MARIE CURIE ACTIONS

INDIVIDUAL FELLOWSHIPS

How to submit your proposal with UNIFI
MARIE CURIE ACTIONS
INDIVIDUAL FELLOWSHIPS
How to submit your proposal with UNIFI
Brochure realizzata da
Unità di Processo Progetti di Ricerca
progettidiricerca@unifi.it

Progetto grafico

●●● didacomunicationlab
Dipartimento di Architettura
Università degli Studi di Firenze

Per ulteriori informazioni e riferimenti
http://ec.europa.eu/research/mariecurieactions/
This guide is intended as a practical vademecum to support experienced researchers preparing their applications for Individual Fellowships. They’ll find within this brochure practical tips and info on how to create their online accounts, on how to deal with the Participant Portal (the European submission service) and on which rules they should keep in mind about the University of Florence internal rules and regulations.
MARIE SKŁODOWSKA CURIE ACTIONS

The Marie Skłodowska Curie Actions are a funding scheme promoted by the European Commission within the Horizon 2020 Framework Programme aimed at supporting researcher’s careers. These Actions support all stages of researchers, be they doctoral candidates or highly experienced researchers, funding grants based on transnational, intersectoral and interdisciplinary mobility. In so doing the MSCA enable research-focused organizations (universities, research centers and companies) to host talented foreign researchers, create strategic partnerships with leading institutions worldwide and allow researchers to acquire the necessary skills and international experience for a successful career either in the public or in the private sector.

MSCA are open to all domains of research and innovation. Research fields may be chosen freely by the applicants with a ‘bottom-up’ approach. The funding grants promoted within MSCA can be distinguished according to the nature of the applicant. There are in fact actions in which the host institution/s apply and actions that allow direct application from researchers. Within the first category we can find ITN – Innovative Training Networks and RISE – Research and Innovation Staff Exchange, while IF – Individual Fellowships fall within the second category.

ITN – Innovative Training Networks support joint research training and/or doctoral programmes, implemented by partnerships of universities, research institutions, research infrastructures, businesses, SMEs, and other socio-economic actors from different countries across Europe and beyond. Partnerships take the form of collaborative European Training Networks (ETN), European Industrial Doctorates (EID) or European Joint Doctorates (EJD).

RISE – Research and Innovation Staff Exchange promotes international and intersectoral collaboration through staff exchanges. RISE involves European and non European organizations from the academic and non-academic sector for the development of partnerships in the form of a joint research and innovation project. This is
aimed at knowledge sharing via international as well as intersectoral mobility, based on staff secondments. **IF – Individual Fellowships** allow experienced researchers, i.e. researchers holding a doctoral degree (Phd) or with more than 4 years research experience, to apply with their own research project. The project will be developed in connection with a host institution based in a European Member State or H2020 Associated Country and should be developed through mobility. If the mobility takes place within Europe the researchers apply for a European Fellowship, if the mobility takes place outside Europe (with a compulsory reintegration phase in Europe) the researcher apply for a Global Fellowship.

**THE UNIVERSITY OF FLORENCE GRANT OFFICE**

The University of Florence Grant Office offers consulting and support to all researchers interested in taking part in a European call for proposals with UNIFI as Host Institution. If you wish to submit a proposal within the Marie Sklodowska Curie Actions - Individual Fellowships please get in touch with us well in advance and we’ll assist you in all administrative related matters. Please remember to include in your message the name of your UNIFI supervisor.

E-mail us at the following address: progettidiricerca@unifi.it

**STARTING OUT**

Make sure you have chosen the correct Marie Curie fellowship for your purposes. Read the relevant Guide for Applicants carefully before you start and check that you are an eligible applicant and that your project idea is in line with the selection and evaluation criteria for the call.

Contact the Grant Office if you have any question.

All guide for applicants are available on the Participant Portal.


Before starting with the submission of your application it’s necessary to be registered on the Participant Portal.
The Participant Portal is the electronic tool you’ll be asked to use to submit your proposal. The Participant Portal was established as an Internet portal for the stakeholders of the EU research and innovation programs. It provides a set of services to facilitate taking part in the European Union research funding programmes and related interactions with the European Commission.

For each call published within the European Framework for Research and Innovation, Horizon 2020, you can find a dedicated page on the Participant Portal containing all relevant information about that call.
ECAS REGISTRATION

If you haven’t done so yet, please go to the Participant Portal and click on “register”. http://ec.europa.eu/research/participants/portal/desktop/en/home.html

After filling in the proposed form you’ll receive a confirmation by e-mail. Follow the indications you receive to complete your registration.
Log in on the participant portal with your account. The web page about MSCA Individual Fellowships can be easily reached from the Participant Portal Home Page by choosing Funding Opportunities and then selecting on the left Horizon 2020 Calls à Marie Sklodowska Curie Actions → Individual Fellowships.
H2020 Calls

Flag the Marie Skłodowska Curie Fellowships

Available calls for proposals will be displayed
WHAT THE INDIVIDUAL FELLOWSHIPS PAGE LOOKS LIKE:

On top of the page, general information about the call is displayed.

Under “Topic Description” you can find useful information about the scope, objectives and expected impact of projects within this funding scheme.

Under “Topic conditions and documents” you can find useful supporting documents such as relevant European Regulations, Guide for Applicants and applicable templates.
Selecting the funding scheme of your choice you’ll directly access the submission service.

Don’t wait for the last minute to create your proposal account! The system will allow you to access and modify it anytime you want!!!
When submitting an Individual Fellowship please remember that there are two key roles you should keep in mind:

1. The **Researcher**
2. The **Supervisor**: the scientist appointed at the beneficiary to supervise the researcher throughout the whole duration of the action.

Both the researcher and the supervisor should create an account on ECAS if they haven’t already one.

The researcher is supposed to open the proposal account as shown in this paragraph but remember that the submission of the proposal falls under the full responsibility of the supervisor.
Digit here UNIFI PIC: 999895789 and click on search. UNIFI data will be automatically displayed.

Choose your role

Choose an ACRONYM for your project

Select the relevant scientific Panel

Include an Abstract

Choose “Continue with this proposal” to be redirected to your newly created proposal account. Please remember that you can access your proposal any time you want until the deadline.

Note that evaluators have no access to the information you include in this phase, so it is not a problem if you include here a provisional project abstract or title. You’ll be allowed to modify it until the deadline. Your project needs both a short name (acronym) and a full title.
You’ll now be redirected to your proposal page. The system automatically shows you step 4 of your proposal. This step allows you to manage the roles within your project. **Please remember to invite as soon as possible your supervisor to join your proposal account.**

**Attention:** Researchers choosing the “Global Fellowship” topic are requested to add at least one partner organization situated in a third country (i.e. not a member state nor an associated country), otherwise they won’t be allowed to submit their proposal.
PART A takes the form of an editable PDF dealing mainly with administrative and practical information. You are supposed to access the portal and fill it in directly on the web. Remember that you need to be connected to internet to be able to save the changes you have made!

PART B is the project itself and takes the form of a downloadable word file. You are supposed to download it on your PC and fill it in off line. Once you are done, convert it in a PDF file and upload it on the portal. Don’t forget to respect the page limits and other rules as indicated in the Individual Fellowships guide for applicants!
Please remember that the Individual Fellowships funding takes the form of flat rates. There is no need to prepare a project budget on actual costs, the system will automatically calculate your budget taking into account the total duration of your project, your family status and the type of mobility you are proposing. Nonetheless please keep in mind that the European Commission when evaluating your proposal will take into account if the duration you have chosen for your project (and consequent resources) is adequate. You can check the Marie Sklodowska Curie Work Programme to verify in detail how the funding is composed and calculated. In case of need ask the Grant Office to help you in finding the relevant information. Please consider that the real salary you will receive, if funded, will not correspond to the Marie Sklodowska Curie standard flat rate that is a gross amount not including compulsory national deductions. Salaries also change on an annual basis according to national regulations.

Please find below an example of the financial support foreseen within the MSCA Individual Fellowships 2017. Please take care to always check the allowances foreseen in the relevant guide for applicants, unit costs can in fact vary from year to year.

<table>
<thead>
<tr>
<th>Researcher unit cosi in EUR person/month</th>
<th>Institutional unit cost in EUR person/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Allowance</td>
<td>Management and indirect costs</td>
</tr>
<tr>
<td>Mobility Allowance</td>
<td>Research, training and networking costs</td>
</tr>
<tr>
<td>Family Allowance</td>
<td></td>
</tr>
<tr>
<td>Individual Fellowships</td>
<td></td>
</tr>
<tr>
<td>4,650</td>
<td>650</td>
</tr>
<tr>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>800</td>
<td>800</td>
</tr>
</tbody>
</table>
You can access and modify the proposal any time you want until the deadline.

Log in with your ECAS account

Select "My Proposals"

Click on "Edit" to access your proposal
Please remember that before submitting the proposal your supervisor is supposed to inform his/her Department of his/her intention of supporting you. The Department is then going to formalize its approval by adopting a Resolution on the Feasibility of the Project at the first available meeting before the deadline.

Once you have completed your project part A and uploaded your part B you can proceed in submitting the proposal. Before doing so you can use the “validate” function to verify that all compulsory requirements are fulfilled (for example that all compulsory fields have been filled in, all compulsory documents have been uploaded, ecc.). Remember to ask in due time your supervisor to proceed with the submission of your proposal. The supervisor has to access his/her ECAS account, open your project account and then click on “submit”. It’s not advisable to wait for the very last day to proceed with the submission! Technically the system allows as well the researcher to submit the proposal however this should be made in agreement with the supervisor.
Click on “validate” to check if all compulsory fields have been filled in.

Click on “submit” to submit your project. Remember that if you don’t do so your proposal won’t be taken into account!