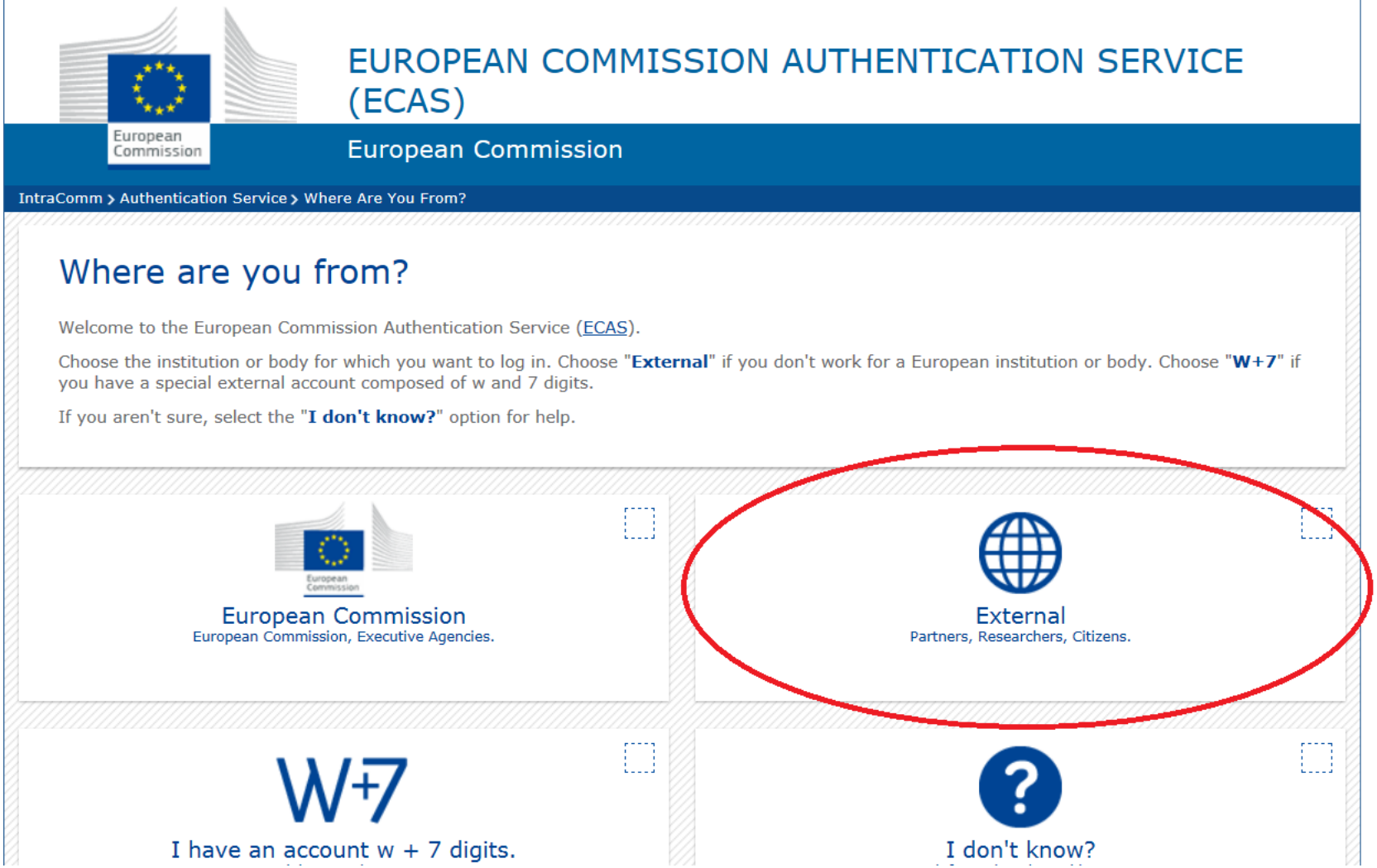
ECAS-External



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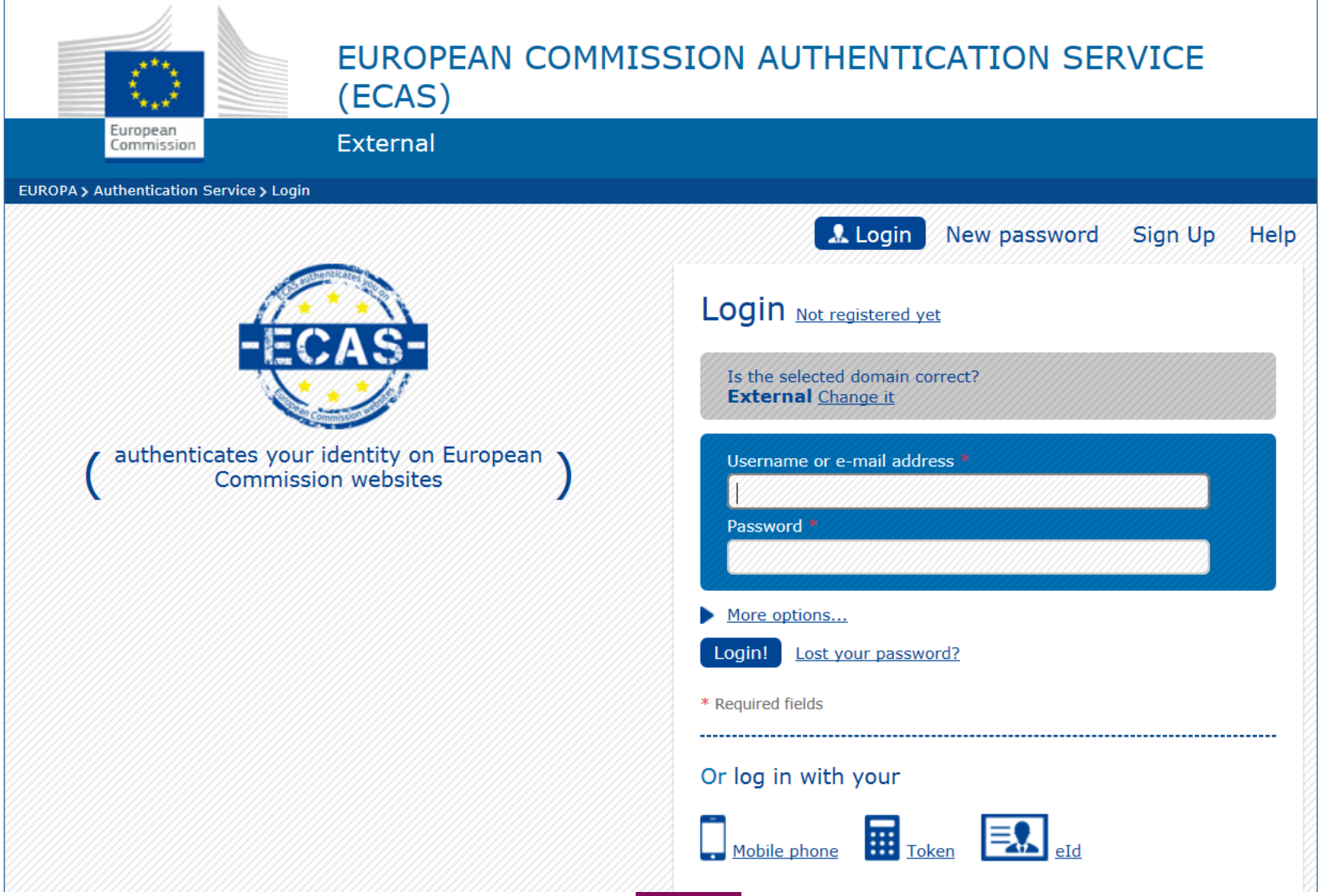
ECAS Login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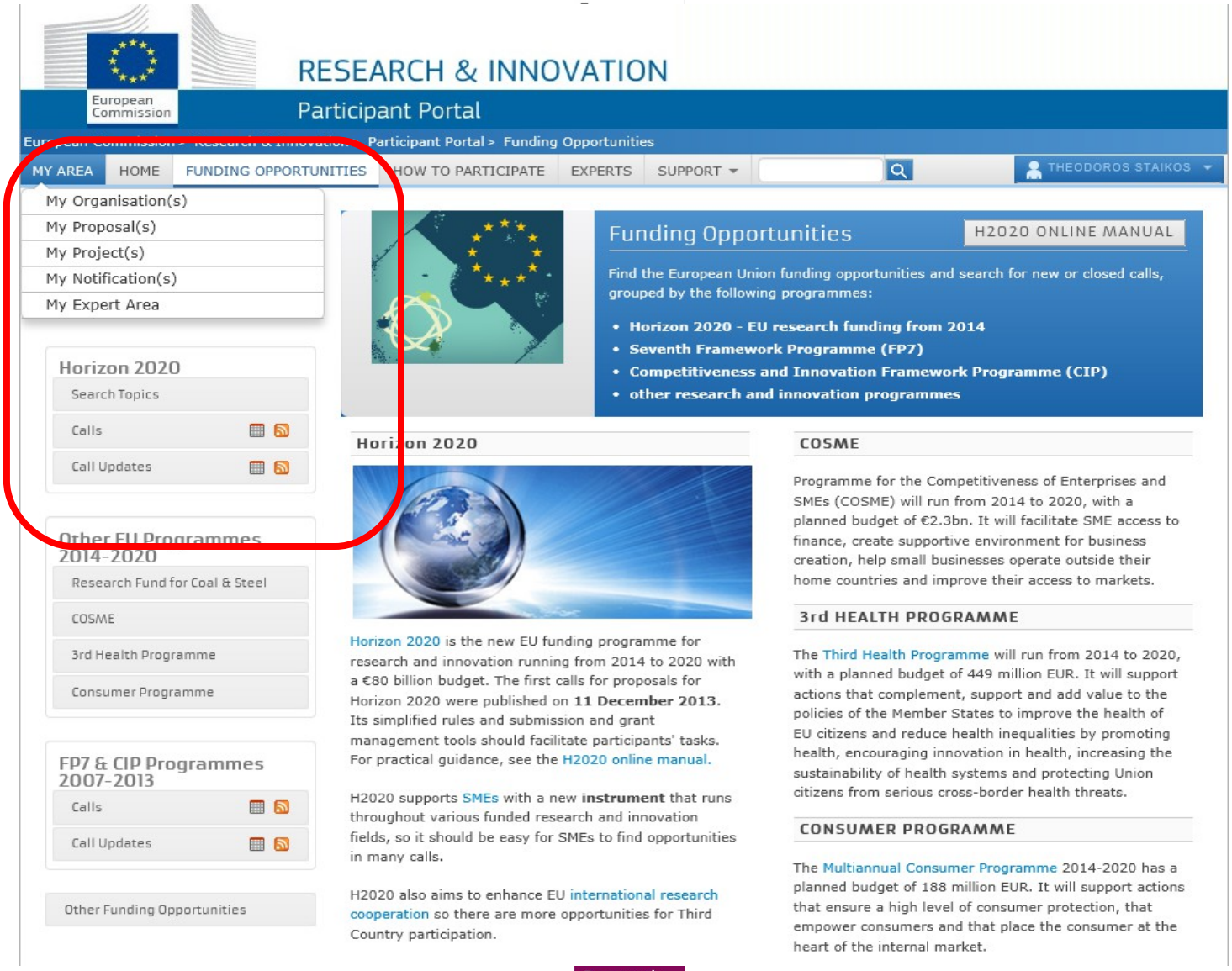
EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External
EUROPA > Authentication Service > Login
Login
New password
Sign Up
Help
-ECAS-
(authenticates your identity on European Commission websites)
Login Not registered yet
Is the selected domain correct?
External Change it
Username or e-mail address *
Password *
More options...
Login!
Lost your password?
* Required fields
Or log in with your
Mobile phone
Token
eId

Funding Opportunities



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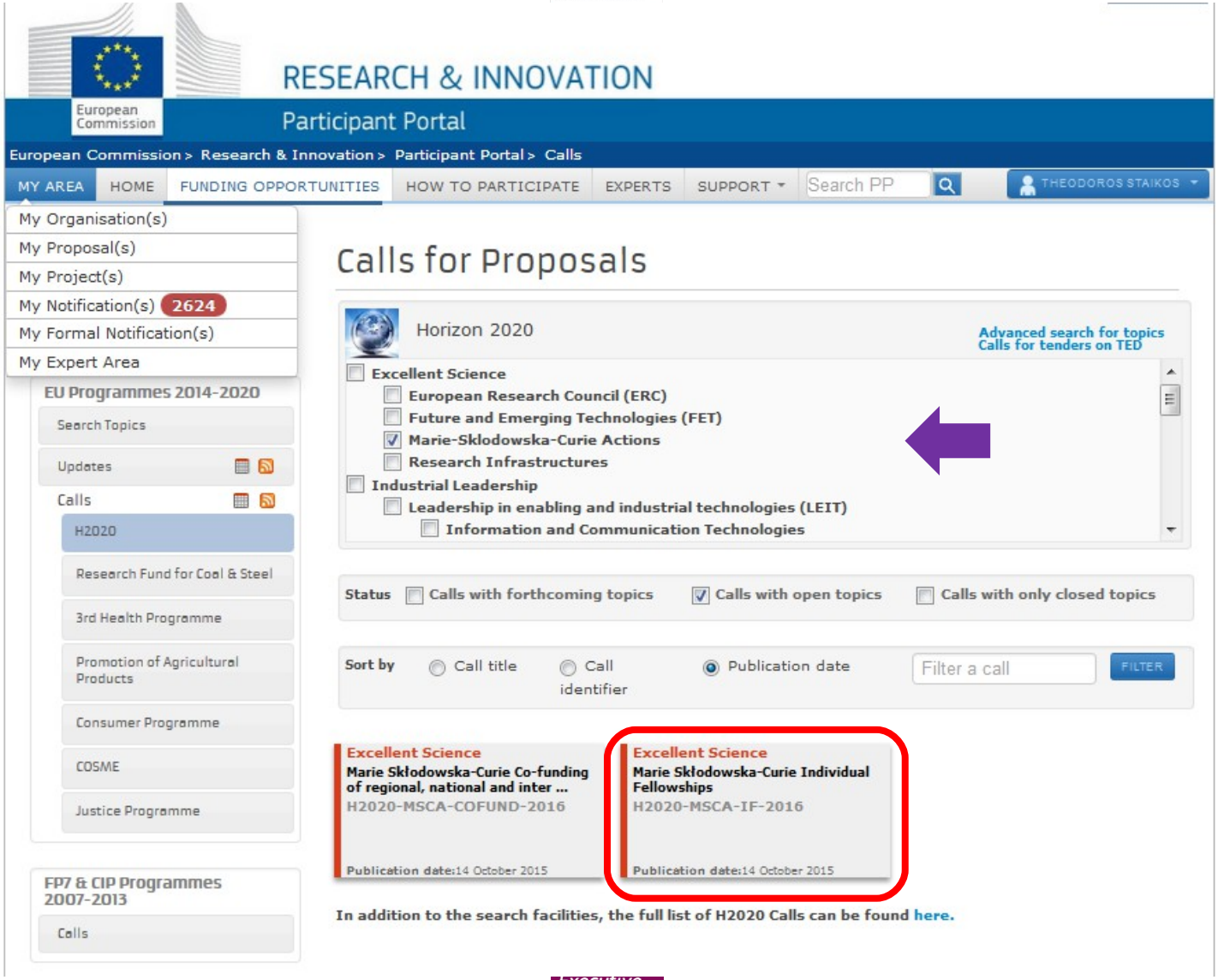
Find a Call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3rd Health Programme
Promotion of Agricultural Products
Consumer Programme
COSME
Justice Programme
FP7 & CIP Programmes 2007-2013
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Horizon 2020
Advanced search for topics
Calls for tenders on TED
Excellent Science
European Research Council (ERC)
Future and Emerging Technologies (FET)
Marie-Sklodowska-Curie Actions
Research Infrastructures
Industrial Leadership
Leadership in enabling and industrial technologies (LEIT)
Information and Communication Technologies
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Calls with open topics
Calls with only closed topics
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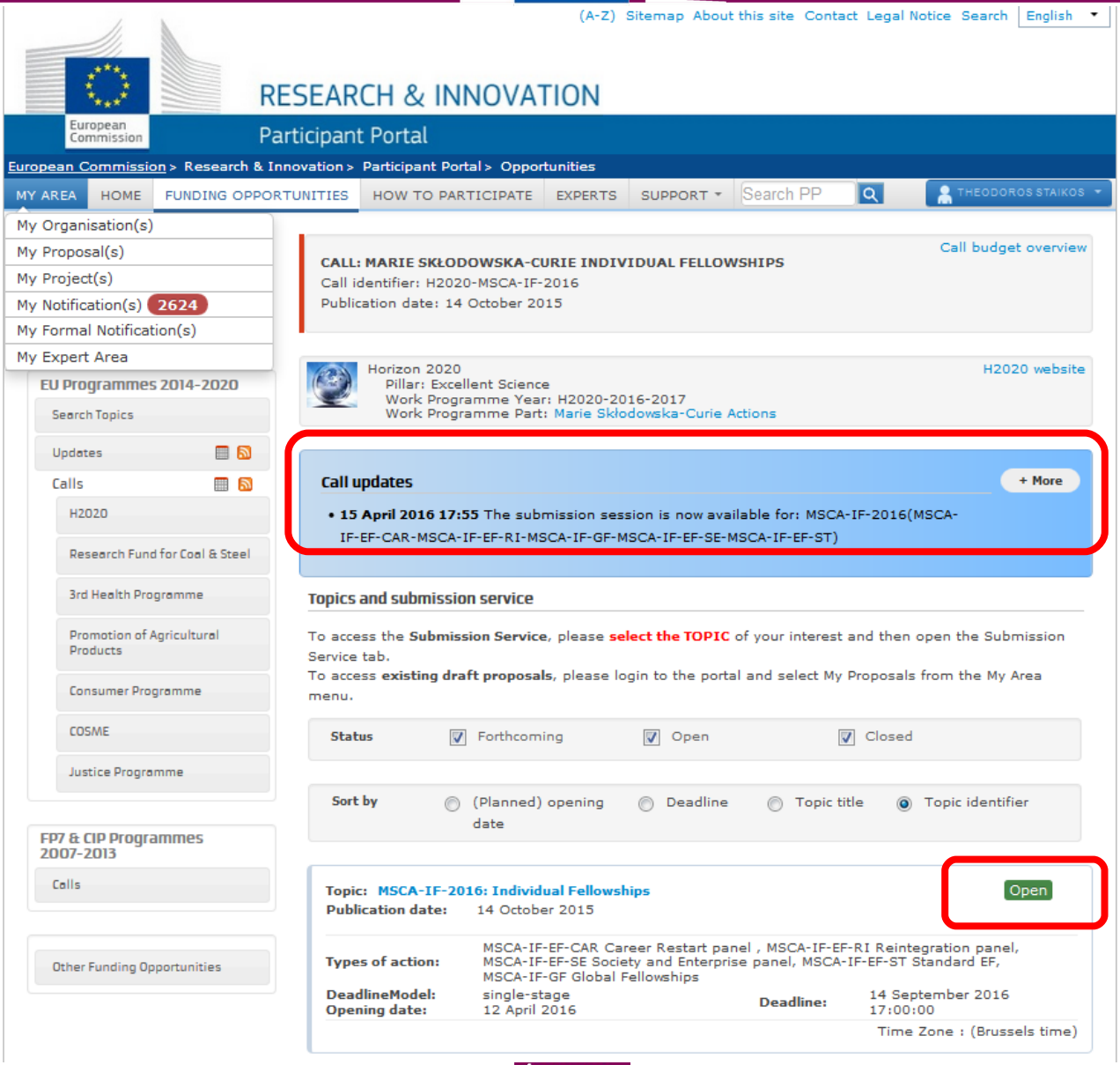
Call identifier
Publication date
Filter a call
FILTER
Excellent Science
Marie Skłodowska-Curie Co-funding of regional, national and inter ...
H2020-MSCA-COFUND-2016
Publication date:14 October 2015
Excellent Science
Marie Skłodowska-Curie Individual Fellowships
H2020-MSCA-IF-2016
Publication date:14 October 2015
In addition to the search facilities, the full list of H2020 Calls can be found here.

IF Call Page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MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP THEODOROS STAIKOS
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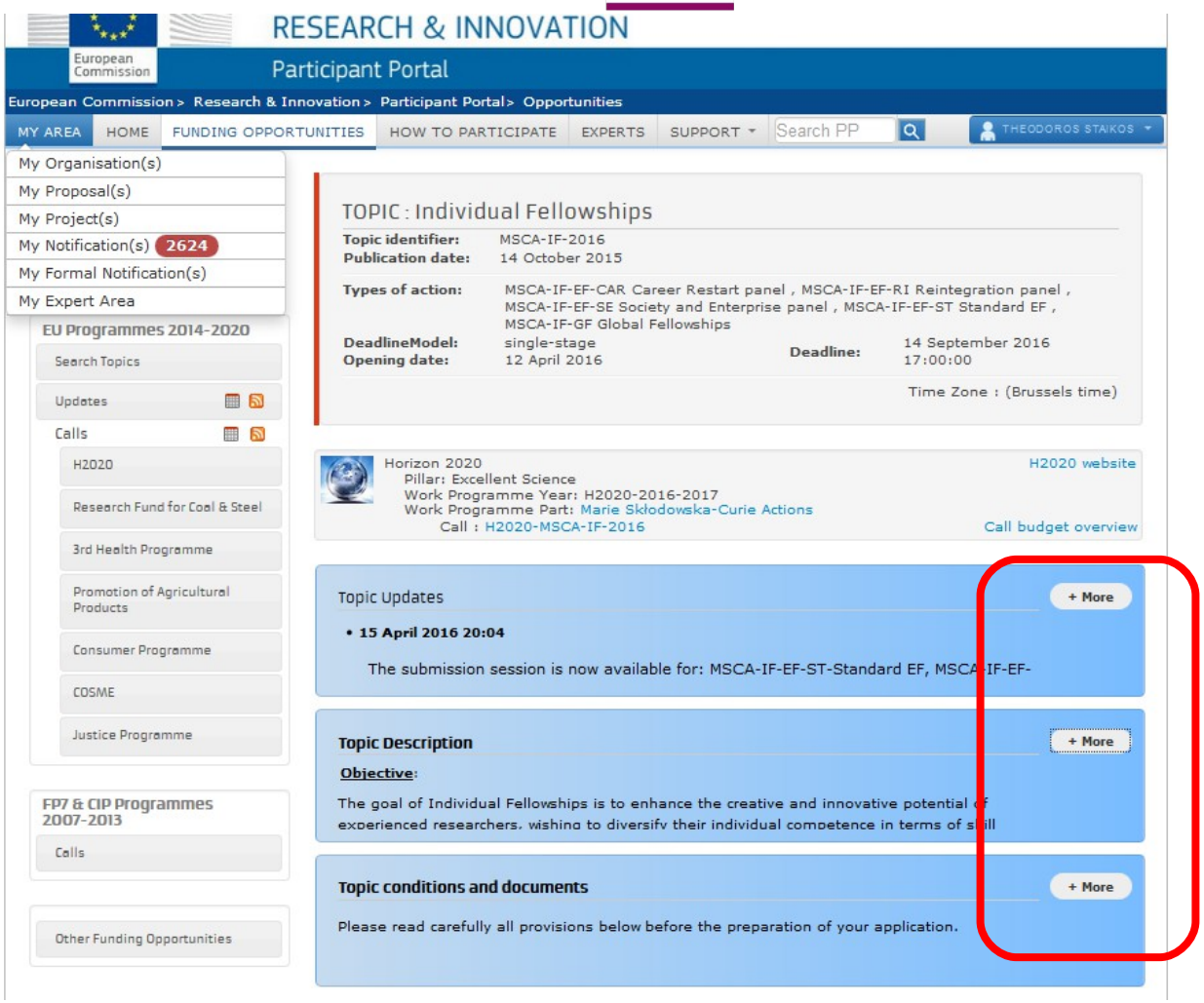
Research Fund for Coal & Steel
3rd Health Programme
Promotion of Agricultural Products
Consumer Programme
COSME
Justice Programme
FP7 & CIP Programmes 2007-2013
Calls
Other Funding Opportunities
Call budget overview
CALL: MARIE SKŁODOWSKA-CURIE INDIVIDUAL FELLOWSHIPS
Call identifier: H2020-MSCA-IF-2016
Publication date: 14 October 2015
Horizon 2020
Pillar: Excellent Science
Work Programme Year: H2020-2016-2017
Work Programme Part: Marie Skłodowska-Curie Actions
H2020 website
Call updates
+ More
• 15 April 2016 17:55 The submission session is now available for: MSCA-IF-2016(MSCA-IF-EF-CAR-MSCA-IF-EF-RI-MSCA-IF-GF-MSCA-IF-EF-SE-MSCA-IF-EF-ST)
Topics and submission service
To access the Submission Service, please select the TOPIC of your interest and then open the Submission Service tab.
To access existing draft proposals, please login to the portal and select My Proposals from the My Area menu.
Status Forthcoming Open Closed
Sort by (Planned) opening date Deadline Topic title Topic identifier
Topic: MSCA-IF-2016: Individual Fellowships
Open
Publication date: 14 October 2015
Types of action: MSCA-IF-EF-CAR Career Restart panel , MSCA-IF-EF-RI Reintegration panel, MSCA-IF-EF-SE Society and Enterprise panel, MSCA-IF-EF-ST Standard EF, MSCA-IF-GF Global Fellowships
DeadlineModel: single-stage
Opening date: 12 April 2016
Deadline: 14 September 2016 17:00:00
Time Zone : (Brussels time)

IF Call Page



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IF Call Page Submission Links

Submission Service

To access the Electronic Submission Service of the topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **'Start Submission'** button. You will then be asked to confirm your choice of the type of action and topic, as these 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 Participant Portal and select the My Proposals page of the My Area section.

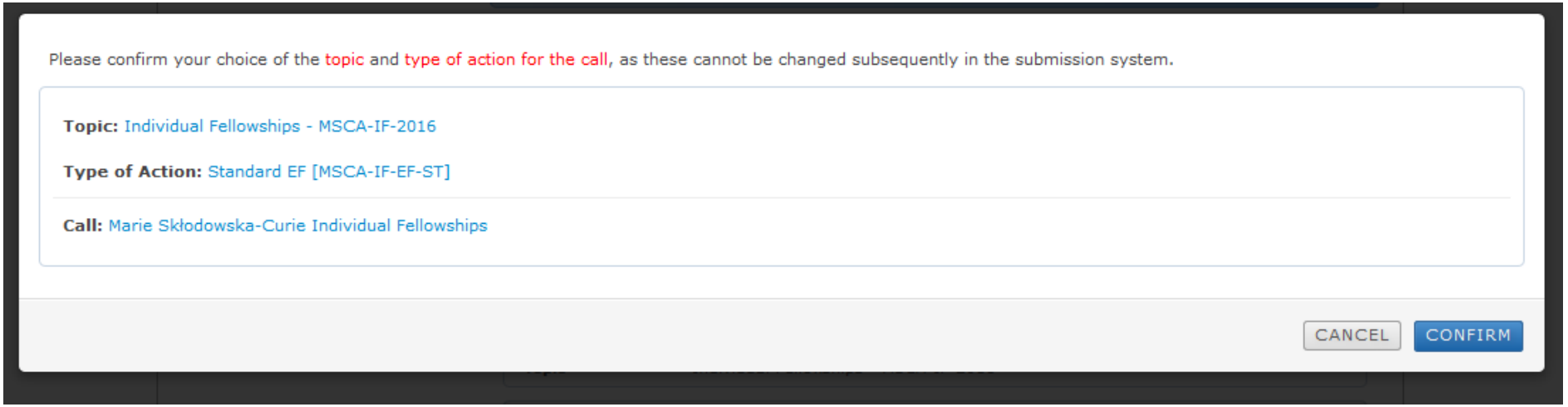
Type of Action	**Standard EF [MSCA-IF-EF-ST]**	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2016	
Type of Action	**Reintegration panel [MSCA-IF-EF-RI]**	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2016	
Type of Action	**Career Restart panel [MSCA-IF-EF-CAR]**	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2016	
Type of Action	**Society and Enterprise panel [MSCA-IF-EF-SE]**	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2016	
Type of Action	**Global Fellowships [MSCA-IF-GF]**	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2016	

Guidance on proposal submission: H2020 ONLINE MANUAL

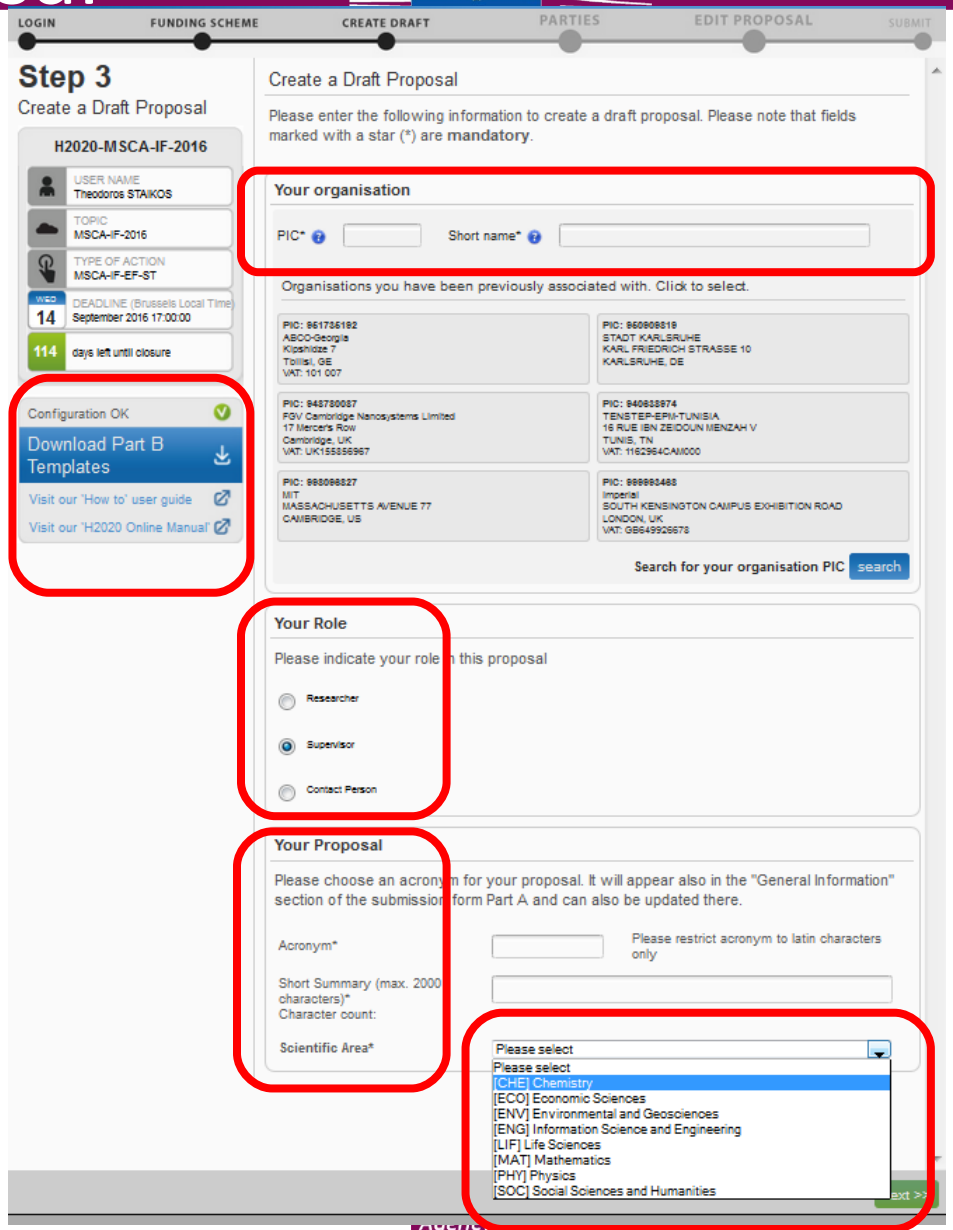
IT Guidance: HOW TO

Research Executive Agency

IF – EF-ST Confirmation



Create a Draft Proposal



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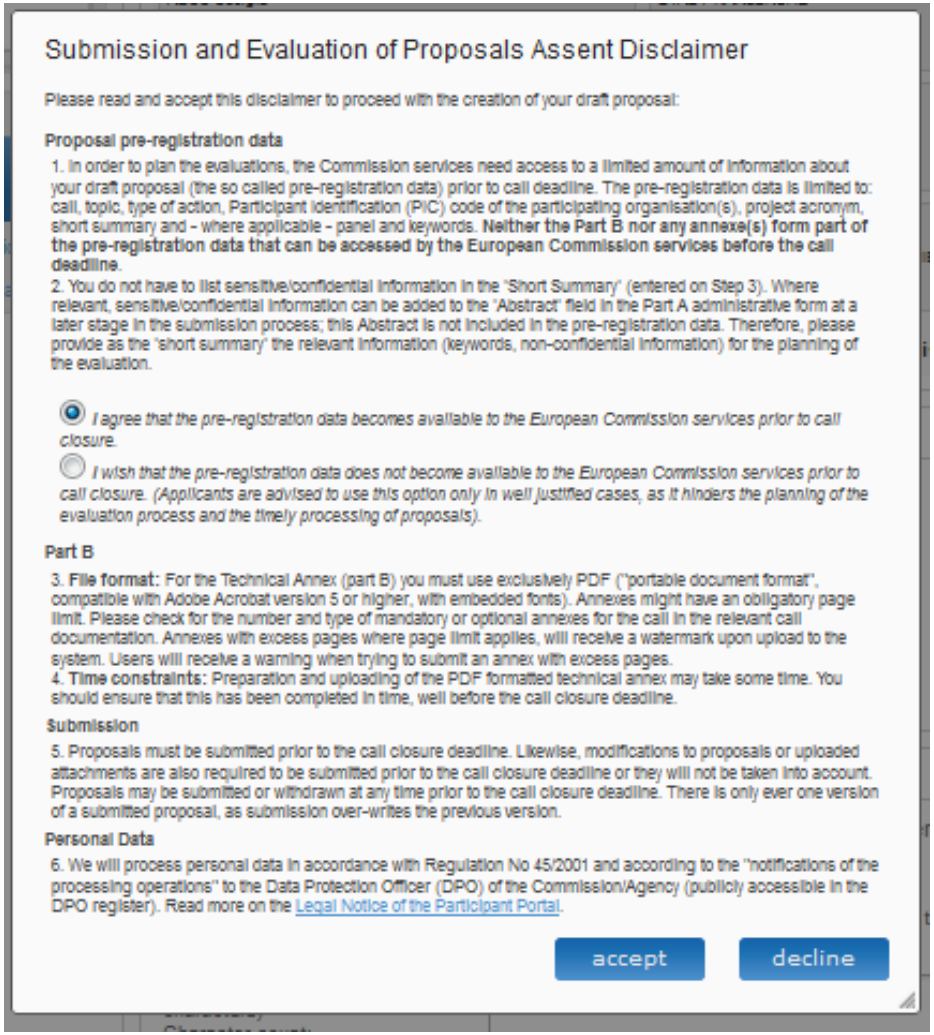

Submission and Evaluation of Proposals Assent Disclaimer

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

Proposal pre-registration data

1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and - where applicable - panel and keywords. **Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.**
2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.

(•) *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).*

Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

5. Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

accept decline

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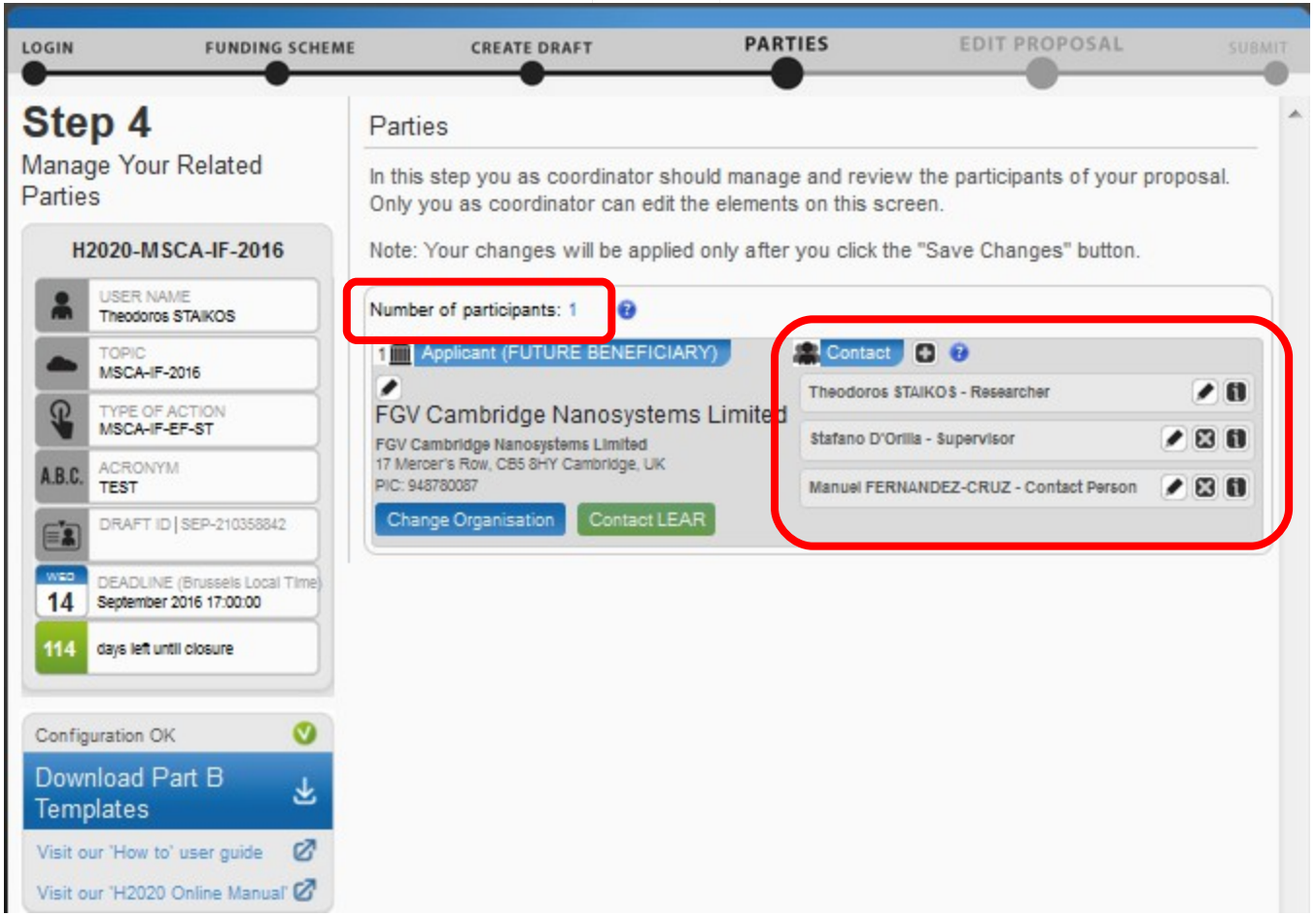
Manage your Related Parties - EF

European Commission



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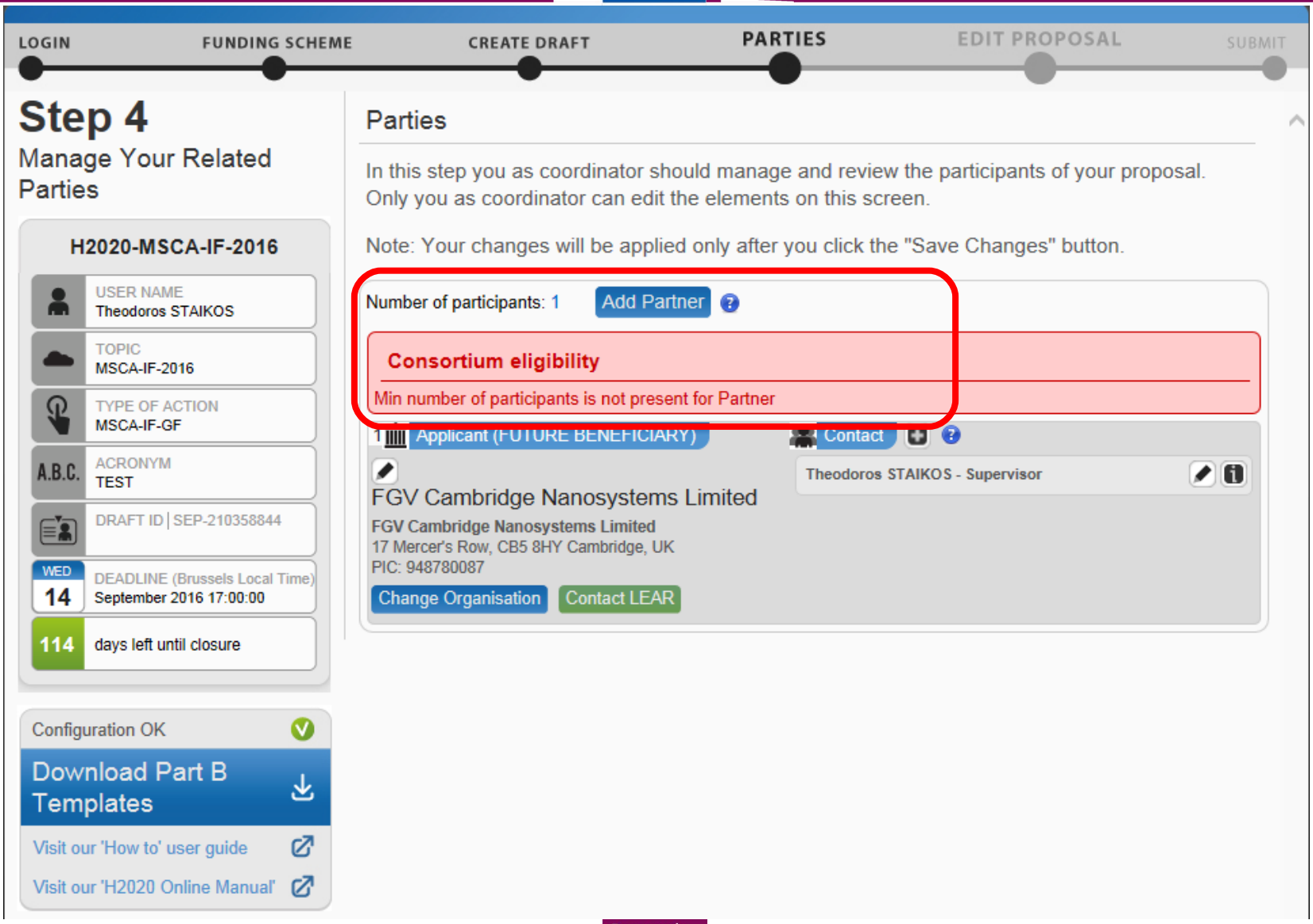
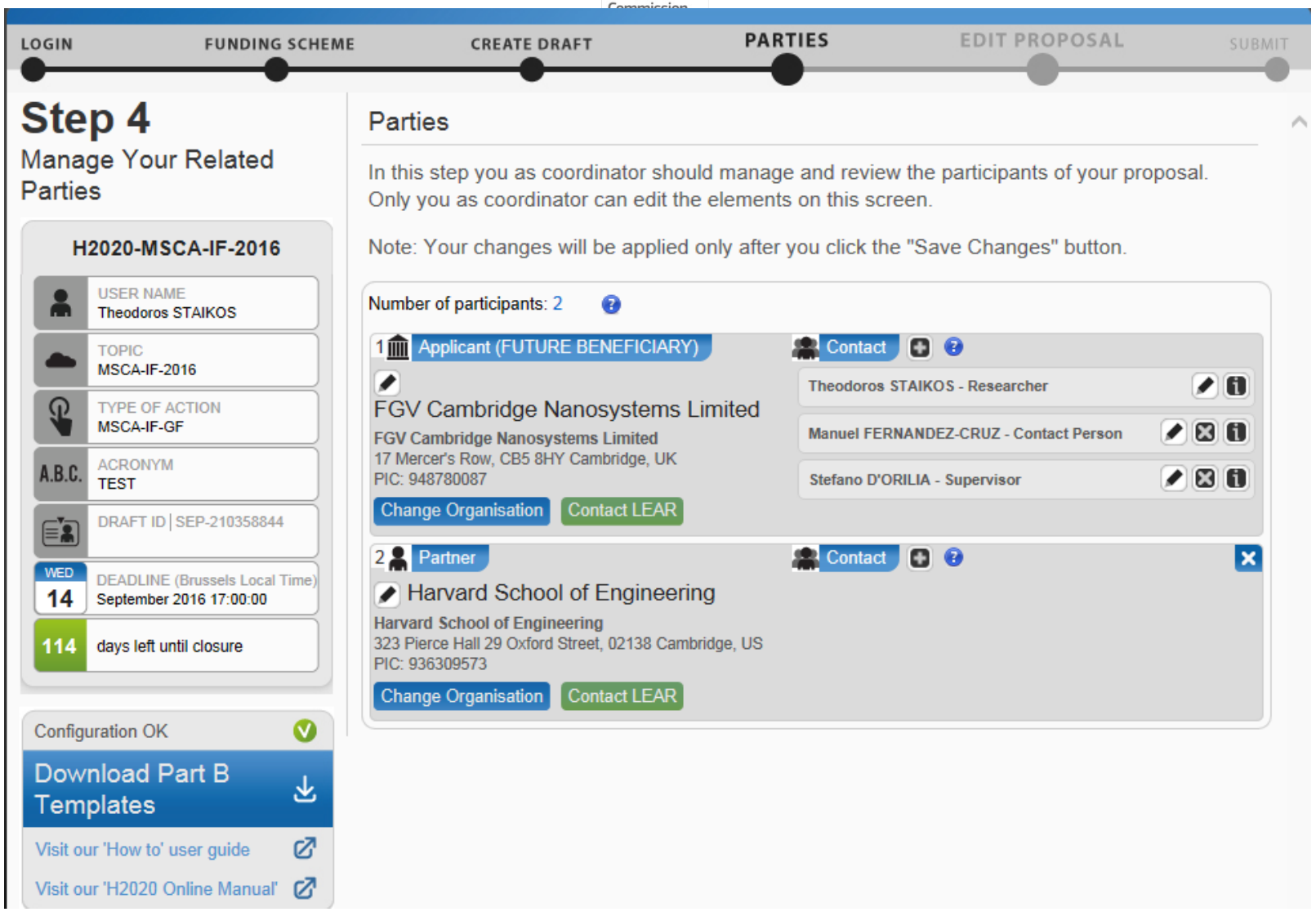
Manage your Related Parties - GF



Manage your Related Parties - GF



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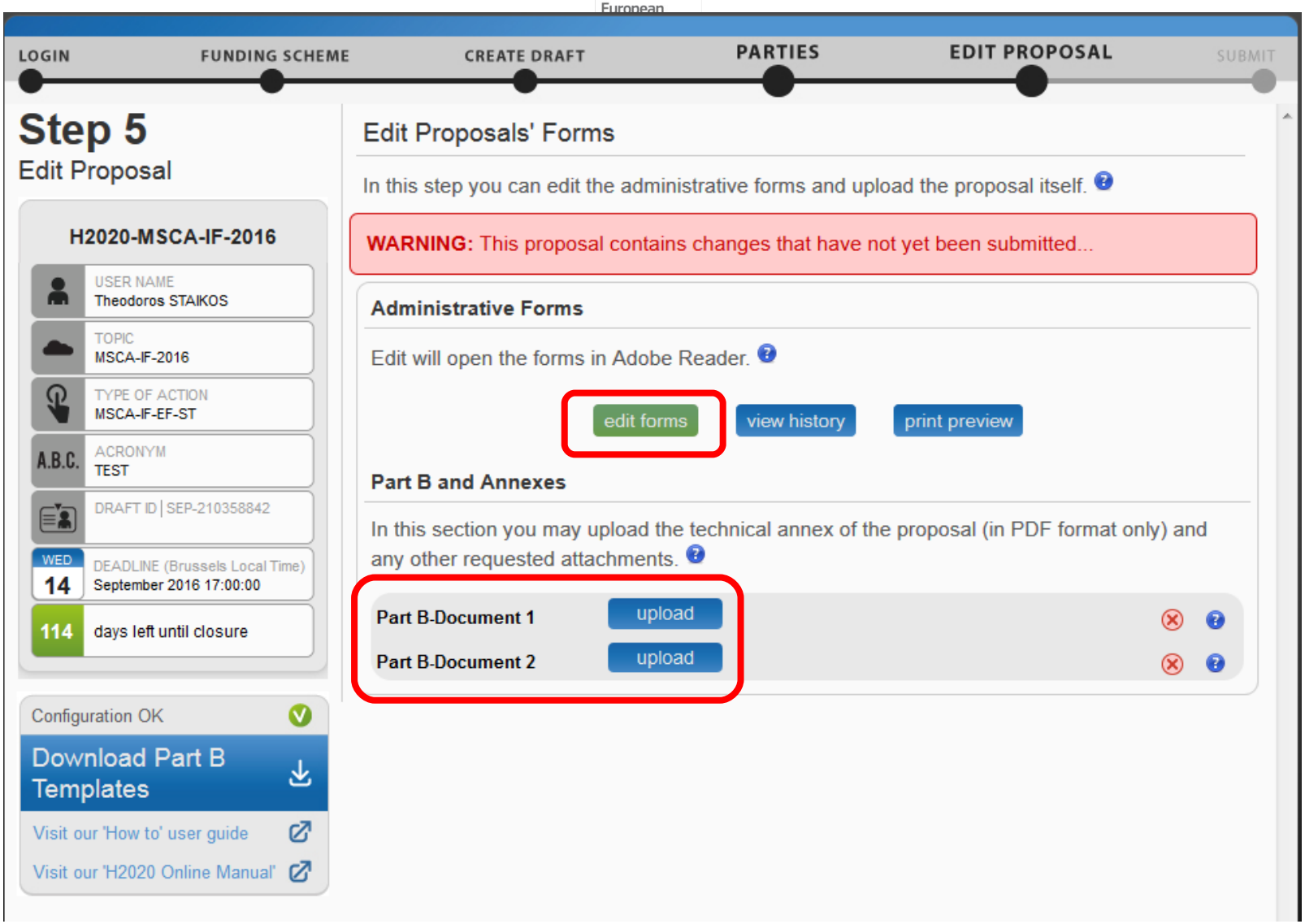
Edit Proposal



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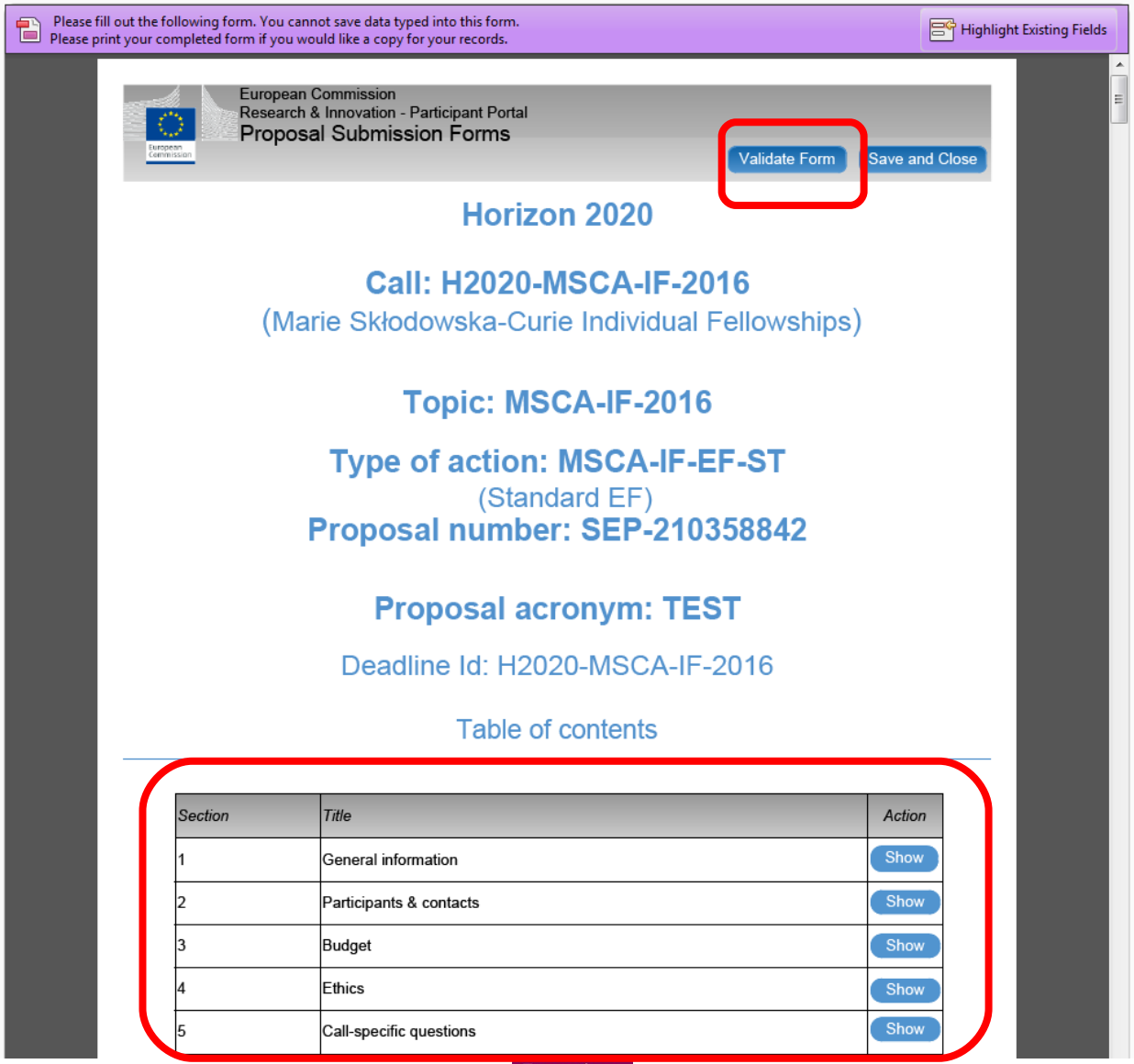
Edit Part A


Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.
Highlight Existing Fields
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Proposal Submission Forms
Validate Form
Save and Close
Horizon 2020
Call: H2020-MSCA-IF-2016
(Marie Skłodowska-Curie Individual Fellowships)
Topic: MSCA-IF-2016
Type of action: MSCA-IF-EF-ST
(Standard EF)
Proposal number: SEP-210358842
Proposal acronym: TEST
Deadline Id: H2020-MSCA-IF-2016
Table of contents
Section
Title
Action
1
General information
Show
2
Participants & contacts
Show
3
Budget
Show
4
Ethics
Show
5
Call-specific questions
Show

Edit Part A Validation

Proposal ID **SEP-210358842** *Acronym* **TEST**

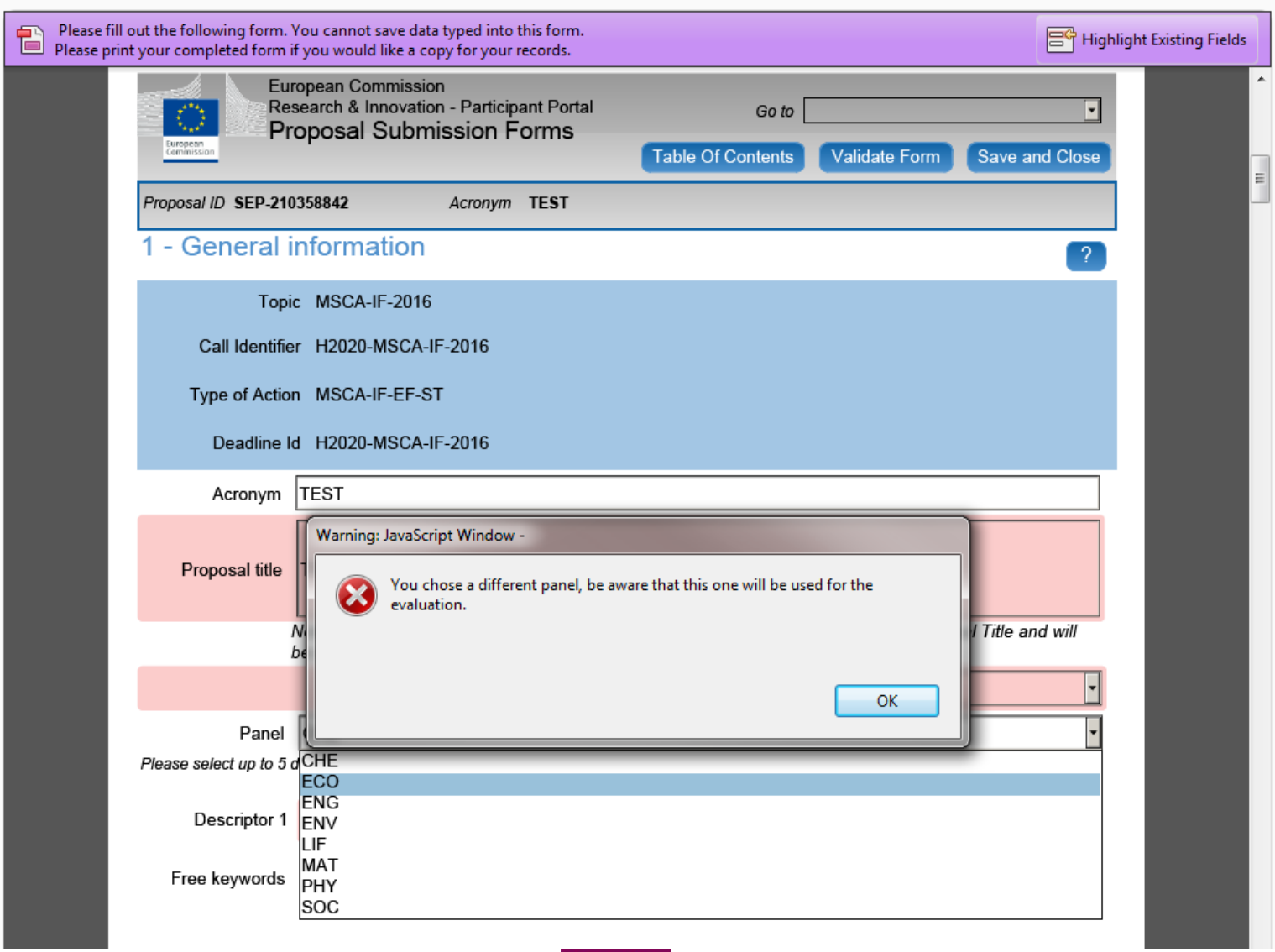
Validation result

Show Error — The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning — The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	Title is a required field	Show Error
General Information	Duration is a required field	Show Error
General Info	You have selected only 1 descriptors, you must select at least three (3) descriptors	Show Error
Declaration	Declaration acceptance is mandatory	Show Error
Researcher	Gender is a required field	Show Error
Researcher	Nationality is a required field	Show Error
Researcher	Country of residence is a required field	Show Error
Researcher	Country of birth is a required field	Show Error
Participants	Places: Period from is a required field	Show Error
Participants	Places: Country is a required field	Show Error
Researcher	Places: At least one row must be filled	Show Error
Researcher	Places: Total amount of years must be above 1,827 (5 years)	Show Error
Budget	You did not declare whether the researcher is eligible for the Family Allowance and therefore your budget table is incomplete.	Show Error
General Information	Descriptor 1 is a required field.	Show Warning
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration acceptance missing	Show Warning

Edit Part A
Change Panel



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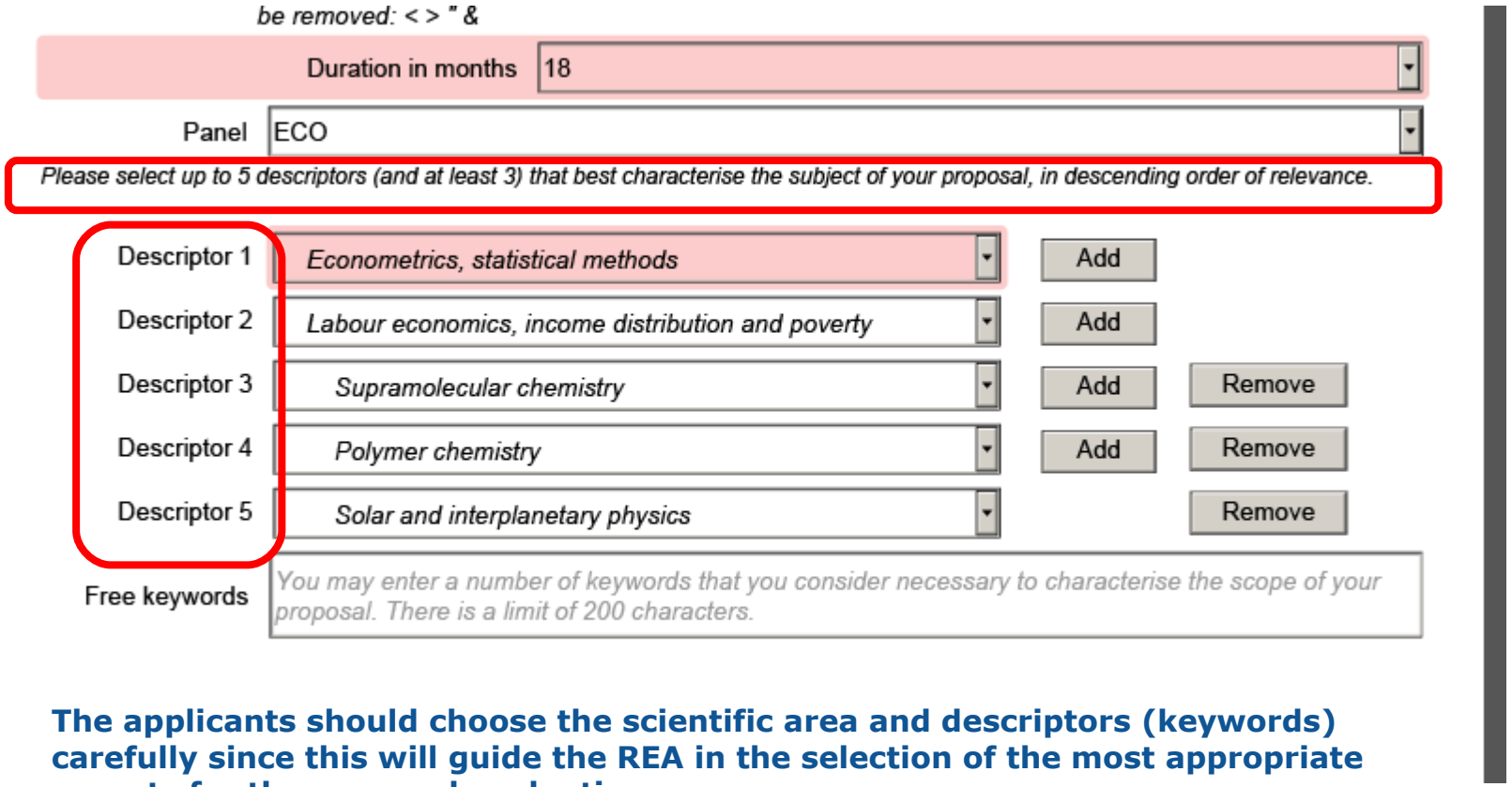
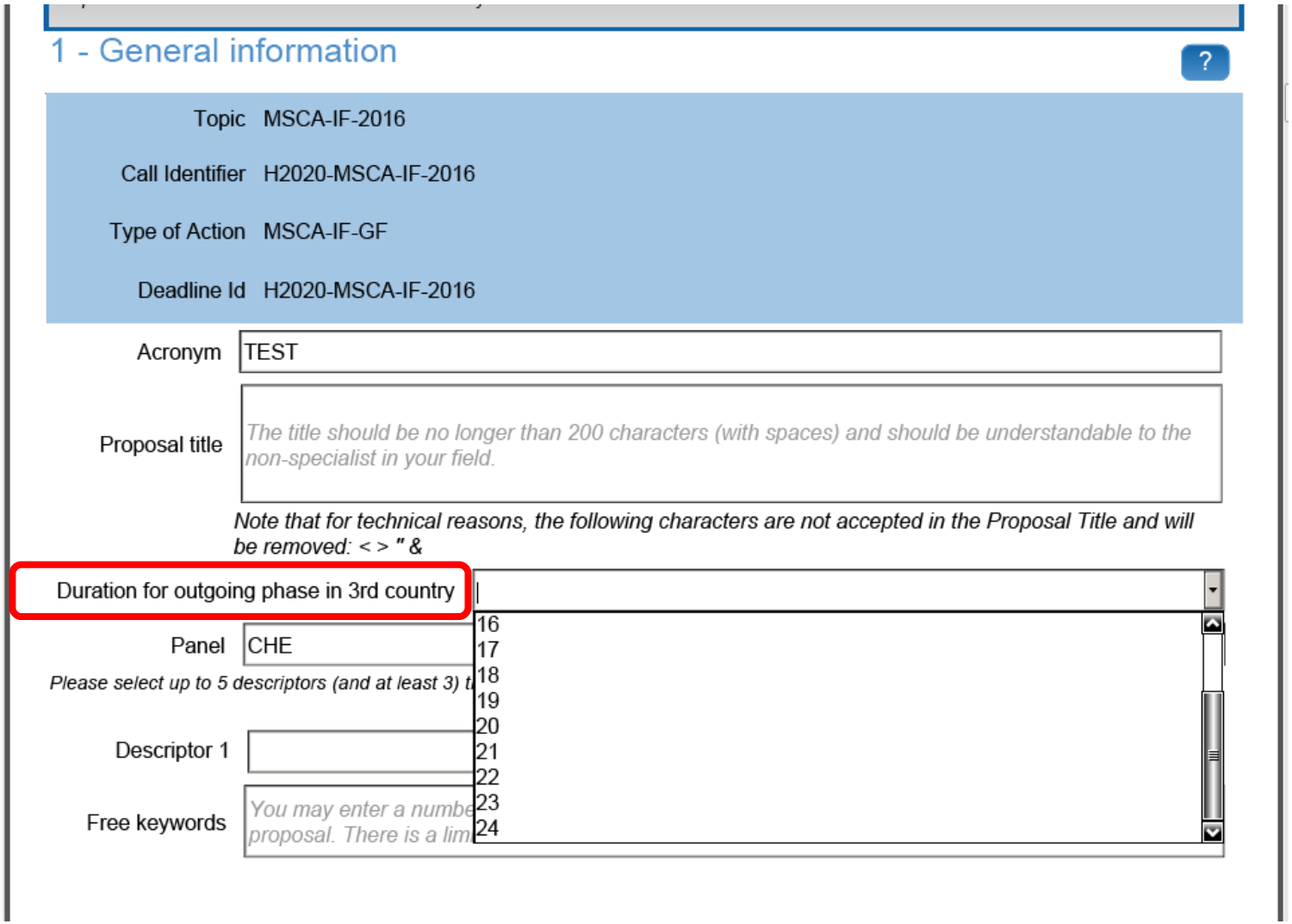
Edit Part A Descriptors



The applicants should choose the scientific area and descriptors (keywords) carefully since this will guide the REA in the selection of the most appropriate experts for the proposal evaluation

The descriptors should be selected in order of importance, the first being the most important

Edit Part A- GF only



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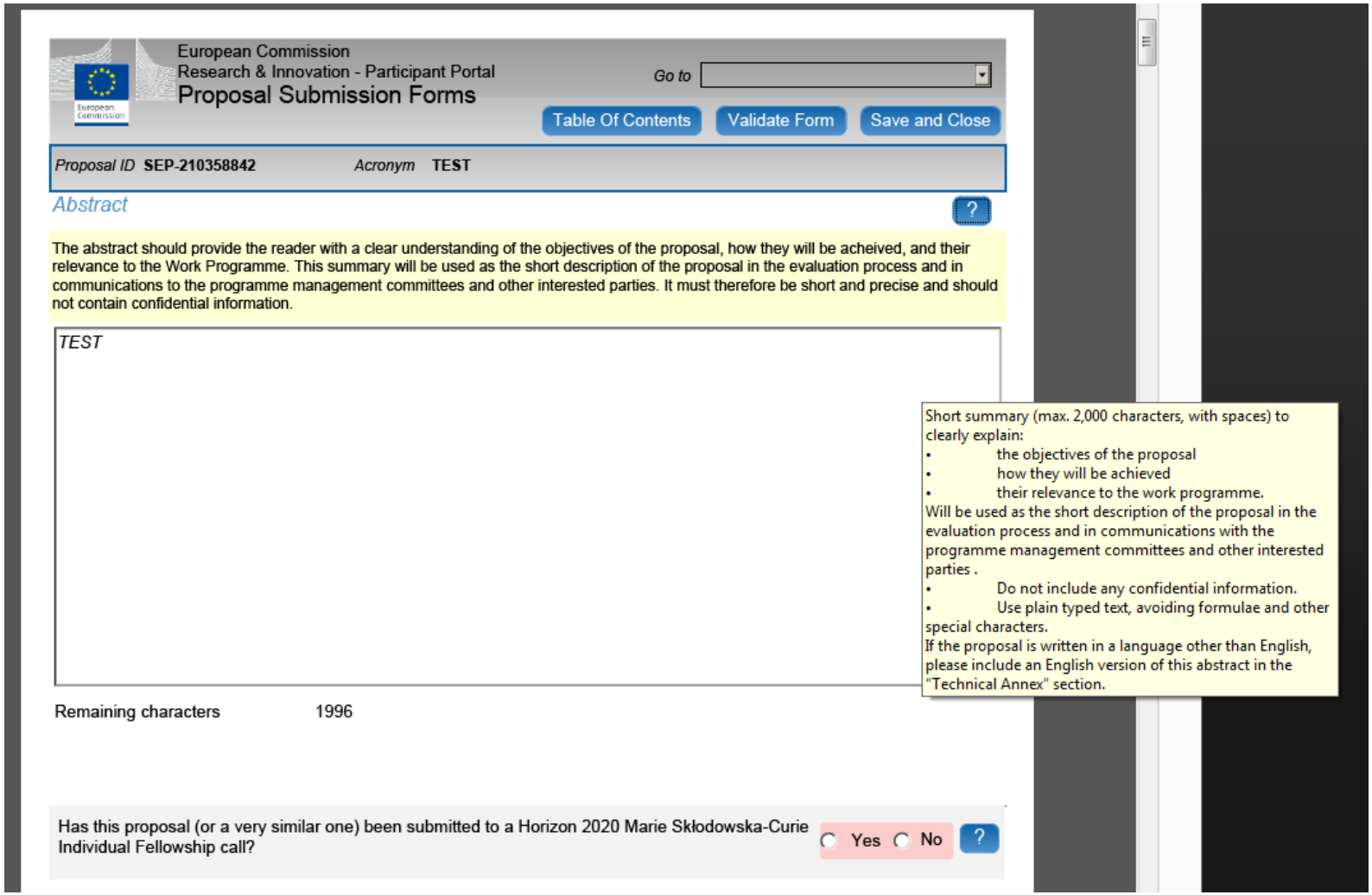
Edit Part A Abstract



Edit Part A Resubmission

Has this proposal (or a very similar one) been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call? (•) Yes ( ) No ?

In the case of proposals that have been submitted to H2020-MSCA-IF, the procedure applying to the evaluation of a resubmitted proposal will be applied only if YES is ticked and a proposal number is added.

Please give the proposal reference or contract number.	Add
xxxxxx	

Research Executive Agency

Edit Part A
Back to Step 4

Supervisor

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title | Sex ○ Male ○ Female

First name* **Stafano** | Last name* **D'Orilia**

E-Mail* **stefano.d'orilia@ec.europa.eu**

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

Department *Please indicate the department of the Contact Point above in the organisati*

☐ Same as organisation address

Street

Town | Post code

Country

Website

Phone *+xxx xxxxxxxxx* | Phone 2 *+xxx xxxxxxxxx* | Fax *+xxx xxxxxxxxx*

Edit Part A
Place of activity (previous 5 years)

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Research & Innovation - Participant Portal
Proposal Submission Forms

Go to

Table Of Contents | Validate Form | Save and Close

Proposal ID **SEP-210358842** *Acronym* **TEST** *Short name* **FGV Cambridge Nanosystems Limited**

Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/contries in which you have legally resided and/or had your main activity (work, status, ..) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (14/09/2016).

Period from	Period to	Duration (days)	Country	Add
	14/09/2016			Remove
	Total			

Research Executive Agency

Edit Part A Budget – EF

European Commission

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Research & Innovation - Participant Portal
Proposal Submission Forms

Table Of Contents | Validate Form | Save and Close

Proposal ID **SEP-210358842** *Acronym* **TEST** *Go to*

3 - Budget

Is the Researcher eligible for family allowance? (•) Yes ( ) No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1	FGV Cambridge Nanosystems Limited	UK	1,203	18	100691,10	10800,00	9000,00	14400,00	11700,00	146591,10
Total				18	100691,10	10800,00	9000,00	14400,00	11700,00	146591,10

Partner Organisation from Third Country does not sign the Grant Agreement, does not recruit the researcher and does not directly claim costs from the action. The entire EC contribution is transmitted to the Host organisation located in Members States or Associated Countries.

Edit Part A
Budget - GF

European Commission

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Research & Innovation - Participant Portal
Proposal Submission Forms

Table Of Contents | Validate Form | Save and Close

Proposal ID **SEP-210358844** *Acronym* **TEST** *Go to*

3 - Budget

Is the Researcher eligible for family allowance? (•) Yes ( ) No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1	FGV Cambridge Nanosystems Limited	UK	1,203	12	67127,40	7200,00	6000,00	9600,00	7800,00	97727,40
2	Harvard School of Engineering	US	0,994	24	110930,40	14400,00	12000,00	19200,00	15600,00	172130,40
Total				36	178057,80	21600,00	18000,00	28800,00	23400,00	269857,80

Partner Organisation from Third Country does not sign the Grant Agreement, does not recruit the researcher and does not directly claim costs from the action. The entire EC contribution is transmitted to the Host organisation located in Members States or Associated Countries.

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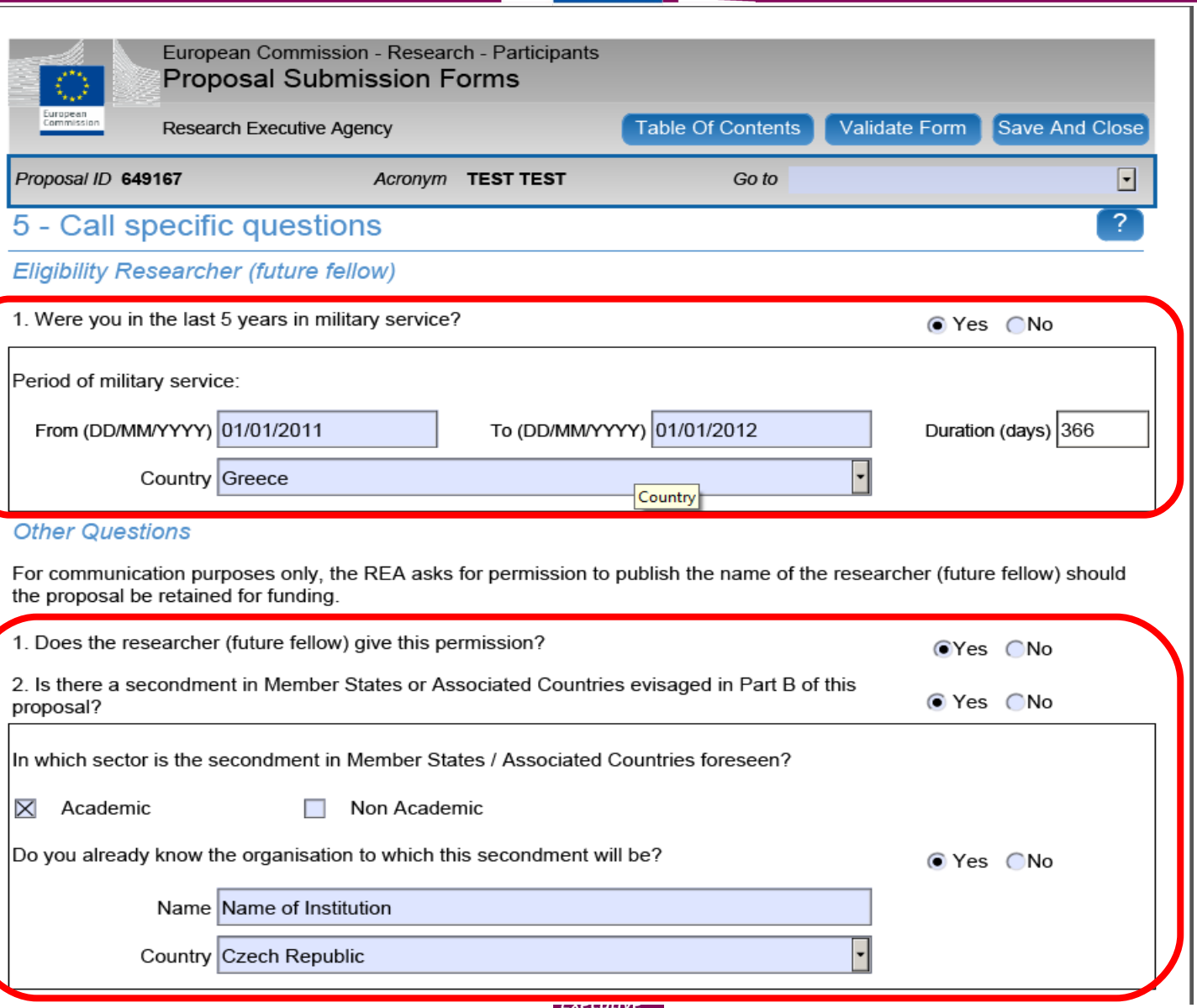
Edit Part A
Call Specific Questions-EF-ST



European Commission - Research - Participants
Proposal Submission Forms
Research Executive Agency

Table Of Contents | Validate Form | Save And Close

Proposal ID **649167** *Acronym* **TEST TEST** *Go to*

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? (•) Yes ( ) No

Period of military service:

From (DD/MM/YYYY) 01/01/2011 To (DD/MM/YYYY) 01/01/2012 Duration (days) 366

Country Greece

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? (•) Yes ( ) No

2. Is there a secondment in Member States or Associated Countries evisaged in Part B of this proposal? (•) Yes ( ) No

In which sector is the secondment in Member States / Associated Countries foreseen?

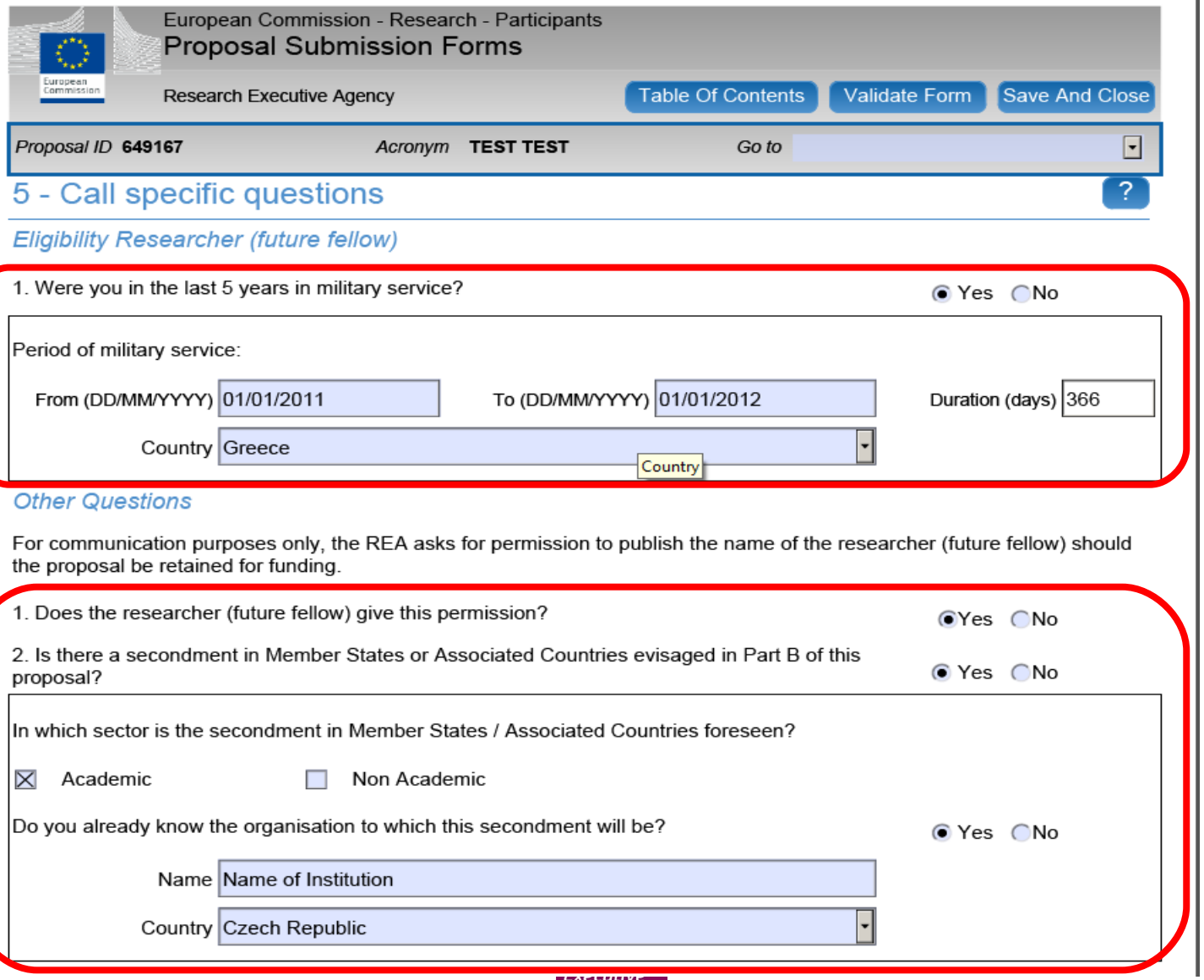
☒ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? (•) Yes ( ) No

Name Name of Institution

Country Czech Republic

Edit Part A
Call Specific Questions-EF-SE



European Commission - Research - Participants
Proposal Submission Forms

Research Executive Agency

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Proposal ID **649167** *Acronym* **TEST TEST** *Go to*

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? (•) Yes ( ) No

Period of military service:

From (DD/MM/YYYY) 01/01/2011 To (DD/MM/YYYY) 01/01/2012 Duration (days) 366

Country Greece

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? (•) Yes ( ) No

2. Is there a secondment in Member States or Associated Countries evisaged in Part B of this proposal? (•) Yes ( ) No

In which sector is the secondment in Member States / Associated Countries foreseen?

☒ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? (•) Yes ( ) No

Name Name of Institution

Country Czech Republic

Edit Part A
Call Specific Questions-EF-CAR

Research Executive Agency | Table Of Contents | Validate Form | Save And Close

Proposal ID **649169** *Acronym* **TEST TEST** *Go to*

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ○ Yes ◉ No

2. Were you out of research for a certain period until the call deadline?
(Are you applying for this grant in order to resume after a break in your research career?) ◉ Yes ○ No

Period of inactivity in research:

From (DD/MM/YYYY) 04/02/2014 To (DD/MM/YYYY) 26/05/2014 Duration (days) 112

Nature of activities during this period in order to confirm research inactivity:

Nature of Activities

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Is there a secondment in Member States or Associated Countries evisaged in Part B of this proposal? ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☒ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ◉ No

Edit Part A
Call Specific Questions-EF-RI

Proposal ID SEP-210170139 Acronym test test Go to

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ○ Yes ◉ No

2. Are you a national of Member State or Associated Country? ○ Yes ◉ No

Are you a long-term resident?
(Long-time residents are researchers who spend a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more Member States or Associated Countries) ◉ Yes ○ No

Period of research in Member States / Associated Countries:

Period from	Period to	Number of days	Member State / Associated Country	Name of the Institution	Add
17/12/2013	26/05/2014	161	Belgium	Name of Institution	Remove

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Is there a secondment in Member States or Associated Countries evisaged in Part B of this proposal?
Attention: this secondment is different than the outgoing phase in the Third Country, and only takes place an Member State / Associate Country!!! ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☒ Non Academic

Do you already know the organisation to which this secondment will be? ◉ Yes ○ No

Name: Name

Country: Austria

Research Executive Agency

Edit Part A
Call Specific Questions-GF

5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ○ Yes ◉ No

2. Are you a national of Member State or Associated Country? ○ Yes ◉ No

Are you a long-term resident?
(Long-time residents are researchers who spend a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more Member States or Associated Countries) ◉ Yes ○ No

Period of research in Member States / Associated Countries:

Period from	Period to	Number of days	Member State / Associated Country	Name of the Institution	Add
07/01/2014	02/06/2014	147	Austria	Name of Institution	Remove

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Is there a secondment in Member States or Associated Countries evisaged in Part B of this proposal?
Attention: this secondment is different than the outgoing phase in the Third Country, and only takes place an Member State / Associate Country!!! ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☒ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ◉ No

Research Executive Agency

Upload Part B

LOGIN — FUNDING SCHEME — CREATE DRAFT — PARTIES — EDIT PROPOSAL — SUBMIT

Step 5
Edit Proposal

H2020-MSCA-IF-2016

USER NAME
Theodoros STAIKOS

TOPIC
MSCA-IF-2016

TYPE OF ACTION
MSCA-IF-EF-ST

ACRONYM
TEST

DRAFT ID | SEP-210358842

WED 14 — DEADLINE (Brussels Local Time)
September 2016 17:00:00

114 days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself.

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader.

edit forms | view history | print preview

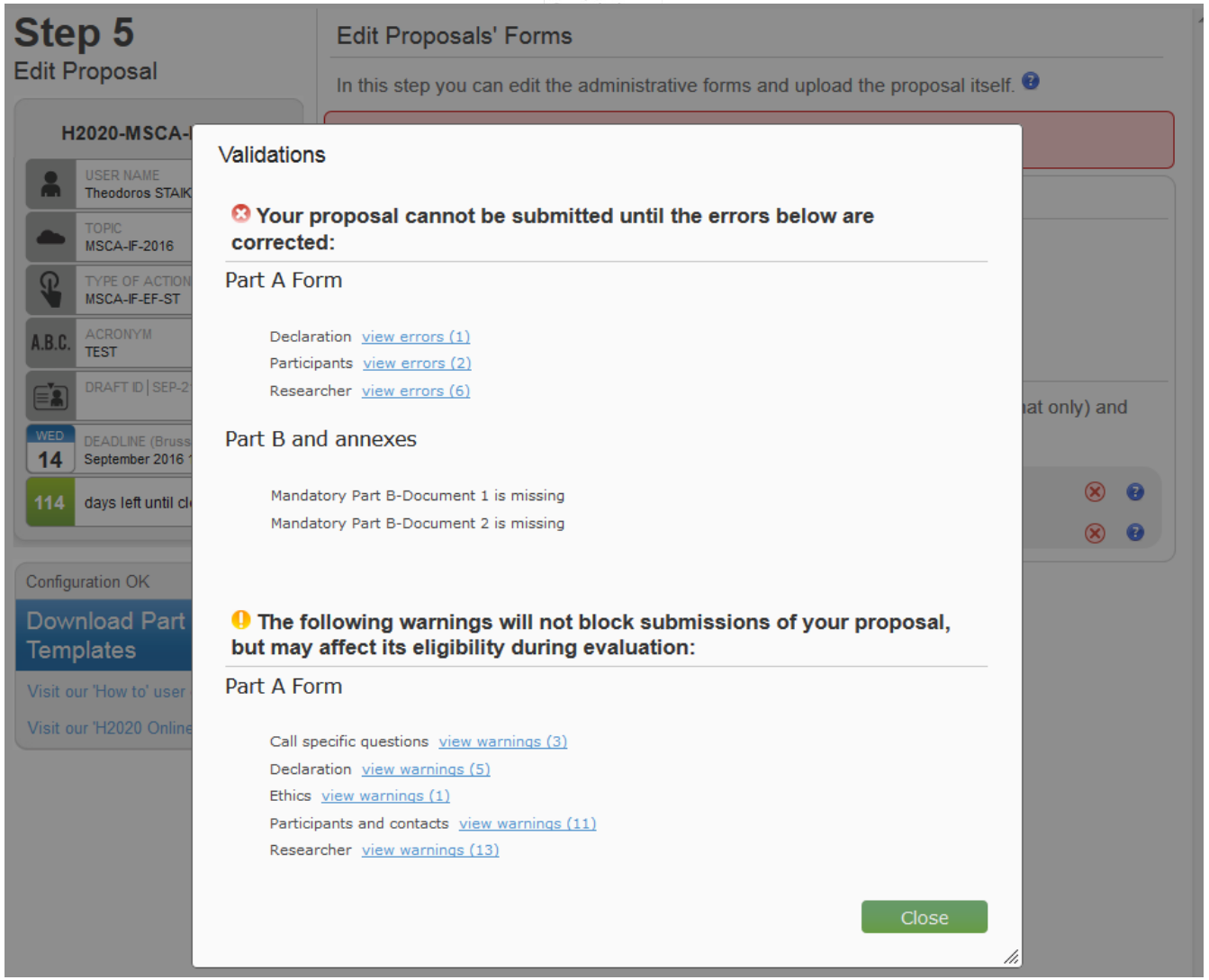
Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B-Document 1	upload	Upload Part B – 2 Documents
Part B-Document 2	upload	

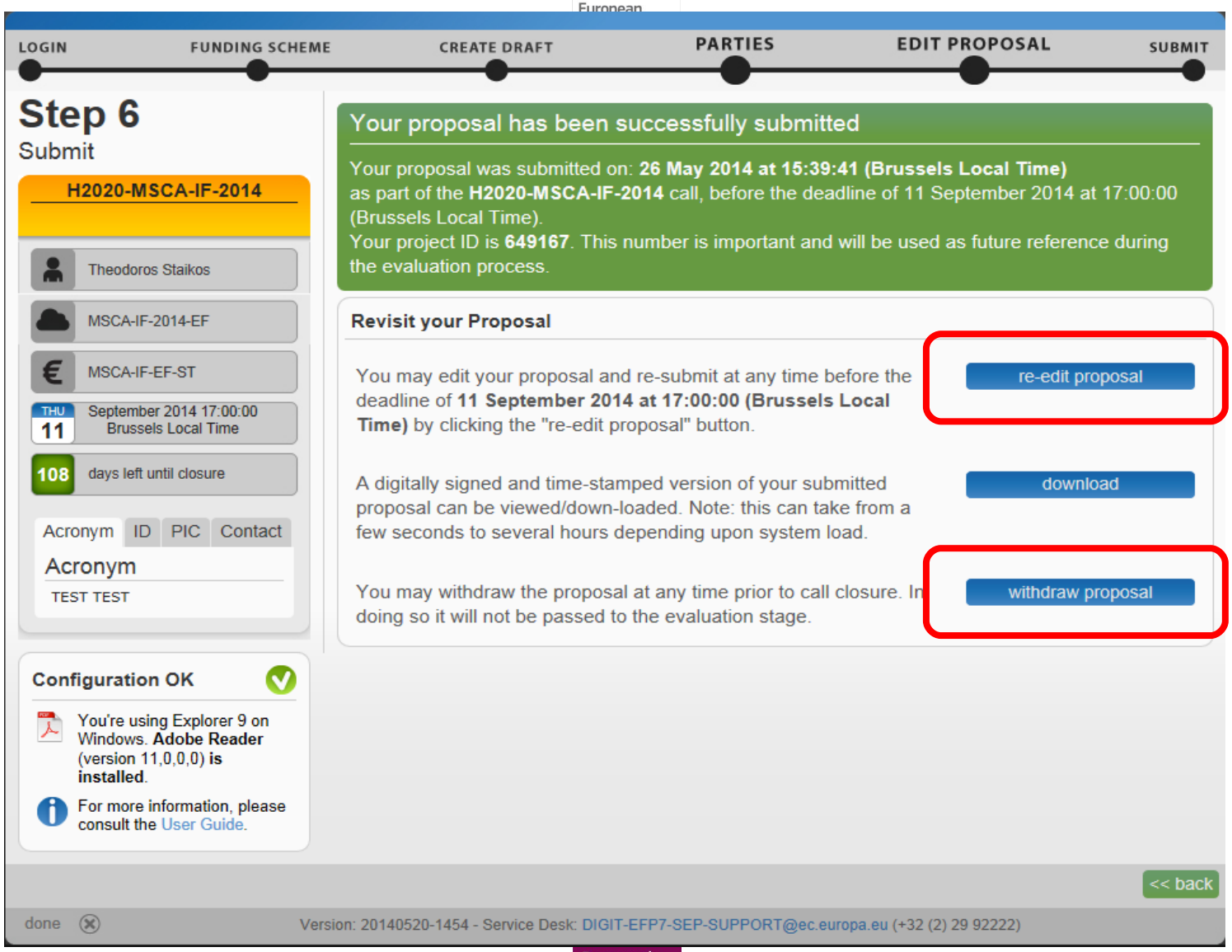
*Applicants must ensure that **Document 1** does not exceed the total page limit of 13 pages. The Start Page must consist of 1 whole page. The Table of Contents must consist of 1 whole page. The List of Participating Organisations must consist of 1 whole page. Section 1 must start on page 4 of the document. Expert evaluators will be instructed to disregard any excess pages above the 10 page limit. Such excess pages will be watermarked.*

Validate Proposal



Research Executive Agency

Submit Proposal



Research Executive Agency

Pay attention!!!

Hints for a successful proposal

Before you start preparing your proposal

- Read carefully the **Work Programme**, at least the part that interests you the most;
- Read more than carefully the **Guide for applicants**;
- Provide the evaluators with evidence for your claims, but **avoid** external resources (links to websites etc.);
- Graphics and charts can be very helpful, but **don't overdo** it! Make sure they are readable in black & white;
- Page limit **10 pages** (for IF) and **30 pages** (for ITN and RISE) to be absolutely respected.

❖Proposal should make the evaluators' "life" **easier** (consistent, well-written, "built" around the award criteria);

❖The evaluators may not all be world experts in **exactly** the area of your proposal – avoid using very specific jargon and acronyms!

❖Provide the evaluators with evidence for your claims, but **avoid** external resources (links to websites etc.);

❖Graphics and charts can be very helpful, but **don't overdo** it! Make sure they are readable in black & white.

❖Check the English with a **native speaker** if possible.

❖Explain the contribution that your project is expected to make. Your project should be innovative and original. **It cannot look like a continuation of a PhD.**

❖Demonstrate the expertise of the host institution as well as the expertise of the scientific in charge in the field of research you want to explore. Information must be given **on host's expertise in training experienced researchers** and capacity to provide mentoring/tutoring.

❖Describe how this project will **contribute to your own career**. The potential of the fellow to acquire new competencies should be clearly described.

❖Find a successful proposal in the website (Google also helps – "**Part B**").

Project Management Aspects

European Commission

Project Life Cycle

Project Officer

Selection of experts

Independent Experts

Project Officer

Evaluations

GAP

Project Officer
&
Financial Officer

Reporting & Monitoring

Payments & Closure

Project Officer
&
Financial Officer

Call for Proposals

Research Executive Agency

In summary:

Submit your proposal **early**

Don't wait until final clean version is ready

Every new submission **overwrites** the previous one

Good Luck!