

# Marie Skłodowska-Curie Action Individual Fellowships (IF) Call

## *Step by Step Proposal Submission*

*METU-Office of Sponsored Projects*

*September, 2014*



## General View



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP



LOGIN



REGISTER



On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

### Non-registered users

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

### Registered users

- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission



WHAT'S NEW?



FUNDING  
OPPORTUNITIES



HOW TO  
PARTICIPATE



WORK AS AN  
EXPERT



MY PERSONAL  
AREA



INFORMATION  
AND SUPPORT

## Registration



# EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? **External** [Change it](#)

## Sign Up

[Help for external users](#)

Choose a username

First name \*

Last name \*

E-mail \*

Confirm e-mail \*

E-mail language \*



Enter the code \*

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) \*

[Sign up](#)



# Authentication Service



## EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login



( authenticates your identity on  
European Commission websites )

Login

[New password](#)

[Sign Up](#)

[Help](#)

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](#)





## Find Your Interested Call

### RESEARCH & INNOVATION

#### Participant Portal

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SOLEN UCAK

My Organisation(s)

My Proposal(s)

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My Notification(s)

My Expert Area

#### Horizon 2020

Search Topics

Calls

Call Updates

#### Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

#### FP7 & CIP Programmes 2007-2013

Calls

Call Updates

## Horizon 2020 Calls for Proposals

#### Excellent Science

- ☐ European Research Council
- ☐ Future and Emerging Technologies
- ☒ Marie Skłodowska-Curie actions

- ☐ Research infrastructures

#### Industrial Leadership

- ☐ Leadership in enabling and industrial technologies (LEIT)
- ☐ Access to risk finance
- ☐ Innovation in SMEs

#### Status

- ☐ Forthcoming
- ☒ Open
- ☐ Closed

Filter a call

FILTER

Filters only programme and call titles and IDs, for extended search go to the [Search Topics page](#).

Sort by



Title



Call Id



Planned Opening Date



Deadline Date

#### Excellent Science

Marie Skłodowska-Curie Innovative  
Training Networks (ITN)  
H2020-MSCA-ITN-2015

Deadlines: 13/01/2015

Planned Opening Date: 02/09/2014

#### Excellent Science

COFUND - Co-funding of Regional,  
National and International  
Programmes  
H2020-MSCA-COFUND-2014

Deadlines: 02/10/2014

Planned Opening Date: 10/04/2014

#### Excellent Science

Individual Fellowships (IF)  
H2020-MSCA-IF-2014

Deadlines: 11/09/2014

Planned Opening Date: 12/03/2014

In addition to the search facilities, the full list of H2020 Calls can be found [here](#).



# Individual Fellowships (IF) Call Page !!

## RESEARCH & INNOVATION

### Participant Portal

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Call Updates



#### Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

#### FP7 & CIP Programmes 2007-2013

Calls



Call Updates



### INDIVIDUAL FELLOWSHIPS (IF)

H2020-MSCA-IF-2014

**Planned Opening**

12-03-2014

**Deadline Date**

11-09-2014 17:00:00 (Brussels local time)

**Budget**

€240,500,000

**Main Pillar**

Excellent Science

**Status**

Open

**OJ reference**

OJ C361 of 11 December 2013

Call description

Call documents

Get support

#### Call updates

- 20-06-2014 14:14:23

#### Frequently Asked Questions Individual Fellowship has been updated

The European Commission (DG EAC, Marie Skłodowska-Curie Unit) has organised a **web-streamed training** on **Tuesday, 10 June 2014**, in collaboration with the Research Executive Agency (REA).

The training focused on the two **2014 calls IF (Individual fellowships)** and Cofund and is available via the link:

<http://scic.ec.europa.eu/streaming/index.php?es=2&sessionno=55acf8539596d25624059980986aaa78>.

[More Call updates +](#)

#### 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.

- MSCA-IF-2014-EF: Marie Skłodowska-Curie Individual Fellowships (IF-EF)
- MSCA-IF-2014-GF: Marie Skłodowska-Curie Individual Fellowships (IF-GF)





# IF Call Proposal Submission

## RESEARCH & INNOVATION

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Call Updates



#### Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

### Individual Fellowships (IF)

H2020-MSCA-IF-2014

**Planned Opening date** 12-03-2014  
**Publication date** 12-03-2014  
**Total Call Budget** €240,500,000  
**Status** **Open**

**Deadline Date** 11-09-2014 17:00:00 (Brussels local time)  
**Main Pillar** Excellent Science  
**OJ reference** [OJ C361 of 11 December 2013](#)

**Topic:** Marie Skłodowska-Curie Individual Fellowships (IF-EF)

**MSCA-IF-2014-EF**

[Topic Description](#)

[Topic Conditions & Documents](#)

[Submission Service](#)

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

CAR – Career Restart panel

**START SUBMISSION**

CAR – Career Restart panel [MSCA-IF-EF-CAR]

RI – Reintegration panel [MSCA-IF-EF-RJ]

Standard EF [MSCA-IF-EF-ST]



# Create a Draft Proposal

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

## Step 3

### Create a Draft Proposal

H2020-MSCA-IF-2014



solen Ucak



MSCA-IF-2014-EF



MSCA-IF-EF-ST



THU 11 September 2014 17:00:00  
Brussels Local Time



8 days left until closure

Configuration OK



You're using Chrome 35 on Windows. **Adobe Reader** (version 11.0.8.0) is installed.



For more information, please consult the [User Guide](#).

### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

Your organisation **Enter METU's PIC Number**

PIC\* ?

999643492

Short name\* ?

METU

999643492 METU DUMLUPINAR BULVARI 1 ANKARA, TR VAT:TR6320050974

Organisations you have been previously associated with. Click to select.

PIC: 999643492  
METU  
DUMLUPINAR BULVARI 1  
ANKARA, TR  
VAT: TR6320050974

Search for your organisation PIC

### Your Role

Please indicate your role in this proposal

☐ Supervisor

☐ Contact

☒ Researcher

### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.



## Manage your Related Parties-1

LOGIN

FUNDING SCHEME

CREATE DRAFT

**PARTIES**

EDIT PROPOSAL

SUBMIT

### Step 4

#### Manage Your Related Parties

H2020-MSCA-IF-2014



solen Ucak



MSCA-IF-2014-EF



MSCA-IF-EF-ST



THU 11 September 2014 17:00:00  
Brussels Local Time



8 days left until closure

Acronym ID PIC Contact

Acronym

MSC-METU

Configuration OK



You're using Chrome 35 on Windows. **Adobe Reader** (version 11.0.8.0) is installed.



For more information, please consult the [User Guide](#).

#### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1



Add your supervisor's contact details from here!!!



1 Applicant (FUTURE BENEFICIARY)



Contact



METU

MIDDLE EAST TECHNICAL UNIVERSITY  
DUMLUPINAR BULVARI 1, 06800 ANKARA, TR  
PIC: 999643492

Solen Ucak - Researcher



Save Changes

next >

done



Version: 20140827-1407 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 (2) 29 92222)



## Manage your Related Parties-2

The screenshot displays a web application interface for managing related parties. At the top, a progress bar shows five steps: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES (current step), EDIT PROPOSAL, and SUBMIT. The main heading is 'Step 4 Manage Your Related Parties'. Below this, a yellow banner indicates 'H2020-MSCA-IF-2'. A list of parties is shown, including 'solen Ucak', 'MSCA-IF-2014-EF', and 'MSCA-IF-EF-ST'. A calendar shows 'THU 11 September 2014 17 Brussels Local T'. A green box indicates '8 days left until closure'. A table with columns 'Acronym', 'ID', 'PIC', and 'Contact' is partially visible, showing 'MSC-METU'. A 'Configuration OK' message with a green checkmark is displayed. A notification states 'You're using Chrome 35 on Windows. Adobe Reader (version 11.0.8.0) is installed.' and provides a link to the 'User Guide'. The 'Add contact' modal is open, showing the 'METU' logo and a form to enter contact details. The form includes fields for 'Project Role' (set to 'Supervisor'), 'Access rights' (set to 'Coordinator contact (full access)'), 'First Name \*', 'Last Name \*', and 'Email Address \*'. A note indicates '\* required field'. 'OK' and 'Cancel' buttons are at the bottom right of the modal. At the bottom of the page, there are 'Save Changes' and 'next >' buttons, and a footer with version information and a service desk contact.

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

### Step 4

#### Manage Your Related Parties

H2020-MSCA-IF-2

solen Ucak

MSCA-IF-2014-EF

MSCA-IF-EF-ST

THU 11 September 2014 17 Brussels Local T

8 days left until closure

Acronym	ID	PIC	Contact
MSC-METU			

Configuration OK

You're using Chrome 35 on Windows. Adobe Reader (version 11.0.8.0) is installed.

For more information, please consult the [User Guide](#).

done

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Save Changes next >

#### Add contact

**METU**

Please enter the contact name and details: ?

Project Role

Access rights

First Name \*

Last Name \*

Email Address \*

\* required field

OK Cancel



## A (Administrative) Forms and Part-B

LOGIN

FUNDING SCHEME

CREATE DRAFT

PARTIES

EDIT PROPOSAL

SUBMIT

### Step 5

#### Edit Proposal

H2020-MSCA-IF-2014

solen Ucak

MSCA-IF-2014-EF

MSCA-IF-EF-ST

THU 11

September 2014 17:00:00  
Brussels Local Time

8

days left until closure

Acronym

ID

PIC

Contact

Acronym

MSC-METU

Configuration OK

You're using Chrome 35 on Windows. **Adobe Reader** (version 11.0.8.0) is installed.

For more information, please consult the [User Guide](#).

### 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. ?

download templates

Part B

upload

?

Ethics - Supporting Document(s) (Annex to the Ethics Self Assessment, if relevant.)

upload

?

<< Step 4 - Parties

validate

submit

done

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Only the supervisor from the host organisation can submit the proposal!!