



# MSCA - IF

**Procedure to submit a proposal**

# Phase 1 - Eol

## Expressions of Interest

1. **Eols Harvesting** @ OEID-UCM website
2. **Eols Publication** @ ESHORIZONTE2020 & OEID-UCM websites

## Fellows applications

Experienced Researchers (fellows) apply for given Eol @ ESHORIZONTE2020 or OEID-UCM websites

## Decision

Scientific supervisor selects 1/more of the interested fellows to prepare MSCA-IF proposals

# Phase 2 – Proposal preparation

## Key Glossary

**ER:** Experienced Researcher / Fellow

**SS:** Scientific Supervisor

**OEID:** European Office for R&D (UCM)

**ECAS:** European Commission Authentication Service

**PP:** Participant Portal

**LoC:** Letter of Commitment

**PO:** Partner Organisations

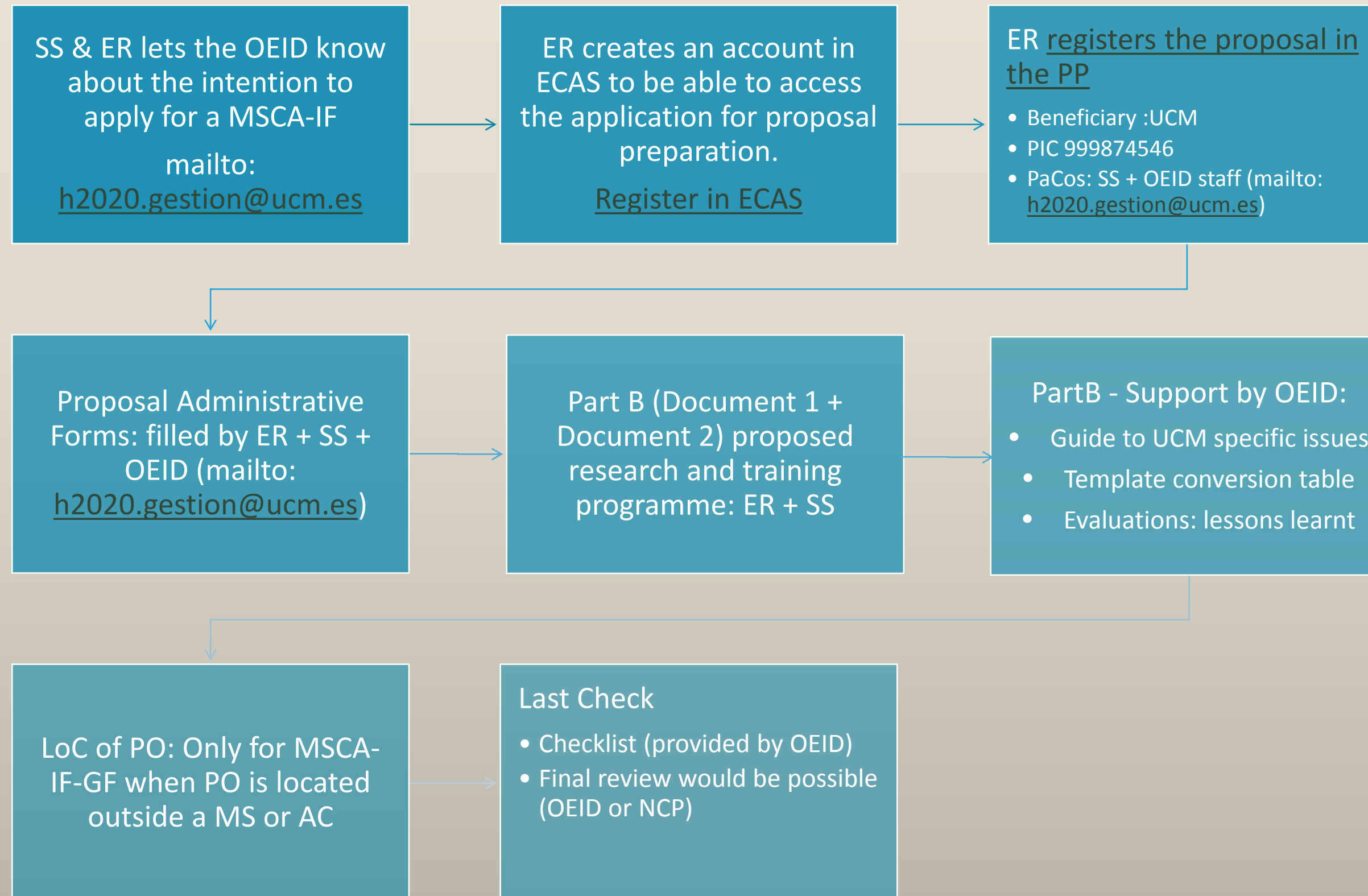
**MSCA-IF-GF:** Global Fellowship

**MS:** European Union member state

**AC:** European Union associated country

**NCP:** National Contact Point

**HI:** Host Institution



# Phase 2 – Proposal preparation

## Administrative forms

To be  
completed  
by ER + SS +  
OEID

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**Section 1:** General information about the proposal including the abstract  
*(ER + OEID:declarations)*

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**Section 2:** Data on participants and contacts  
*(ER + SS + OEID)*

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**Section 3:** Budget  
*(ER: only duration in months)*

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**Section 4:** Ethics issues table  
*(ER + SS)*

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**Section 5:** Call specific questions  
*(ER)*

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# Phase 2 – Proposal preparation

## Part B. Proposed research and training programme (Guide for Applicants)

Written by  
the ER in  
cooperation  
with the SS  
and the  
assistance of  
the OEID

**Excellence:** 1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects); 1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host; 1.3 Quality of the supervision and of the integration in the team/institution; 1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

**Impact:** 2.1 Enhancing the potential and future career prospects of the researcher; 2.2 Quality of the proposed measures to exploit and disseminate the action results; 2.3 Quality of the proposed measures to communicate the action activities to different target audiences

**Implementation:** 3.1 Coherence and effectiveness of the work plan; 3.2 Appropriateness of the allocation of tasks and resources; 3.3 Appropriateness of the management structure and procedures, including risk management; 3.4 Appropriateness of the institutional environment (infrastructure)

OEID provides information about the host institution that will be useful to write certain sections of the proposal template (1.3, 1.4, 2.2, 2.3, 3.3, 3.4)

# Links of interest

- ☐ [What are the MSCA Individual Fellowships?](#)
- ☐ [MSCA-IF-2016 Call page and Proposal Submission Service](#)
- ☐ [MSCA-IF-2016 Guide for Applicants](#)
- ☐ [MSCA Work Programme 2016-2017](#)
- ☐ [Universidad Complutense de Madrid EURAXESS Local Contact Point](#)
- ☐ [UCM European Office for R&D contact](#)
- ☐ [ESHORIZONTE2020 Expressions of Interest](#)