



#InvestEUresearch



# Horizon 2020 Work Programme for Research & Innovation 2018-2020

## Practical advice for participation in MSCA Calls

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Research and  
Innovation

**I HAVE HEARD ABOUT...  
Or  
BEFORE YOU START...**



# Things you have to have in mind all the time!

## Find good and quality supervisor!

- **MSCA IF is not „just another post-doc funding“**
- **Must have a designated and motivated Supervisor** in the Host where you aim to go, who will **contribute actively** to the proposal submission and who **will mentor you!**

## Ensure „Technicalities“ to be met

- **Ensure you have ECAS and PIC details** early on, for work on the Participant Portal
- **Use trusted PCs** (desktops or laptops) **with stable and protected Internet broadband connection**, as all (almost all) the application steps are on-line
- **Use standard Internet browsers** (IE, Firefox, Google Chrome, Safari)

## Read a lot!

- **Guide for Applicant is THE MUST-READ document** and you must read the whole of it.
- **Other political and strategy documents related to the scientific field**, as you have in mind that **your proposal has to contribute meeting the strategic goals!!!**

## Ask for assistance!

- NCPs, former fellows, EU Grant offices at some universities, ... anyone knowing the matter can help you – **be free to ask!**

## Be a motivated researcher!

- **You need a lot of patience, perseverance and positivity, but above all – you need to believe in yourself and your project!**

# WHERE TO FIND AN EU PARTNER FOR MSCA???



## START WITH THE BASICS!

Personal contacts

Congress Attendance

Brokerage events

Past projects

Various Internet resources

Job fairs

USE YOUR IMMAGINATION!

BE CREATIVE!

# NET4MOBILITY+

<https://www.net4mobilityplus.eu/index.php?id=86>



THE PROJECT

MSCA NATIONAL CONTACT POINTS

SCIENTIFIC COMMUNITY

EOI

CONTACTS

INTRANET

## MSCA Expressions of Interest (EOI)

Are you looking for a partner institution for your MSCA project, or a host institution for your fellowship or fellowship positions, check out the links below. If you are an institution wishing to publish your MSCA job offers, please contact [net4mobility@euresearch.ch](mailto:net4mobility@euresearch.ch)

The [EURAXESS Website](#) and [Participant Portal](#) also provide some Expressions of Interest in Hosting Candidates! Do not hesitate to promote your EOI also there.



By Country

**Argentina**

[All expressions of interest](#)



By MSC Actions

**All Actions**

[Argentina - All expressions of interest](#)



By Panel

**All or Several**

[Argentina - All expressions of interest](#)

## Some tips!

Use all available resources for finding adequate institution

Choose institutions with experience, references and credibility

Make first contact to your future supervisor with enthusiasm and confidence

Explain your motivation

Highlight added-value that you and your idea can provide

Search for best, available and interested supervisor

**BE PROACTIVE AND OPTIMISTIC!!!**

# HOW LONG DOES IT TAKE TO GET A GRANT???

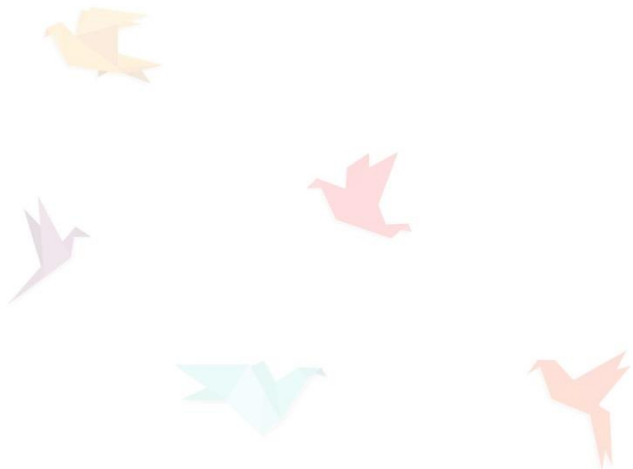




## Example of IF timeline



**I AM OK WITH ALL LETS  
WORK ON THE PROPOSAL!!!**



## Successful proposals are SMART!!!



S pecific

M easurable

A chieveable

R elevant

T imely

# Good practices!

## Template

- Use only templates downloaded from PP
- Use template's sub-headings to keep the structure
- Make Table of Contents with page numbers
- Use full page limits
- Put page numbers in footer (Page X of Y)

## Format

- Use recommended font size, line spacing and margins
- Use diagrams, charts, tables and figures for better explanation and easier evaluation (saving text space too as font size can be smaller in tables)
- Use highlighting (bold, italic, underline), but do not overdo it!
- Literature references in footnotes (font size 8 or 9)

## Language

- Use a self-explanatory title and memorable acronym
- Avoid jargon and long sentences and repetitions
- Simple clear text
- Plagiarism free! Do not copy text from docs or WEB
- Be consistent (UK or US English; either 1st or 3rd person use)

# Learn more about evaluation criteria! CRUCIAL!!!

<b>IF - Marie Skłodowska-Curie Individual Fellowships</b>		
<b>Excellence</b>	<b>Impact</b>	<b>Quality and efficiency of the implementation</b>
<b>Quality and credibility of the research/innovation project;</b> level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	<b>Enhancing the potential and future career prospects of the researcher</b>	Coherence and effectiveness of the <b>work plan</b>
<b>Quality and appropriateness of the training and of the two way transfer of knowledge</b> between the researcher and the host	Quality of the proposed measures to exploit and <b>disseminate</b> the project results	Appropriateness of the allocation of <b>tasks and resources</b>
<b>Quality of the supervision</b> and of the integration in the team/institution	Quality of the proposed measures to <b>communicate</b> the project activities to different target audiences	Appropriateness of the <b>management structure and procedures</b> , including risk management
<b>Capacity of the researcher</b> to reach or re-enforce a position of professional maturity/independence		Appropriateness of the <b>institutional environment</b> (infrastructure)
<b>50%</b>	<b>30%</b>	<b>20%</b>

All elements (questions) from evaluation form must be recognised in the proposal text!!!!

Think as evaluator!!!

Ask help from colleagues to read your proposal and to explain what they understood from the text?

BE PRECISE and CONCISE!!! Evaluators read many proposals and are tired of empty phrases!

3 evaluators x 3 different understandings = > they all have to understand your idea and to approve it!

# WRITING TIPS!

## EXCELLENCE



# Writing tips - Quality of Research!

**Educate the Evaluator** – yes, they are expert, but not always in specific subject areas of the proposal

Make research **objectives and questions precise, clear and focused**

**Describe „state-of-art“** and relate your objectives to it (explain your contribution to)

Support all claims with **references** (in footnotes)

Explain **interdisciplinarity** of your research, **exploitation** of your results, **added-value** created, **practical implementation** of results

Provide **clear and comprehensive research methodology!**

Explain **benefits to your career and future collaboration** with host

## Writing tips - Quality of Training!

Identify (alone or better together with supervisor) **what skills you need to learn?**

Three categories of skills – **research skills** (core to your project), **additional research skills** (to diversify your competences) and **transferable skills** (useful in non-academic career – language, management, communication...)

Select **skills that are relevant to your short- and long-term career goals** and explain them – what knowledge will be transferred and **how will you transfer it??**

Create a **short list of training objectives** (in line with skills) with **measurable progress indicators. How will you achieve them ?**

**Training plan – clearly describe what-why-when!!!** Use **Gantt chart for personalised training schedule.** Include the preparation and use of **Career Development Plan (deliverable)**

If secondments foreseen, **be specific why-when-where secondments will happen!**

Select and describe the **skills and knowledge that you will transfer to the host(s). How will you transfer it?**



## Writing tips - Quality of Supervision!

Clearly demonstrate with evidence the quality of the supervisor(s) – e.g. number of postdocs mentored, PhDs supervised, previous MSCA participation, experience in EU funded projects etc.

Demonstrate supervisor's expertise in the research area – publications, patents, grants, awards etc. (cite their publications in section 1.1)

Explain the role and values of the supervisor in the fellowship – monitoring, assistance, guidance with career development plan, any other support

Be clear, concise and point only on supervisor's strengths!

Outline the quality of hosting research group, capacities, environment as whole

Explain how the researcher will be integrated in the group?

**SHOW THAT ALL PARTIES WILL BENEFIT FROM THE FELLOWSHIP!!!**

# Writing tips – Researcher and CV!

Must show your **high potential for a successful research career**

Explain how your past experience and fellowship will help you achieve career goals

Highlight your **major research achievements** (3 achievements – 1 paragraph each in CV)

Provide **evidence of leadership skills and independent thinking**

**Include all relevant experience** – teaching, consultancy, public speaking, event organisation, supervisions etc.

SELL YOURSELF  
AND YOUR  
CAPACITIES!!!

BUT BE  
REALISTIC AND  
CONFIDENT!!!

DO NOT MAKE  
PROMISES BUT  
ACTIONS!!!

# WRITING TIPS!

## IMPACT



# Writing tips – IMPACT!

Prove that your research is worth of investing funds and time!!!!

**ADDRESS ALL OF THE EXPECTED IMPACTS!!!!**

**BE SPECIFIC AND CONCISE** – provide detail on **how the impact will be achieved!**

Explain the **impact of the research and training on your career** – new competences, exposure to non-academic sector etc.

Explain the **impact of research on European society/economy**

**Make tangible links** between the fellowship and **relevant EU policies**

# Writing tips – Dissemination and exploitation!

## DISSEMINATION STRATEGY

Make clear dissemination strategy

Target the audience and explain it

Describe dissemination strategy and methodology

Explain impact from dissemination (dissemination effects)

## IPR and EXPLOITATION

Explain usability of research results for business (SMEs etc)

Make clear plans for exploitation IP or commercial potential arising from fellowship

Explain IPR management in the fellowship

Explain impact from exploitation of the research results

Plan and explain quantifiable indicators for measuring of effectiveness!!!



# Writing tips – Communication and Public Engagement!

## Communication

Prepare a small communication plan linked to the milestones and specific deliverables

Explain media channels used for communication purposes

Explain impact from media coverage

## Public engagement

Explain activities to inform general public about the project activities and results

Use social media as public engagement channel

Explain use of local events (e.g. Researchers' Night) for public engagement purposes

Explain impact of engaging the public

Plan and explain quantifiable indicators for measuring of effectiveness!!!

# **WRITING TIPS!**

# **IMPLEMENTATION**



# Writing tips – Workplan!

<b>Work package number</b>		<b>Lead beneficiary</b>					
<b>Work package title</b>							
<b>Participant number</b>							
<b>Short name of participant</b>							
<b>Person months per participant:</b>							
<b>Start month</b>				<b>End month</b>			

**Objectives**

**Description of work** (where appropriate, broken down into tasks), lead partner and role of participants

**Deliverables** (brief description and month of delivery)

Pay attention to template fields and fill in all fields!

Work breakdown in usually 2-4 research WPs + Management, Training and Transfer of Knowledge WP + Dissemination/Exploitation/Communication/Public Engagement WP

Deliverables: should come from each activity, complete and submitted in time (e.g. document, CDP, prototype, lab analysis report etc.)

Milestones: checkpoints for progress control purposes (e.g. data collection completed, CDP review etc.)

Clear and concise description of objectives – as specific part of the overall objectives defined in „Excellence“ and „Impact

Clear and concise description of related work – specify activities, number them and assign lead partner

Example, not to complete



## Writing tips – Management structure and procedures!

Explain in details and **management of work plan monitoring of progress**

Use charts and diagrams to **explain relationships between parties**, flow of documents, **decision making process** etc.

**Explain financial management** and possible exemptions

**Explain IPR management procedures**, role of Technology Transfer office (or similar department at Host, if applicable)

Use table to– **present risks and contingency plan**  
columns: *risk, level, impact, measure, actor*

Use diagrams to **present interconnectivity between WPs** and related dependencies

# Writing tips – Infrastructure and Environment!

Describe the main role of all organisations involved in the fellowship

Ensure that their commitment in the form of Letter of Commitment (for GF especially) matches the text in the proposal

Describe research/training/hosting infrastructure and capacities for successful implementation of the fellowship

Remind the evaluator that detail on infrastructure and equipment will follow in Section 5 – do not duplicate the information

Describe services and assistance to the researcher at Host (even EURAXESS services)

Add information related to quality of institution endorsed Charter and Code or awarded with HR logo, if applicable

Explain also secondment hosts, if applicable

# Writing tips – Capacity tables!

<b>Beneficiary X</b> → write here the full name of the Host	
<b>General Description</b>	
<b>Role and Commitment of key persons (supervisor)</b>	(names, title, qualifications of the supervisor)
<b>Key Research Facilities, Infrastructure and Equipment</b>	<p>Demonstrate that the team has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to recruited Experienced Researcher</p> <p>→ List “telegraphically” the particular infrastructure and/or equipment available to you and your project, along with the facilities and amenities that will be offered to you for your training and transfer of knowledge.</p>
<b>Independent research premises?</b>	<p>Please explain the status of the beneficiary’s research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?</p> <p>→ The principle here is that each beneficiary has premises, owned or rented, to host the fellows. An established University/Department/Company, etc. does of course have independent research premises. On the contrary, for example, a newly established campus company/university spin-off, that neither owns nor rents premises yet, would not be considered to have independent research premises. On the other hand again, a company in an incubator-facility made available free-of-charge would also be considered to have independent research premises.</p>
<b>Previous Involvement in Research and Training Programmes</b>	<p>Detail any (maximum 5) relevant EU, national or international research and training actions/ projects in which the beneficiary has previously participated</p> <p>→ Previous Research Projects, Grants, Awards. → Previous Training Networks and/or Coalitions/ Partnerships.</p>
<b>Current involvement in Research and Training Programmes</b>	<p>Detail the EU and/or national research and training actions in which the beneficiary is currently participating</p> <p>→ Current Research Projects, Grants, Awards. → Current Training Networks and/or Coalitions/ Partnerships.</p>
<b>Relevant Publications and/or research/innovation products</b>	(Max 5) Only list items (co-)produced by the supervisor

<b>Partner Organisation Y</b> → write here the full name of your Outgoing Host (if in GF) or the name of the Host-of-Secondment	
<b>General description</b>	
<b>Key Persons and Expertise (supervisor)</b>	→ Same approach as respective ‘field’ for the Beneficiary above
<b>Key Research facilities, infrastructure and equipment</b>	→ Same approach as respective ‘field’ for the Beneficiary above
<b>Previous and Current Involvement in Research and Training Programmes</b>	→ Same approach as respective ‘field’ for the Beneficiary above
<b>Relevant Publications and/or research/innovation product</b>	(Max 3)

## Writing tips – Ethics!

All proposals checked, but not scored, for ethics

If you indicated an ethic issue, a separate Ethical review will take place

If you indicated an ethic issue, then in Part B you must:

Clearly describe management of ethic issues

How does the proposal meet national legal and ethical requirements of the host country?

Who will oversee project's ethical aspects? Supervisor? Ethical committee?

Provide sample consent form

**Consult the Horizon 2020 Ethics Guide, available at:**

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/ethics/h2020\\_hi\\_ethics-self-assess\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf)

# READING REFERENCES TO BE PREPARED!



## READING REFERENCES!

- **Guide for applicant** Available at the call page:  
[http://ec.europa.eu/research/participants/data/ref/h2020/other/guides\\_for\\_applicants/h2020-guide-appl-msca-if\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/h2020-guide-appl-msca-if_en.pdf)
- **European Charter for Researchers and Code of Conduct for the Recruitment of Researchers” (“Charter & Code”)**. It is very important and excerpts are frequently quoted even within the Template of Part B.available at:  
<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>.
- **Innovation Union Flagship Initiative**. It is the more-pertinent-to-research Flagship Initiative of the “Europe 2020 Strategy”:  
[http://ec.europa.eu/research/innovation-union/index\\_en.cfm?pg=home](http://ec.europa.eu/research/innovation-union/index_en.cfm?pg=home)
- **European Research Area**. A unified research area, within which there is *“free circulation (mobility)” of researchers, scientific knowledge and technology*: [http://ec.europa.eu/research/era/index\\_en.htm](http://ec.europa.eu/research/era/index_en.htm).
- The relevant **‘ERA Communication’: “COM(2012) 392 final”** is found at:  
[http://ec.europa.eu/research/era/pdf/era-communication/era-communication\\_en.pdf](http://ec.europa.eu/research/era/pdf/era-communication/era-communication_en.pdf)

- **Agenda for New Skills and Jobs Flagship Initiative.** It is of interest for references on equipping researchers with the right skills, improving the quality of (research) jobs and ensuring better working conditions (in research): <http://ec.europa.eu/social/main.jsp?langId=en&catId=958>.
- **“New Skills Agenda for Europe”**, which aims at boosting human capital, employability and competitiveness, available at: <https://ec.europa.eu/transparency/regdoc/rep/1/2016/EN/1-2016-381-EN-F1-1.PDF>.
- **“The Three Os”**. An EU approach to Open Science: *“Open Innovation, Open Science, Open to the World”* (“the Three Os”). More on “Open Science” is available at: <http://ec.europa.eu/research/openscience/index.cfm>
- The **conceptual insights and highlight actions** on Open Science are presented in a relevant book at: <http://bookshop.europa.eu/en/open-innovation-open-science-open-to-the-worldpbKI0416263/>.
- **EURAXESS Policy Library.** The **‘library’ of the EURAXESS portal** offers a nice list of policy documents and reports, regarding mobility and research careers. More may be found at <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

# Questions???





# Thank you!

#InvestEUresearch  
[www.ec.europa.eu/research](http://www.ec.europa.eu/research)  
Participant Portal

