



Marie Skłodowska - Curie Individual Fellowships

How to apply 1: Creating a proposal and filling in the administrative forms

Martedì - Tuesday 29/05/ 2018, 9:00 - 13:00
Aula Verde - Ca' Vignal (Strada Le grazie 15 - Borgo Roma)

Giovedì - Thursday 31/5/2018, 9:00 - 19:00
Aula 1.4- Polo Zanotto (Viale Università, 4 - Veronetta)





Who does apply?

- The experienced researcher?
- The supervisor?
- Another person?

All three people (roles) can start the application procedure.

Usually, the ER does it.

Who can submit?

The beneficiary host institution submits the proposal.

The supervisor should click the «SUBMIT» button but in most cases the ER does it.



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Updates

Calls

1 H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

FP7 & CIP Programmes 2007-2013

Calls

Calls for Proposals

Horizon 2020

Advanced search for topics
Calls for tenders on TED

Excellent Science

- European Research Council (ERC)
- Future and Emerging Technologies (FET)
- Marie-Sklodowska-Curie Actions**
- Research Infrastructures

2

Industrial Leadership

- Leadership in enabling and industrial technologies (LEIT)
- Information and Communication Technologies

Status Calls with forthcoming topics Calls with open topics Calls with only closed topics

Sort by Call title Call identifier Publication date Filter a call FILTER

Excellent Science
Marie Skłodowska-Curie Co-funding of regional, national and inter ...
H2020-MSCA-COFUND-2017
Publication date: 14 October 2015

Excellent Science
Marie Skłodowska-Curie Individual Fellowships
H2020-MSCA-IF-2017
3
Publication date: 14 October 2015

Excellent Science
Trans-national cooperation among Marie Skłodowska-Curie National Contact Points
H2020-MSCA-NCP-2017
Publication date: 14 October 2015

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

- 1** Go to the Participant Portal > Funding Opportunities > H2020
<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/index.html>
- 2** Tick «Marie-Sklodowska-Curie Actions»
- 3** Click on «H2020-MSCA-IF-2018»
- 4** Click on «MSCA-IF-2018: Individual Fellowship»

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

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H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

Internal Security Fund - Borders

Internal Security Fund - Police

Justice Programme

Pilot Projects & Preparatory Actions

Promotion of Agricultural Products

Research Fund for Coal & Steel

Rights, Equality and Citizenship Programme

Union Civil Protection Mechanism

FP7 & CIP Programmes 2007-2013

Calls

CALL: MARIE SKŁODOWSKA-CURIE INDIVIDUAL FELLOWSHIPS
Call identifier: H2020-MSCA-IF-2017
Publication date: 14 October 2015

Horizon 2020

Call updates

11 April 2017 10:16

The [request Guide for Applicants](#) is available under Topic conditions and documents.

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.

Status: Forthcoming Open Closed

Sort by (Planned) opening date Deadline Topic title Topic identifier

4

Topic: **MSCA-IF-2017: Individual Fellowships**
Publication date: 14 October 2015 **Open**

Types of action: MSCA-IF-CP-CAR, Career Restart panel, MSCA-IF-ER-RI, Immigration panel, MSCA-IF-DF-DC, Society and Enterprise panel, MSCA-IF-DCI, Standard EU MSCA-IF-DCI, Global Fellowships, single-stage

Deadline/Modal: 11 April 2017

Opening date: 14 September 2017 17:00:00

Deadline: 14 September 2017 17:00:00

Time Zone: (Brussels time)

FP7 & CIP Programmes 2007-2013



Type of Action	CAR 3 rd Career Restart panel [MSCA-IF-EF-CAR]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2017	
Type of Action	RI 2 nd Reintegration panel [MSCA-IF-EF-RI]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2017	
Type of Action	Society and Enterprise panel [MSCA-IF-EF-S] 1	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2017	
Type of Action	Standard EF [MSCA-IF-EF-ST]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2017	
Type of Action	Global Fellowships [MSCA-IF-GF]	START SUBMISSION
Topic	Individual Fellowships - MSCA-IF-2017	
Guidance on proposal submission:	H2020 ONLINE MANUAL	
IT Guidance:	HOW TO	

1 Choose the right panel e click on “Start submission”
→ If you make a mistake, you have to restart!

2 Click on “Confirm”

3 You land at this page
Do you have an EU Login?
If yes, login with it
If no, you have to create it.

Please confirm your choice of the topic and type of action for this call, as this cannot be changed subsequently in the submission system.

Topic: Individual Fellowships - MSCA-IF-2017

Type of Action: Standard EF [MSCA-IF-EF-ST]

Call: Marie Skłodowska-Curie Individual Fellowships

[CANCEL](#) [CONFIRM](#) **2**

EU Login - Google Chrome

cas.ac.europa.eu/cas/login/domain-external/loginRequestId=ECAS_18-40153109-Aq4PZ00evtrbNPN2ndAMH8NheN10R/taPg5e98a

This website uses cookies. Learn more about the European Commission's cookie policy [Close this message](#)

EU Login Where is ECAS? English (en)

One account. many EU services

research requires you to authenticate

Sign in to continue

Use your e-mail address

[Next](#)

[Create an account](#)

Or

Or use the oID of your country

[Select your country](#)

3



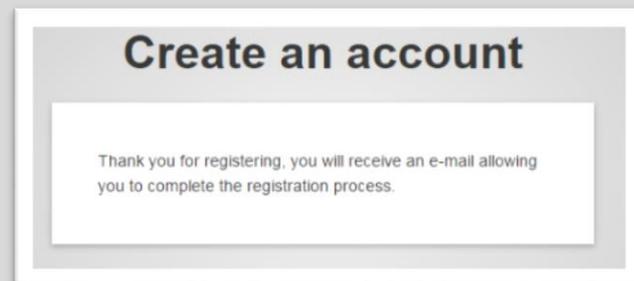
Create an EU Login (aka ECAS Account) /1

REMIND! You will use this account in the future many times

- for your future proposals
- to manage projects
- as reviewer for the European Commission...

Store the account (user and password) carefully

The screenshot shows a registration form titled "Create an account". It includes a link for "Help for external users". The form fields are: "First name", "Last name", "E-mail", "Confirm e-mail", "E-mail language" (set to "English (en)"), and "Enter the code". There are also navigation buttons at the bottom.





Da: European Commission Authentication Service

A: Deborah MIAZZON



Dear Deborah MIAZZON,

You have been registered in EU Login.

Your email address is deborah.miazzon@univr.it.

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&username=nmiazzde&resetCode=FDTD8uy8mmGvNN9ZiIjzyPdR2NoDgEjTruT9r6drqfL&service=https%3A%2F%2Fec.europa.eu%2Fresearch%2Fparticipants%2Fsubmission%2Fmanage%2Fsecure%2Fcreatedraft%3FcallId%3DH2020-MSCA-IF-2017%26sf%3DMSCA-IF-EF-87%26project%3DTopic%26programme%3DMSCA-IF-2017>

Instead of replying to this message, you were trying to register.

Note that it may take up to 5 minutes for your registration to be confirmed.

Sent to you by EU Login



New password

Please choose your new password.

nmiazzde
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[^_`{|}~

Examples: ZAv9xxqHuU zfSdHnl-8Z zfNOobqt[A

[\[Generate other sample passwords\]](#)

Create a EU Login (aka ECAS Account) /2

1 Once created the account, you get an email with a link

2 Click the link or copy and paste it in the browser

3 Create a password It must contain at least 10 characters, included:

- an upper-case letter
- a lower-case letter
- a digit (0 to 9)
- a special character



LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 3

Create a Draft Proposal

H2020-MSCA-IF-2017

USER NAME: Deborah MIAZZON

TOPIC: MSCA-IF-2017

TYPE OF ACTION: MSCA-IF-EF-ST

THU 14 DEADLINE (Brussels Local Time) September 2017 17:00:00

149 days left until closure

Check Config ⓘ

Download Part B Templates ⬇

Visit our 'How to' user guide 🔗

Visit our 'H2020 Online Manual' 🔗

Create a Draft Proposal

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

It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it.

Please remember that you can submit the proposal as many times as you want. Every submitted version will replace the previously submitted one.

Your organisation 1

PIC* ? Short name* ?

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Supervisor

Researcher

Contact Person

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.

Acronym* Please restrict acronym to latin characters only

cancel ⓘ Version: 20170214-1339 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

1 PIC number: 9-digit number identify an institution in the EU database

Insert the PIC number of the beneficiary Host Institution

– or –

Search for it clicking on “search”

Verify the PC number with the administrative office of the organisation.

Use VALIDATED PIC number

For UNIVR PIC is 999838074

Create the draft proposal /2

Your organisation

PIC* Short name*

999838074 UNIVR VIA DELL ARTIGLIERE 8 VERONA, IT VAT:IT01541040232

Search for your organisation PIC

Your Role

1

Please indicate your role in this proposal

- Supervisor
- Researcher
- Contact Person

Your Proposal

2

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.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count: 13

Scientific Panel*

3

1 Indicate **your role**

2 and **main data of the proposal:**

- Acronym
- Short summary
- Scientific Panel

They can be changed later!

And 3 click "next>>"

And then accept all conditions...



Congratulation!!
You have just created your draft proposal
and you have received an email



Add and manage parties (Step 4) / 1 Add other contacts of the proposal...

1 To add the other contacts of the proposal (supervisor at least), click on “+” under contact

you need first name ,
last name and email

Mandatory: Add your **supervisor** contact

Strongly recommended: add some **administrative staff** as contact person with full access rights

Step 4
Manage Your Related Parties

H2020-MSCA-IF-2018

USER NAME
Alessio LORENZI

TOPIC
MSCA-IF-2018

TYPE OF ACTION
MSCA-IF-EF-ST

A.B.C.
ACRONYM
XMP

DRAFT ID | SEP-210513082

WED 12 DEADLINE (Brussels Local Time)
September 2018 17:00:00

107 days left until closure

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

1 Applicant (FUTURE BENEFICIARY)

UNIVR
UNIVERSITA DEGLI STUDI DI VERONA
VIA DELL ARTIGLIERE 8, 37129 VERONA, IT
PIC: 999838074

Change Organisation Contact organisation

Contact

1

Alessio LORENZI - Researcher

Marta Capiluppi - Supervisor

Erika Cavallini - Contact Person

For UNIVR, please, add as contact people:

- Gabriella Monaco (gabriella.monaco@univr.it) → All proposals
- Alessio Lorenzi (alessio.lorenzi@univr.it) → SSH
- Marta Capiluppi (marta.capiluppi@univr.it) → ICT
- Erika Cavallini (erika.cavallini@univr.it) → Life sciences



Add and manage parties (Step 4) / 2

Add the HI in the Third country (only for GF)

Only for Global fellowship!!

1 First add the partner organisation in the third country

- Click on “Add partner”
- Insert the PIC number
- Confirm the organisation

Then to add the contact people of this organisation (see above)

Do not add here the partner organisations hosting a secondment (in EU/AC)!!

A specific section is included in Part A

LOGIN FUNDING SCHEME CREATE DRAFT **PARTIES** EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

H2020-MSCA-IF-2017

USER NAME
Deborah MIAZZON

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-EF-ST

A.B.C. ACRONYM
ACR

DRAFT ID | SEP-210433378

THU 14 DEADLINE (Brussels Local Time)
September 2017 17:00:00

149 days left until closure

Check Config

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

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

1 Applicant (FUTURE BENEFICIARY)

UNIVR
UNIVERSITA DEGLI STUDI DI VERONA
VIA DELL. ARTIGLIERE 8, 37129 VERONA, IT
PIC: 999638074

Change Organisation Contact LEAR

Contact

Deborah MIAZZON - Researcher

Alessio Lorenzi - Supervisor

Marta Capiluppi - Contact Person

1

Save Changes next >>

done Version: 20170214-1339 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Add and manage parties (Step 4) /3

1 At the end of Step 4, you have to “save changes” and click on “next”

Every time a person is added in the proposal and changes are saved, he/she receives a **confirmation email**.

He/she can access the proposal with his/her own **EU Login**.

If he/she has no EU Login, he/she has to create one



Edit proposal (Step 5)

- 1 Download the template (Part B1 and B2).
- 2 Edit the administrative form (Part A)
- 3 Upload the complete Part B1 and B2
- 4 Check if there are errors
- 5 Submit your proposal
- 6 Go back to Step 4 to add a person / organisation
- 7 Close the submission system

The screenshot shows the 'Edit Proposal' interface with a progress bar at the top indicating steps: FUNDING SCHEME, CREATE DRAFT, PARTIES, and EDIT PROPOSAL. The current step is 'EDIT PROPOSAL'. The main content area is titled 'Edit Proposals' Forms' and includes a warning message: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below the warning, there are sections for 'Administrative Forms' and 'Part B and Annexes'. The 'Administrative Forms' section has buttons for 'edit forms', 'view history', and 'print preview'. The 'Part B and Annexes' section has 'upload' buttons for 'Part B1' and 'Part B2'. A sidebar on the left contains a 'Config' section with a yellow warning icon and a blue button labeled 'Load Part B templates' with a download icon. Below this are links for 'How to' user guide and 'H2020 Online Manual'. At the bottom of the interface, there is a navigation bar with a green button labeled '<< Step 4 Parties' and a red circle with the number 4. Other red circles with numbers 1-7 are placed over various elements: 1 over the 'Load Part B templates' button, 2 over the 'edit forms' button, 3 over the 'Part B2' upload button, 4 over the bottom navigation button, 5 over the 'Part B1' upload button, 6 over the 'Part B and Annexes' section, and 7 over the bottom left corner.



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RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search ALESSIO LORENZI

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) **146**
My Formal Notification(s)
My Expert Area

My Proposals H2020 ONLINE MANUAL HOW TO

This page provides a list of proposals where you participate:

- as a Coordinator/Principal Investigator, or
- as a project participant

But it does **not** include **successful proposals** that have become projects – these are in My projects list.

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the topic that you want to apply for, and enter the **submission system**.

Legend
 ED Edit Draft VD View Draft VS View Submitted DE Delete Proposal FO Follow-up
 PC Proposal Consortium

Show 10 entries Search: acr

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REM. TIME	ACTIONS
H2020	H2020- MSCA-IF-20 17	MSCA-IF-EF-S T	SEP-2104333 78	ACR	Draft	146	ED DE

Showing 1 to 1 of 1 entries. (filtered from 105 total entries) PREVIOUS 1 NEXT

HORIZON 2020 RESEARCH ON EUROPA HORIZON 2020 & FP7 PROJECTS & RESULTS OLAF
© European Commission

When you stop working on your proposal, you can find it under **My proposal!** on the Research Participant Portal

You need to be logged in

ED: Button to edit your proposal
DE: Button to delete your proposal



Caution!



The administrative forms (Part A) step by step

Technical requirements

Part A

1 - General information, including

- *Acronym and title*
- *Scientific panel, Descriptors, Free key-words*
- *Abstract*
- *Declarations*
- *List of participants*

2 - Administrative data of participating organisations, including:

- *Researcher*
- *Supervisor*

3 - Budget

4 - Ethics issues table

5 - Call specific questions

Before submitting

Validation and submission



Since 22/11/2017, the administrative forms are filled in online (web forms in HTML5 format)

- No more PDF
- No more Acrobat reader
- No more fixing operations to make operating system, browser and PDF readers work together

Step 5 Table of contents 1 - General Information

Proposal Submission Forms

Table Of Contents

Save

Save&Close

Please check our [wiki](#) for help on navigating the form.

Horizon 2020

Call: H2020-MSCA-IF-2018

(Marie Skłodowska-Curie Individual Fellowships)

Topic: MSCA-IF-2018

Type of action: MSCA-IF-EF-ST

(Standard European Fellowships)

Proposal number: SEP-210513082

Proposal acronym: XMP

Deadline Id: H2020-MSCA-IF-2018

Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Read more



1- General Information

Table of contents | 1 - General Information | 2 - Participants & contacts

Proposal Submission Forms Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP

1 - General information

Topic	MSCA-IF-2018	Type of Action	MSCA-IF-EF-ST
Call Identifier	H2020-MSCA-IF-2018	Deadline Id	H2020-MSCA-IF-2018

Acronym

Proposal title

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

Duration in months

Scientific Area

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.

Descriptor 1

Free keywords

Acronym:

- A real acronym or a short title
- Will be used for promotion (and also as web address!)

Title:

- Must be clear, concise, specific
- Do not use < > « » & and non-Latin characters

Duration: (months)

Scientific area: choose among the eight panels

Descriptors: 3 mandatory + 2 optional

Follow the instructions in Guide p. 25
List of descriptors are on p. 53 and following

Free keywords: not mandatory
to integrate the descriptors

Scientific Area, Descriptors and Keywords are used to choose the reviewers

Descriptor 1: within the chosen scientific area

Descriptor 2: within the chosen scientific area

Descriptor 3: within the chosen scientific area

Descriptor 4: from any scientific area

Descriptor 5: from any scientific area

in order of relevance

bold= mandatory / *italic* = optional



1- General Information

Proposal Submission Forms Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP

Abstract ?

My summary

Remaining characters 1990

Has a similar proposal in terms of research objectives been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call? Yes No ?

H2020-MSCA-IF ver 1.00 20180416

Abstract:

Max 2000 characters

Prepare / review it at the end

Essential information:

- Experienced Researcher (ER);
- Host institution(s) and Supervisor(s);
- topic and objectives of your research project;
- training objectives;
- expected impact on the ER's career.

Review the summary at the end

- To be consistent with the whole application
- To be avoid summary such as “My summary”



Has a similar proposal in terms of research objectives been submitted to a Horizon 2020 Marie Sklodowska-Curie Individual Fellowship call? Yes No ?

Please give the contract number.	Add
xxxxxx	

1st case: Resubmission

Proposal submitted to the calls MSCA-IF-2016 or MSCA-IF-2017 with

- same Experienced Researcher *AND*
- same Supervisor(s) *AND*
- same Host institution(s)

Please, give the Proposal ID (6-digits number)



Evaluators receive the ESR during the consensus phase

No reference to the outcome of the previous evaluation(s) should be included in the text of the current proposal

2nd case: Similar proposal

Similar project as concerns the contents already financed by MSCA-IF since 2014 with the same Host Institution or even another beneficiary

Please, give the Project reference



Evaluators will consider the previous funded project where assessing originality and novelty



Proposal Submission Forms

Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP

Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity as set out, for instance, in the European Code of Conduct for Research Integrity and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The applicant (future beneficiary) hereby declares:	
- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- it has the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The applicant (future beneficiary) is only responsible for the correctness of the information relating to his/her own organisation. Where the proposal to be retained for EU funding, the applicant (future beneficiary) will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the [Privacy statement for the EDES Database](#).

H2020-MSCA-IF ver 1.00 20180416

Tick all declaration!

List of participants is created automatically

1 - General Information 3 - Budget

Proposal Submission Forms

Table Of Contents Save Save&Close

Proposal ID SEP 210513082 Acronym XMP

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1	UNIVERSITA DEGLI STUDI DI VERONA	Italy	Show



2 - Administrative data of participating organisations

2 - Participants & contacts 3 - Budget

Proposal Submission Forms Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP Short name UNIVR

2 - Administrative data of participating organisations

Future Host Institution

PIC	Legal name
999838074	UNIVERSITA DEGLI STUDI DI VERONA

Short name: UNIVR
Address of the organisation

Street VIA DELL ARTIGLIERE 8
Town VERONA
Postcode 37129
Country Italy
Webpage www.univr.it

Specific Legal Statuses

Research and Innovation legal statuses	
Legal person	yes Academic Sector
Non-profit	yes
International organisation	no
International organisation of European Interest	no
Secondary or Higher education establishment	yes
Research organisation	yes
Small and Medium-sized Enterprises (SMEs)	no
Public body	yes

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You just need to fill in the contact details of the Department is going to host you

For GF, a similar form for the partner organisation in third country

Proposal Submission Forms Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP Short name UNIVR

Department(s) carrying out the proposed work

[Add a Department](#) ?

Department 1

Department name not applicable

Same as proposing organisation's address

Street

Town

Postcode

Country

If the location of the Department carrying out the proposed work is not the same as the location of the Host Institute, please note that although the proposal submission system calculates the budget of the project based on the location of the Host Institute, the budget of the project for the grant agreement will be calculated by using the country coefficient of the location of the Department carrying out the proposed work.

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Proposal Submission Forms Table Of Contents Validate Form Save Save&Close

Proposal ID SEP-210513082 Acronym XMP Short name UNIVR

Researcher

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Last Name* LORENZI Last Name at Birth

First Name(s)* Alessio Gender* Male Female

Title Country of residence*

Nationality* Nationality 2

Date of Birth (DDMM/YYYY) Country of Birth*

Place of Birth

Contact address ?

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

Same as organisation address

Street

Postcode/Cedex Town

Phone Country

Phone2 / Mobile

E-Mail* alessio.lorenzi@univr.it

ORCID ID

Researcher ID The maximum length of the identifier is 11 characters (ZZZ-9999-2010) and the minimum length is 9 characters (A-1001-2010).

Other ID

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Qualifications ?

Doctorate Date of (expected) award Select the exact date(DD/MM/YYYY)

Doctorate start date Select the exact date (DD/MM/YYYY)

University Degree giving access to PHD Date of award (DD/MM/YYYY)

Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies, etc) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps. Short stays (as defined in the Guide for Applicants) shall not be listed in this box.

Period from	Period to	Duration (days)	Country	Add
<input type="text"/>	12/09/2018 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
		Total	0	

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Check of experience

Be consistent with Part B2

Check of mobility rule

≤ 12 months in last 3 years
≤ 36 months in last 5 years
(EF-CAR / RI / SE)

ORCID ID / Researcher ID

ORCID ID or Researcher ID are not mandatory.
But mention it if you have



Supervisor(s)

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Proposal ID **SEP 210513082** Acronym **XMP** Short name **UNIVR**

Supervisor ?

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title Sex Male Female

First name* **Marta** Last name* **Capiluppi**

E-Mail* **marta.capiluppi@univr.it**

Position in org.

Department

Same as organisation address

Street

Town Post code

Country

Website

Phone Phone 2 Fax

Other contact persons ?

First Name	Last Name	E-mail	Phone
Erika	Cavallini	erika.cavallini@univr.it	+xxx xxxxxxxxxx

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EF: only one supervisor
GF: two supervisors

Fill in with contact details of the supervisor(s)

Fax is not mandatory.

Budget (costs) is **automatically estimated** according to the information:

- Number of months
- Country(ies) of the HI(s)
- Family status of the ER (see later)

Amounts are expressed € per month

(*) A **Country correction coefficient** depending on the country of the HI(s)

(**) Only if you have a **family**

EU funds **100% of the total costs**

Researcher Unit Cost			Institutional Unit Cost	
Living Allowance *	Mobility Allowance	Family Allowance**	Research, training and networking costs	Management and indirect costs
4 880	600	500	800	650

New (increased) amount

Researcher Unit Cost is paid by the HI to ER as salary

It includes social charges and taxes according to the country of the beneficiary HI.

Institutional Unit Cost is managed by the HI to cover all costs for research, training, networking and management

E.g. lab materials for research, travel costs to participate in conference and events, tuition fees for courses, cost to organise seminars and conferences, open access fees...

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3 - Budget

Is the Researcher eligible for family allowance? Yes No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1	UNIVR	IT	1,044	0	0,00	0,00	0,00	0,00	0,00	0,00
Total					0,00	0,00	0,00	0,00	0,00	0,00

Do not forget to answer the question about family status.

What's your situation **at the deadline** (on 12/9/2018)?

REMARK

You get the family allowance, it does not matter whether your family travel with you or not

- Family = a person linked to researcher
1. by marriage
 2. by relationship recognised by the country where it was formalised
 3. dependent children at the deadline (12/9/2018)

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Acronym XMP

4 - Ethics



1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan 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.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case your research involves low and/or lower middle income countries , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

4- Ethics issues table

If your project raises any ethical issues in the list

- choose “yes”, and
- give the pages in Part B1 where the ethically relevant activity is described

You have also to describe the ethical issues and how you will manage, in Part B2 Section 6 - Ethical Issues





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7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents.

[How to Complete your Ethics Self-Assessment](#)

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← Do not forget to tick here



Question about **military service**
(for eligibility of researcher)

Question about **Refugee Status**

Publicity of researcher / proposal

- For funded proposals (1)
- for potential funders (2), if the project is not funded by MSCA

Tick yes for both!!

Secondment in EU /AC

If you have planned a secondment:

- give the **sector** (academic o non-academic?)
- give the **name and country** of the partner organisation hosting the secondment (if known)

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5 - Call specific questions ?

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? Yes No

Period of military service:

From (DD/MM/YYYY) To (DD/MM/YYYY) Duration (days)

Country

2. Did you spend time on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country? Yes No

Period of refugee status:

From (DD/MM/YYYY) To (DD/MM/YYYY) Duration (days)

Nature of activities during this period in order to confirm refugee status:

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? Yes No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? Yes No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? Yes No

[Add Secondments](#)

In which sector is the secondment in Member States / Associated Countries foreseen?

Academic Non Academic [Delete](#)

Do you already know the organisation to which this secondment will be? Yes No



Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the [Pilot on Open Research Data in Horizon 2020¹](#), which aims to improve and maximise access to and re-use of research data generated by actions. However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a [Data Management Plan \(DMP\)](#), which should address the relevant aspects of making data FAIR (findable, accessible, interoperable and re-usable), including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage. Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below). Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020. Yes No



If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	<input type="checkbox"/>
- to allow the protection of results (e.g. patenting)	<input type="checkbox"/>
- incompatibility with the need for confidentiality linked to security	<input type="checkbox"/>
- incompatibility with privacy/data protection	<input type="checkbox"/>
- achievement of the project's main aim would be jeopardised	<input type="checkbox"/>
- other legitimate reasons	<input type="checkbox"/>

Further guidance on open access and research data management is available on the participant portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.

¹ - as per article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006.

Research data: information, in particular facts or numbers, collected during the project

Open Access to research data: right to access and reuse digital research data

OA to Research Data is **mandatory unless:**

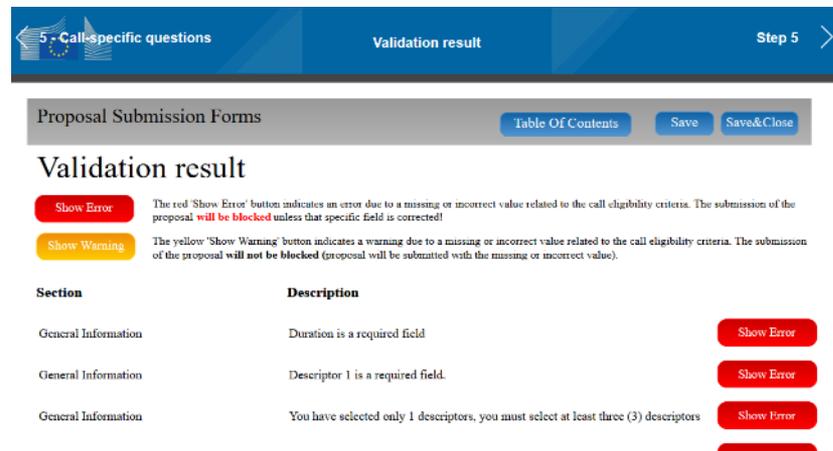
- no data is produced
- you plan to exploit it commercially
- security is endangered
- you need to protect the privacy (and cannot find any other solution!)
- the project would be jeopardised
- for other legitimate reasons

If you opt out, tick your case

Open Access to Publication and to Research Data
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm
Guidelines
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

To check if some piece of information is missing.

If click on the buttons, you are redirect to the field in the form



5 - Call-specific questions Validation result Step 5

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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	Action
General Information	Duration is a required field.	Show Error
General Information	Descriptor 1 is a required field.	Show Error
General Information	You have selected only 1 descriptors, you must select at least three (3) descriptors	Show Error

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).



1 Be sure to have **filled in** all the mandatory fields in **Part A** (Administrative forms)

2 **Upload** the technical annexes (**Part B1 and B2**) converted in PDF

→ **Do not mix up the button!**

3 **Validate** the forms

4 **Submit** your application

The screenshot shows the 'Edit Proposal' interface for H2020-MSCA-IF-2018. The navigation bar includes LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL, and SUBMIT. The main content area is titled 'Edit Proposals' Forms' and contains a warning message: 'WARNING: This proposal contains changes that have not yet been submitted...'. Below this, there are two sections: 'Administrative Forms' and 'Part B and Annexes'. The 'Administrative Forms' section has a red circle '1' next to the 'edit forms' button. The 'Part B and Annexes' section has a red circle '2' next to the 'upload' buttons for Part B1 and Part B2. At the bottom of the interface, there is a red circle '3' next to the 'validate' button and a red circle '4' next to the 'submit' button. The left sidebar shows user information (Alessio LORENZI), topic (MSCA-IF-2018), type of action (MSCA-IF-EF-ST), acronym (XMP), draft ID (SEP-210513082), and a deadline of September 2018 17:00:00 with 107 days left until closure. There is also a 'Download Part B Templates' button.



**You MUST submit
within 12 Sept 2018 at 17.00 (BXL time).**



You submit as many time as you want. Only the last version will be considered.

Every time you click on “submit”, the system check for errors and mistakes (*Validation*), before saving and submitting your application (*Submission*)

- Check your eligibility, before **selecting the panel** and creating your proposal (otherwise you have to create a new proposal and delete the previous one)
- Select carefully the **descriptors** and write a clear **summary**: the selection of reviewers is based on them
- Collect in advance **all data you need** about yourself (PhD graduation date, place and dates of residence / activity in the previous years,...)
- Ask for **contact details and PIC number** of the Host Institution(s)
- **Check the acronym and summary** at the end, before the submission (avoid the risk to use the working – false – acronym and summary used while creating the proposal)
- Submit your first proposal some days before the deadline. You **re-submit** as many time as you need.





Ufficio Progetti di Ricerca

http://www.univr.it/main?ent=direzione_aol&uo=80&lang=it

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