TECHNOLOGY
CENTRE CAS

MSCA STAFF EXCHANGES:

Proposal Structure and Submission via F&T Portal

Lyudmyla Tysyachna

CZ-SK Information Day on MSCA Staff Exchanges
29 March 2023

PROPOSAL STRUCTURE

Part A – online administrative forms to be filled in online

Part B – technical and scientific part to be evaluated

PROPOSAL STRUCTURE

Part A – online administrative forms to be filled in online

Part B – technical and scientific part to be evaluated

PROPOSAL STRUCTURE

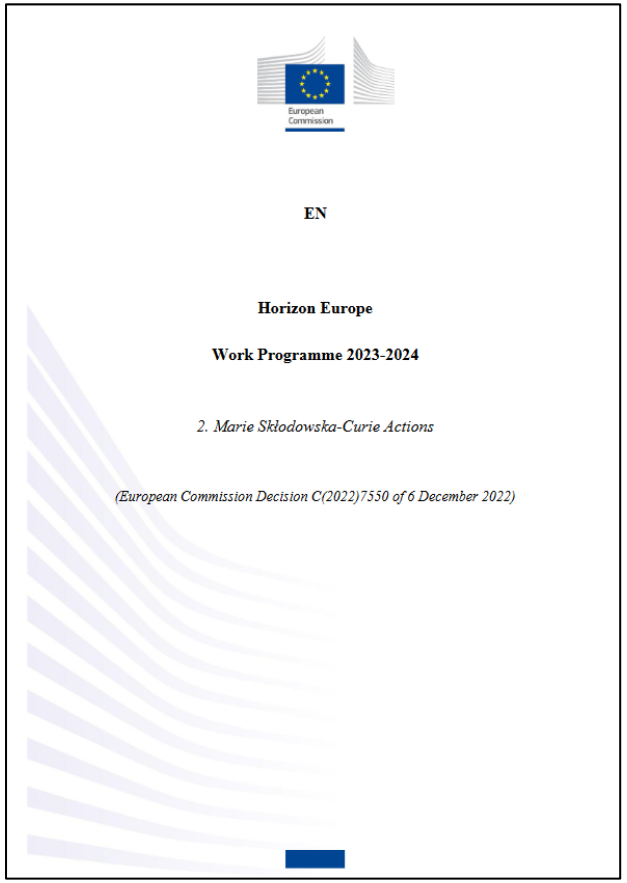
Part A – online administrative forms to be filled in online

- General information about the project
  - Title
  - Acronym
  - One of 8 scientific panels (CHE; SOC; ECO, ENG; ENV, LIF, MAT, PHY)
  - Keywords
  - Abstract (max. 2000 characters)
- Declarations
- Participants and contacts
- Budget
- GEP
- Ethics and security questionnaire

Part B – technical and scientific part to be evaluated

- As a PDF file
- Template downloadable from the F&T portal

DOCUMENTATION TO BE CONSULTED



EN

Horizon Europe

Work Programme 2023-2024

2. Marie Skłodowska-Curie Actions

(European Commission Decision C(2022)7550 of 6 December 2022)

[MSCA Work Programme 2023-2024]

Horizon Europe Programme

Guide for Applicants

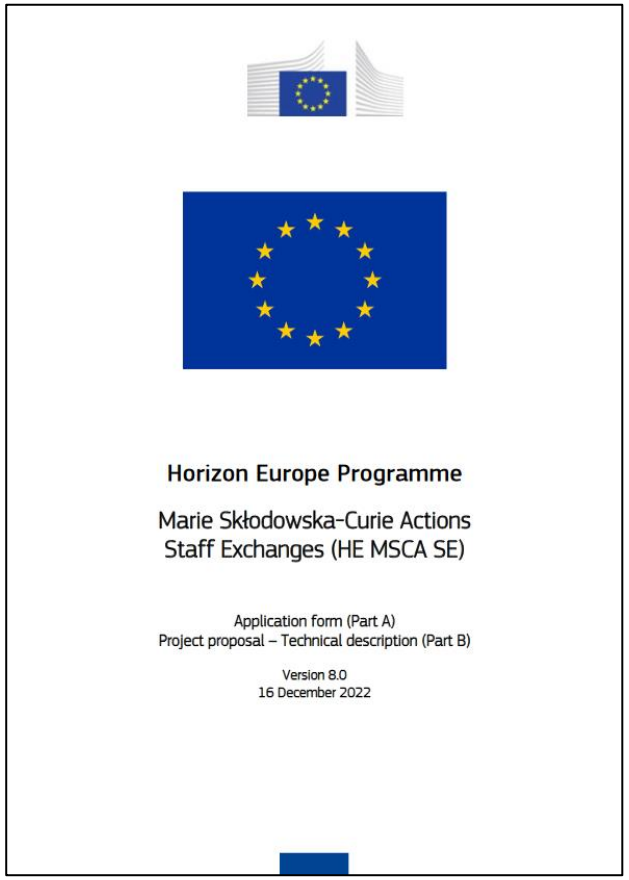
Marie Skłodowska-Curie Actions – Staff Exchanges (SE)

Version 1.1 - 2022
6 October 2022

Disclaimer
This guide aims to support potential applicants to the MSCA-SE 2022 call. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission, nor the European Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this guidance document. The guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies.

1

[Guide for Applicants]



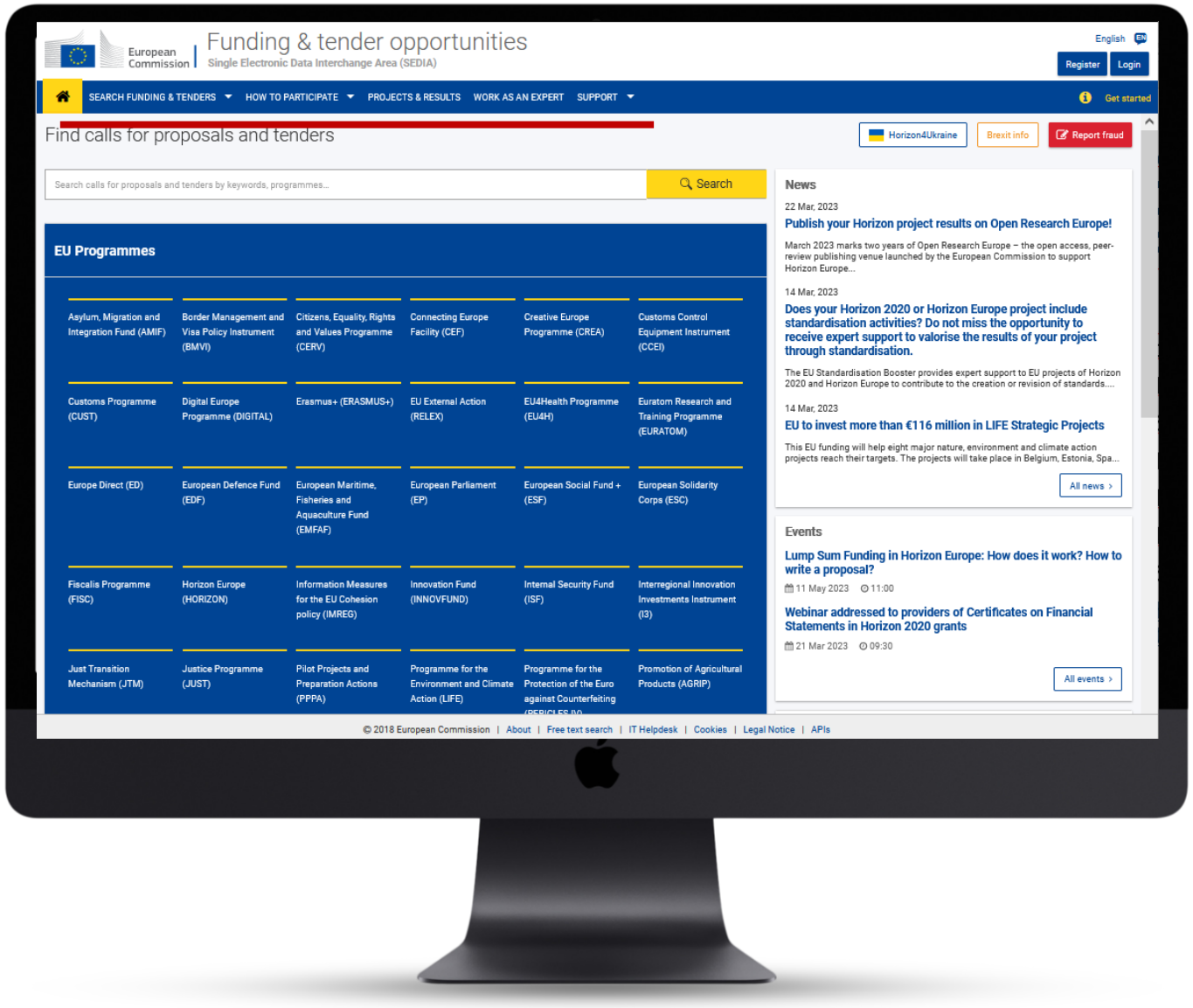
Horizon Europe Programme

Marie Skłodowska-Curie Actions
Staff Exchanges (HE MSCA SE)

Application form (Part A)
Project proposal – Technical description (Part B)

Version 8.0
16 December 2022

[Application Form (Technical Description)]

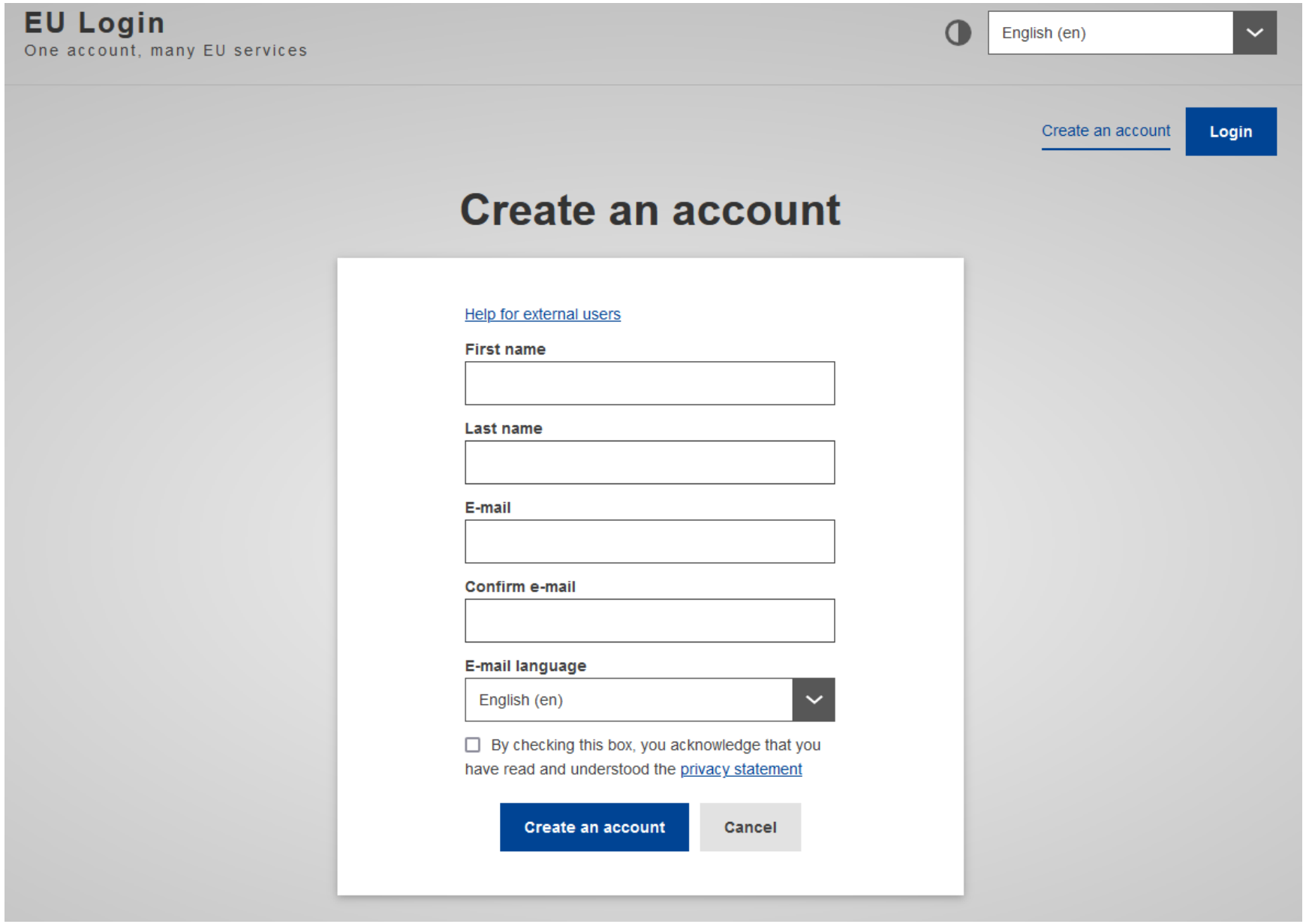


FUNDING & TENDER OPPORTUNITIES

Portal for applicants to the EU programmes

- Information about calls
- Reference documents
- Partner search
- Statistics and project results (Dashboard, Horizon Results Platform, Horizon Results Booster)
- How to become an evaluator
- https://ec.europa.eu/info/funding-tenders/opportunities/portal/

EU LOGIN


EU Login
One account, many EU services
English (en)
Create an account
Login
Create an account
Help for external users
First name
Last name
E-mail
Confirm e-mail
E-mail language
English (en)
By checking this box, you acknowledge that you have read and understood the privacy statement
Create an account
Cancel

PIC

To apply via F&T portal, your organisation will need a „Participant Identification Code“.

Search for the PIC on the F&T portal in the „Participant Register”.

Register your organisation if needed.

HOW TO GET STARTED?

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN
Register Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get started

Horizon Europe (HORIZON)

clear filter

staff exchanges

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming (2) | Open for submission | Closed (2)

Programming period

Select a Programme period...

Horizon Europe (HORIZON)

Programme part

Select a Programme part...

Mission

Select a Mission...

Destination

Select a Destination...

Funding and tenders (4)

Need help? Sort by: Submission status

MSCA Staff Exchanges 2023
HORIZON-MSCA-2023-SE-01-01
Call for proposal | Grant

Programme	Horizon Europe (HORIZON)	**Status**	Forthcoming
Type of action	HORIZON TMA MSCA Staff Exchanges	**Deadline model**	single-stage
Opening date	05 October 2023	**Deadline date**	28 February 2024 17:00:00 Brussels time

MSCA Staff Exchanges 2024
HORIZON-MSCA-2024-SE-01-01
Call for proposal | Grant

Programme	Horizon Europe (HORIZON)	**Status**	Forthcoming
Type of action	HORIZON TMA MSCA Staff Exchanges	**Deadline model**	single-stage
Opening date	10 October 2024	**Deadline date**	05 March 2025 17:00:00 Brussels time

MSCA Staff Exchanges 2021
HORIZON-MSCA-2021-SE-01-01
Call for proposal | Grant

Programme	Horizon Europe (HORIZON)	**Status**	Closed
Type of action	HORIZON TMA MSCA Staff Exchanges	**Deadline model**	single-stage
Opening date	07 October 2021	**Deadline date**	09 March 2022 17:00:00 Brussels time

MSCA Staff Exchanges 2022
HORIZON-MSCA-2022-SE-01-01
Call for proposal | Grant

Programme	Horizon Europe (HORIZON)	**Status**	Closed
Type of action	HORIZON TMA MSCA Staff Exchanges	**Deadline model**	single-stage
Opening date	06 October 2022	**Deadline date**	08 March 2023 17:00:00 Brussels time

HOW TO CREATE YOUR PROPOSAL?

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get started

Horizon Europe (HORIZON) | clear filter

MSCA Staff Exchanges 2023

TOPIC ID: HORIZON-MSCA-2023-SE-01-01

Grant

- General information
- Topic description
- Destination
- Conditions and documents
- Partner search announcements
- Submission service
- Topic related FAQ
- Get support

Go back

General information

Programme
Horizon Europe Framework Programme (HORIZON)

Call
MSCA Staff Exchanges 2023 (HORIZON-MSCA-2023-SE-01)

See budget overview

Type of action
HORIZON-TMA-MSCA-SE HORIZON TMA MSCA Staff Exchanges

Type of MGA
HORIZON Unit Grant [HORIZON-AG-UN]

Forthcoming

Deadline model
single-stage

Planned opening date
05 October 2023

Deadline date
28 February 2024 17:00:00 Brussels time

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

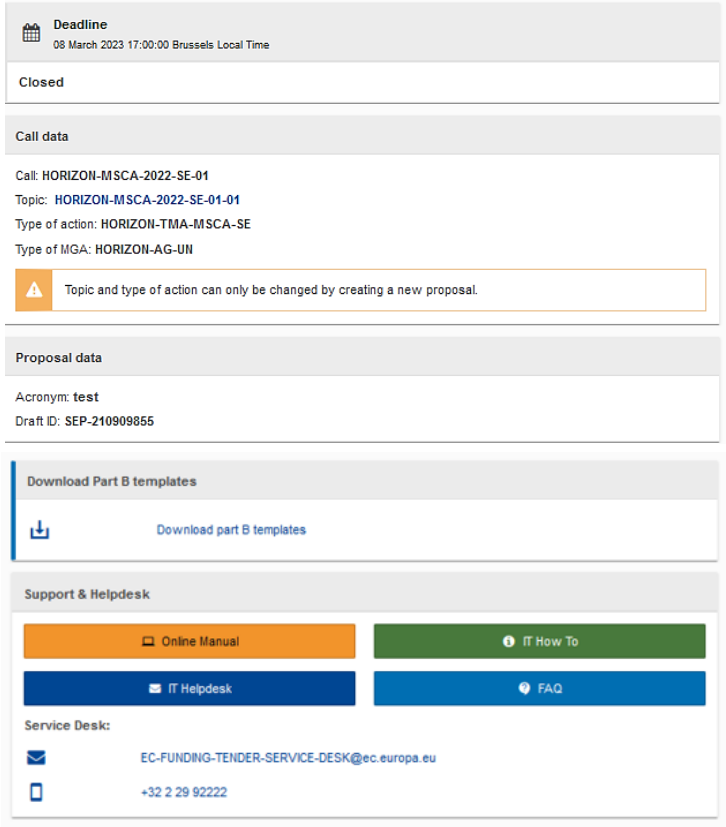
To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

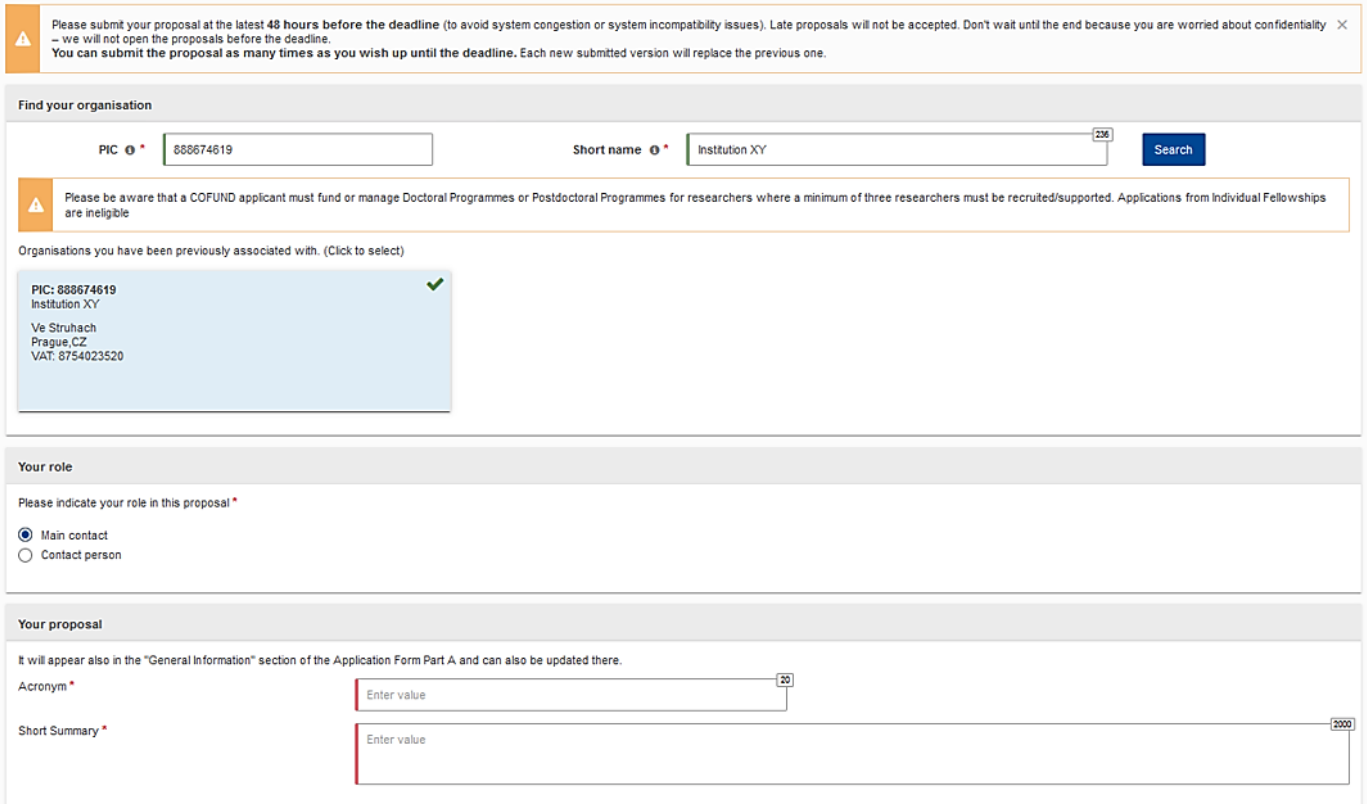
Please select the type of your submission:

○ HORIZON TMA MSCA Staff Exchanges [HORIZON-TMA-MSCA-SE], HORIZON Unit Grant [HORIZON-AG-UN]

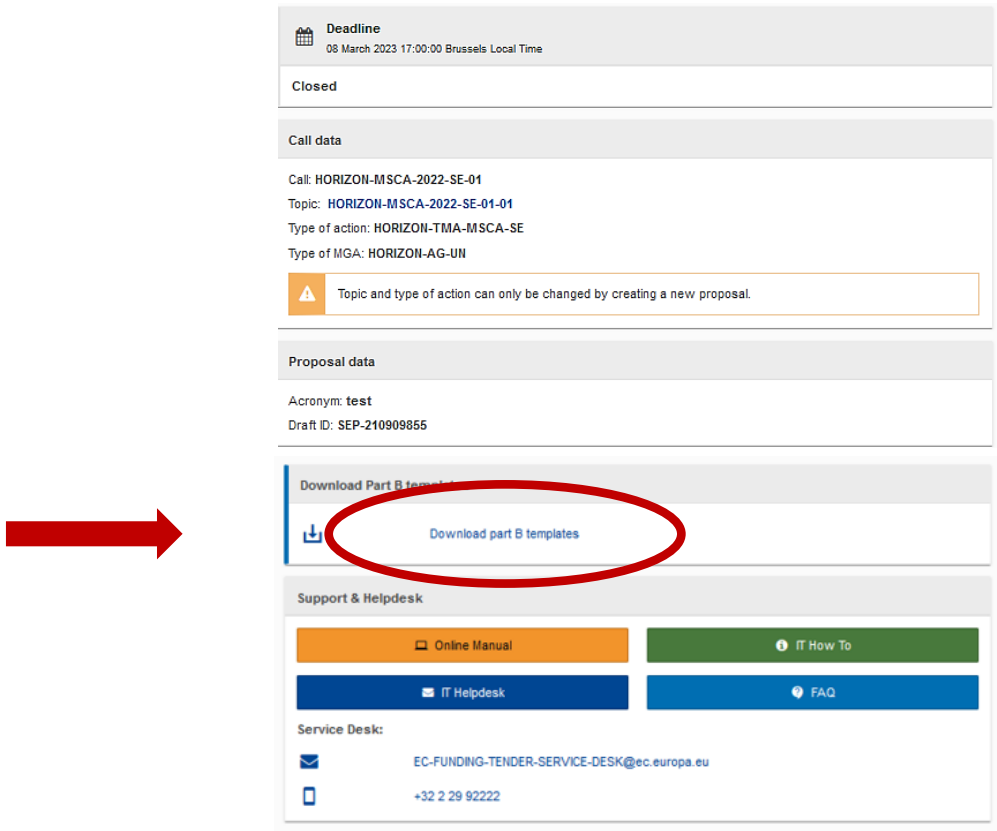
Start submission

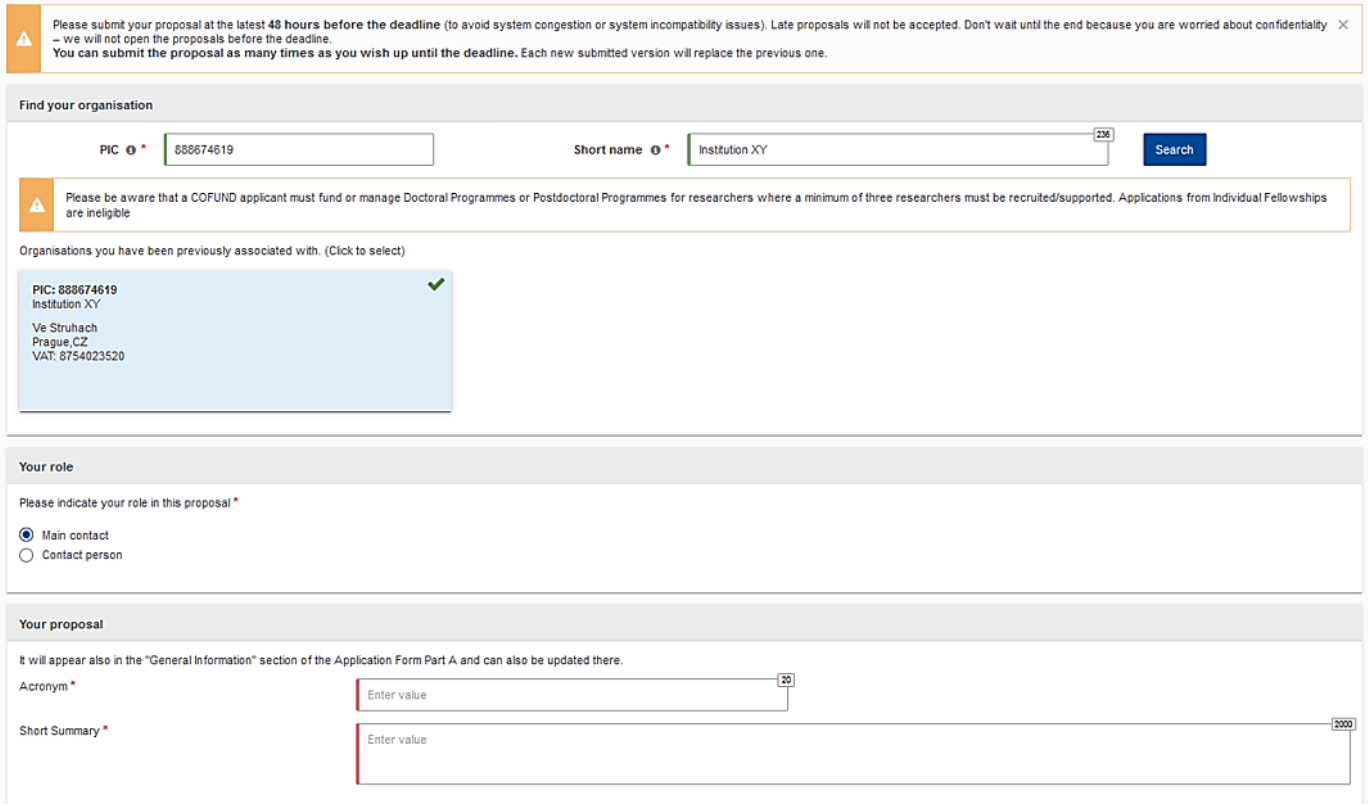
WHAT DOES A PROPOSAL LOOK LIKE?





WHERE TO FIND PART B TEMPLATES?





PARTICIPANTS

In this step, the coordinator can manage and review the participants.

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

Number of participants: 1

Reorder

Coordinator
Institution XY

1 Institution XY

Institution XY
Prague, CZ
PIC: 888674619

Change organisation | Contact organisation

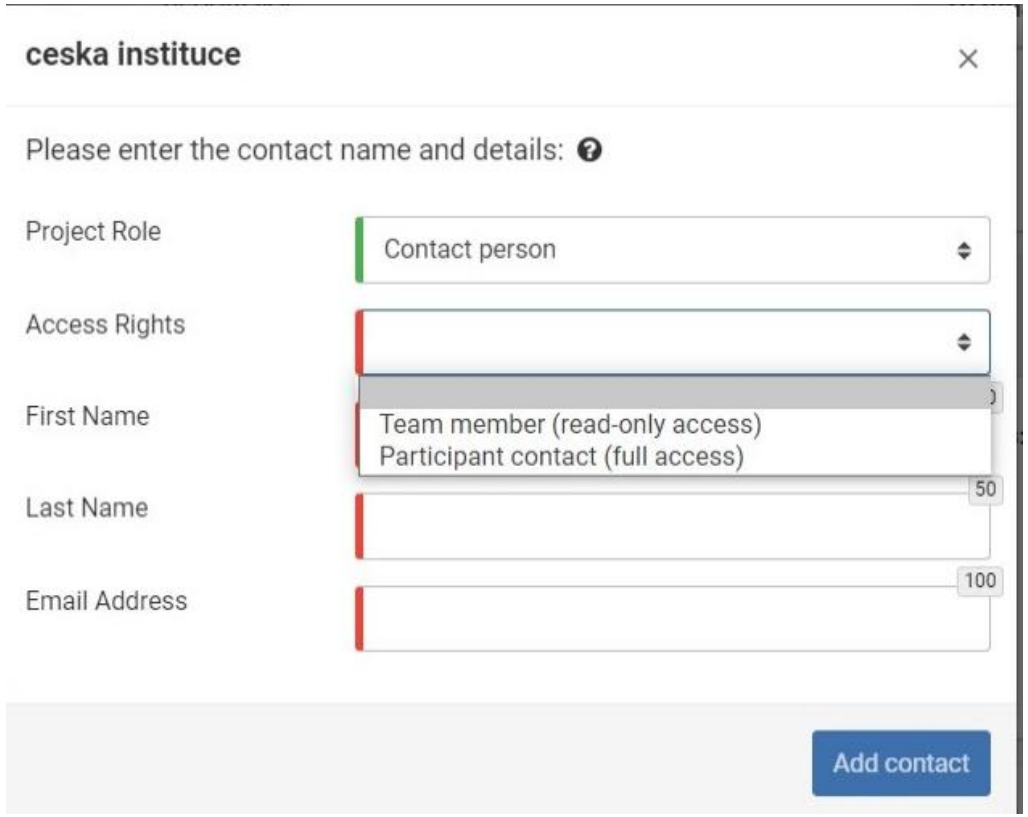
Contacts:

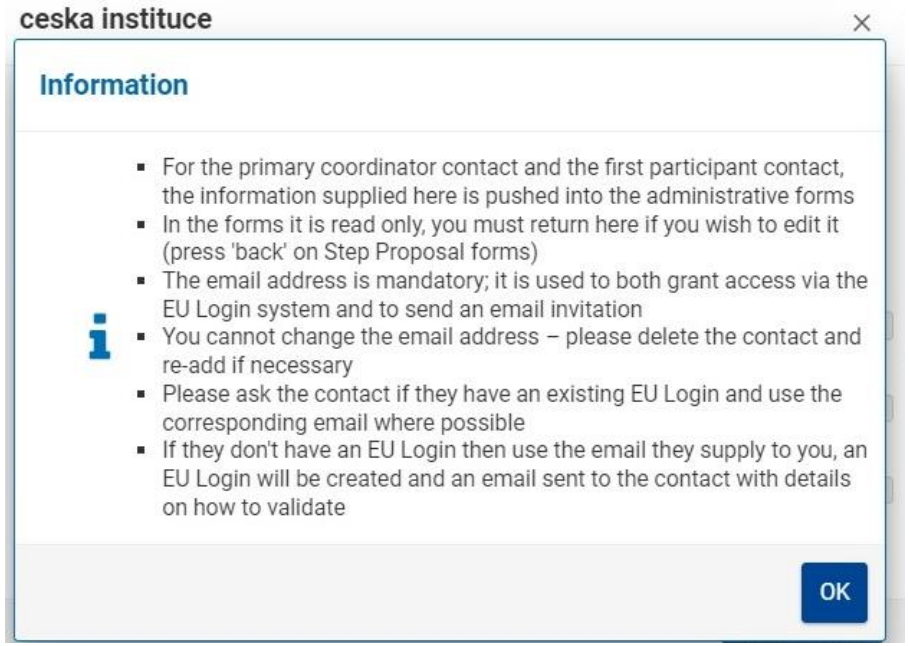
Add contact +

Main contact
Lyudmyla Tysyachna

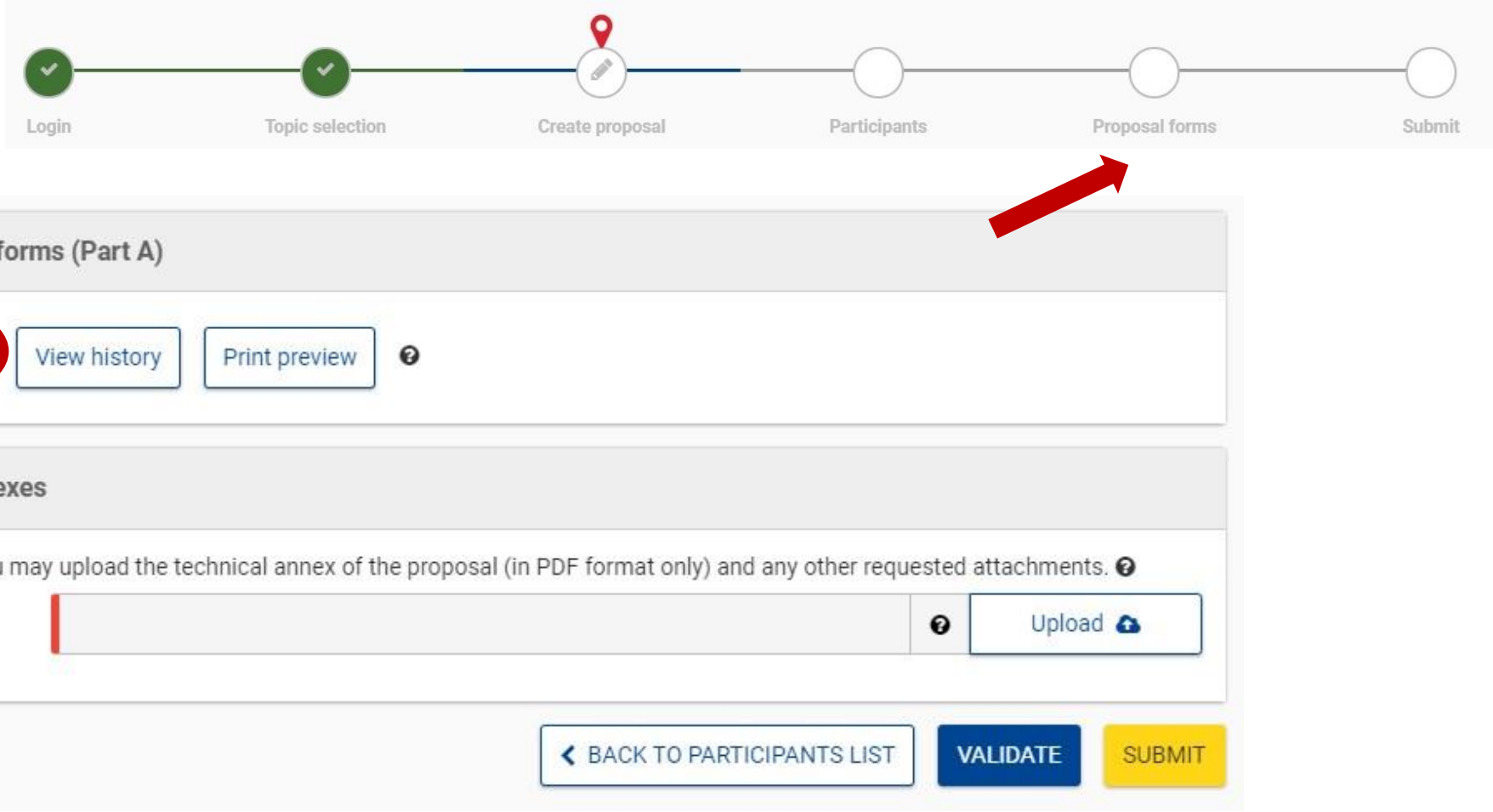
Add Partner +

PARTICIPANTS

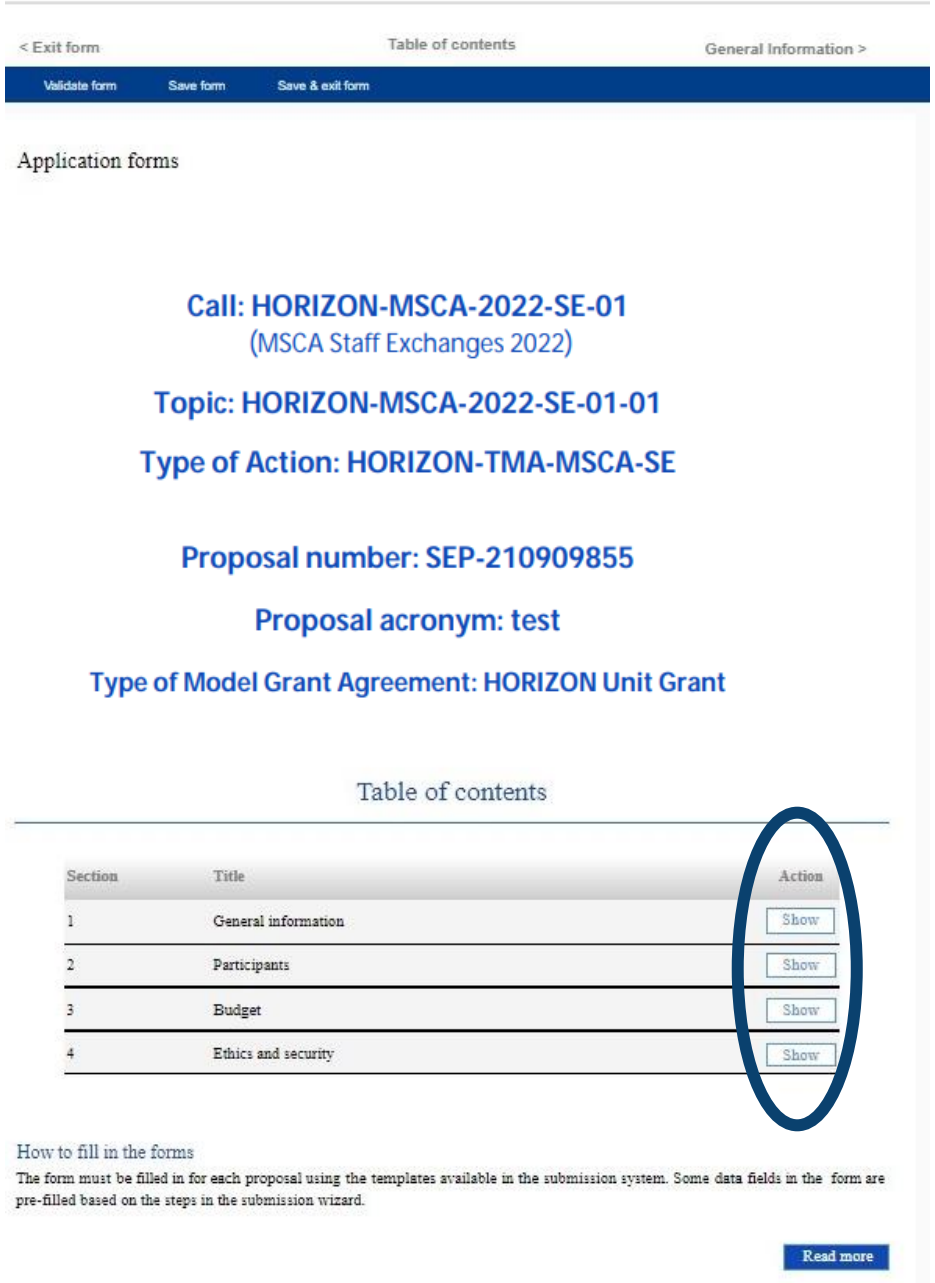




EDIT FORMS


Login
Topic selection
Create proposal
Participants
Proposal forms
Submit
Administrative forms (Part A)
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
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

ADMINISTRATIVE FORMS



YOUR PROPOSAL

Topic	HORIZON-MSCA-2022-SE-01-01	Type of Action	HORIZON-TMA-MSCA-SE
Call	HORIZON-MSCA-2022-SE-01	Type of Model Grant Agreement	HORIZON-AG-UN

Acronym test

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Panel SOC - Social Sciences and Humanities (SOC)

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to support REA services in identifying the best qualified evaluators for your proposal.

Descriptor1

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract *

YOUR PROPOSAL

Crucial for assessing interdisciplinarity!

Topic	HORIZON-MSCA-2022-SE-01-01	Type of Action	HORIZON-TMA-MSCA-SE
Call	HORIZON-MSCA-2022-SE-01	Type of Model Grant Agreement	HORIZON-AG-UN

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Abstract *

YOUR PROPOSAL

Topic	HORIZON-MSCA-2022-SE-01-01	Type of Action	HORIZON-TMA-MSCA-SE
Call	HORIZON-MSCA-2022-SE-01	Type of Model Grant Agreement	HORIZON-AG-UN

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Descriptor1

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract *

2000 characters

PARTICIPANTS AND CONTACTS

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	Institution XY	CZ	Coordinator	

List of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.

Type of achievement	Short description (Max 500 characters)

List of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.

Name of Project or Activity	Short description (Max 500 characters)

Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.

Name of infrastructure of equipment	Short description (Max 300 characters)

NOT required in Part A

INFORMATION ABOUT THE ORGANISATION

Application forms

Proposal ID **SEP-210909855**

Acronym **test**

Short name

Organisation data

PIC	Legal name
888674619	*Institution XY*

Short name: Institution XY

Address

Street	Ve Struhach
Town	Prague
Postcode	160 00
Country	Czechia
Webpage	

Specific Legal Statuses

Legal person	yes
Public body	yes
Non-profit	yes
International organisation	no
Secondary or Higher education establishment	no
Research organisation	no

SME Data

Based on the below details from the Participant Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status	04/11/2021 - no
SME self-assessment	unknown
SME validation	unknown

Main contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title _____ Gender ◯ Woman ◯ Man ◯ Non Binary

First name* **Lyudmyla** Last name* **Tysyachna**

E-Mail* **tysyachna@tc.cz**

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.* ☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx* Phone 2 *+xxx xxxxxxxxx*

RESEARCHERS INVOLVED IN THE PROPOSAL

Researchers involved in the proposal

Title	First Name	Last Name	Gender	Nationality	E-mail	Career Stage	Role of researcher (in the project)	Reference Identifier	Type of identifier

Type or select a participant

< Participants & contacts

Budget >

Table of contents | Validate form | Save form | Save & exit form

Administrative forms

Gender Equality Plan

?

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below? ○ Yes ◉ No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas** to be **covered** and addressed via concrete measures and targets are:
  - work-life balance and organisational culture;
  - gender balance in leadership and decision-making;
  - gender equality in recruitment and career progression;
  - integration of the gender dimension into research and teaching content;
  - measures against gender-based violence including sexual harassment.

GENDER EQUALITY PLAN

BUDGET

3 - Budget

Participant number	Organisation short name	Role	Country	Academic sector	IO	No of seconded researchers	Number of person months	Contributions for seconded researchers	Institutional contributions		Total
								Staff Member Unit Costs	Research, training and networking costs	Management and indirect costs	
1	THE HUB KINGS CROSS LIMITED	Coordinator	UK	No	No	5	50	115000	65000	50000	230000.00
2	Forestry South Africa	Partner	ZA	No	No	2	24	55200	31200	24000	110400.00
3	Pharma Belgium	Partner	BE	No	No	10	120	276000	156000	120000	552000.00
4	SBE Malta Sustainable Built Environment Malta	Partner	MT	Yes	No	5	25	57500	32500	25000	115000.00
Total						22	219	503700	284700	219000	1007400.00

4 - Ethics & security

Ethics Issues Table

?

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does this activity involve the use of human embryos?	○ Yes ◉ No	

2. Humans		Page
Does this activity involve human participants?	○ Yes ◉ No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	○ Yes ◉ No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014)? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	○ Yes ◉ No	

3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	○ Yes ◉ No	

4. Personal Data		Page
Does this activity involve processing of personal data?	○ Yes ◉ No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	○ Yes ◉ No	
Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	○ Yes ◉ No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	○ Yes ◉ No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	○ Yes ◉ No	

5. Animals		Page
Does this activity involve animals?	○ Yes ◉ No	

6. Non-EU Countries		Page
Will some of the activities be carried out in non-EU countries?	○ Yes ◉ No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	○ Yes ◉ No	
It is planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	○ Yes ◉ No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	○ Yes ◉ No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	○ Yes ◉ No	
Does this activity involve low and/or lower middle income countries, (if yes, detail the benefit-sharing actions planned in the self-assessment)	○ Yes ◉ No	
Could the situation in the country put the individuals taking part in the activity at risk?	○ Yes ◉ No	

7. Environment, Health and Safety		Page
Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes ◉ No	
Does this activity deal with endangered fauna and/or flora / protected areas?	○ Yes ◉ No	
Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ?	○ Yes ◉ No	

8. Artificial Intelligence		Page
Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed).	○ Yes ◉ No	

9. Other Ethics Issues		Page
Are there any other ethics issues that should be taken into consideration?	○ Yes ◉ No	

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines How to Complete your Ethics Self-Assessment ☐ ?

Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact
Explain in detail the identified issues in relation to: - objectives of the activities (e.g. study of vulnerable populations, etc.) - methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) - the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters 5000

Compliance with ethical principles and relevant legislations
Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters 5000

Guidance on how to complete your ethics self-assessment

Security issues table

1. EU Classified Information (EUCI)[2]		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	○ Yes ◉ No	
Does this activity involve non-EU countries which need to have access to EUCI?	○ Yes ◉ No	
2. Misuse		**Page**
Does this activity have the potential for misuse of results?	○ Yes ◉ No	
3. Other Security Issues		**Page**
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes ◉ No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	○ Yes ◉ No	

Security self-assessment

Please specify: (Maximum number of characters allowed: 5000)

Remaining characters 5000

VALIDATION RESULT

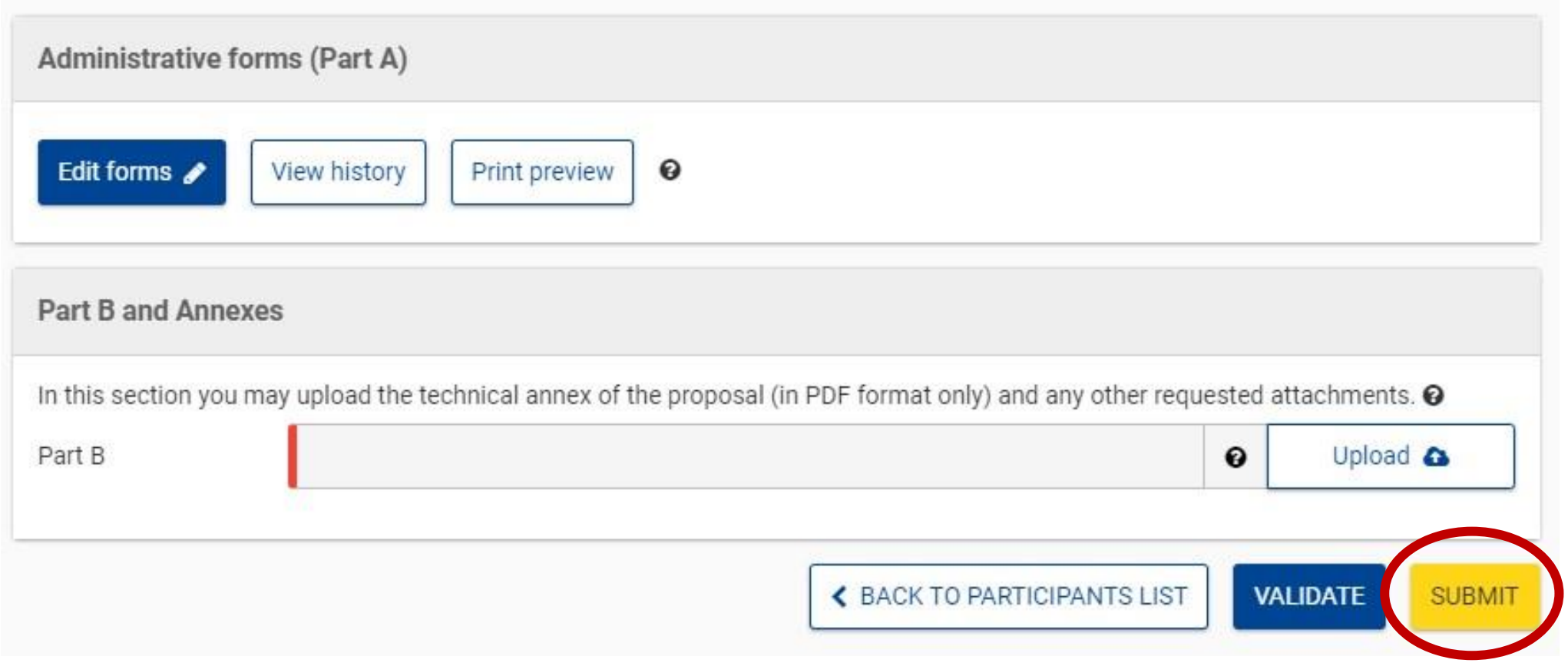
Validation result

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 - missing entry	Show Error
General Info	At least three (3) descriptors must be selected	Show Error
General Information	Abstract is a required field	Show Error
Declaration	Declaration 1 is mandatory	Show Error
ceska instituce	This section has not been validated yet	Show Error
General Information	Duration - missing entry	Show Warning
General Information	Descriptor 1 is a required field.	Show Warning
General Information	Similar Proposal submitted - missing entry	Show Warning
Declaration	Declaration 2 is missing	Show Warning
Declaration	Declaration 3 is missing	Show Warning
Declaration	Declaration 4 is missing	Show Warning

SUBMISSION


Administrative forms (Part A)
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
Upload
BACK TO PARTICIPANTS LIST
VALIDATE
SUBMIT

THANK YOU FOR THE ATTENTION.

Lyudmyla Tysyachna
MSCA and ERC NCP

+420 607 006 110

tysyachna@tc.cz

www.tc.cz