



FFG



IF: Einreichung und Evaluierung

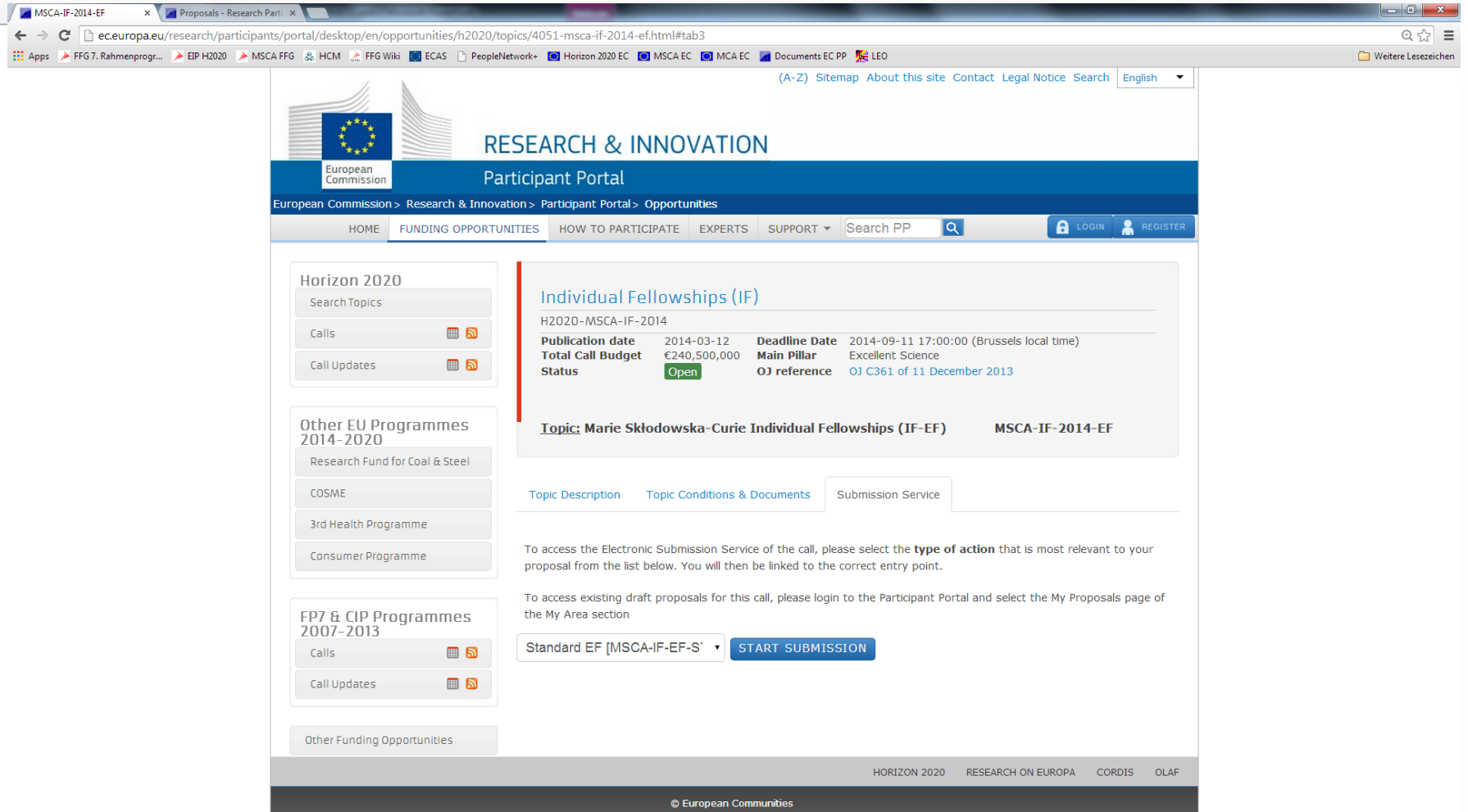
Inhalt

- Einreichung
- A-Formulare
- Evaluierung

Einreichen eines Antrags – Participant Portal

- EinreicherIn kann das Proposal hochladen, die Formulare ausfüllen und bis zur Deadline jederzeit bearbeiten
- Anmeldung und Einreichung via Participants Portal:
<http://ec.europa.eu/research/participants/portal/>
- Seite zum spezifischen Call (Funding Opportunities → Calls):
<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-msca-if-2014.html>
 - EF oder GF auswählen
 - Submission Service anklicken

Einreichen eines Antrags – Participant Portal



The screenshot shows the European Commission Participant Portal for the MSCA-IF-2014-2014 call. The page is titled "RESEARCH & INNOVATION Participant Portal" and includes a navigation menu with options like HOME, FUNDING OPPORTUNITIES, and HOW TO PARTICIPATE. A search bar and login/register buttons are also present.

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

Other Funding Opportunities

Individual Fellowships (IF)

H2020-MSCA-IF-2014

Publication date	2014-03-12	Deadline Date	2014-09-11 17:00:00 (Brussels local time)
Total Call Budget	€240,500,000	Main Pillar	Excellent Science
Status	Open	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

Standard EF [MSCA-IF-EF-S] **START SUBMISSION**

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

© European Communities

Einreichen eines Antrags – Participant Portal

- EinreicherIn kann das Proposal hochladen, die Formulare ausfüllen und bis zur Deadline jederzeit bearbeiten!
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<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-msca-if-2014.html>
 - EF oder GF auswählen
 - Submission Service anklicken

 - CAR, RI oder Standard wählen

 - Einloggen im **ECAS** (European Commission Authentication Service)
Single Sign on für alle Services am Participant Portal:
Organisation, Proposals, Projekte, Expert Area, etc.

Einreichen eines Antrags – Participant Portal



The screenshot shows a web browser window displaying the ECAS login page. The browser's address bar shows the URL: https://ecas.ec.europa.eu/cas/login?domain=external&loginRequestId=ECAS_LR-5275708-QczmhtyiORyRh3X8EhkAgR7P69ujxvPAZhOzmJzap5M84gCtvtHVUBxUuzqevuYy72U729AFNPPiFTdrtt0xzg-Jj71zxYb8yrHvmCPO7ovv8-burjEQpKBpzNMHC. The browser's tab bar shows several open tabs, including "Horizon 2020 - European", "MSCA-ITN-2014-ETN", and "Login".

The page header includes the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External". Below the header, there is a navigation menu with "Login", "New password", "Sign Up", and "Help".

The main content area features the ECAS logo and the text: "(authenticates your identity on European Commission websites) Participants Portal requires you to authenticate".

The login form on the right side of the page includes the following elements:

- A "Login" button with a user icon.
- A link for "Not registered yet".
- A message: "Is the selected domain correct? External [Change it](#)".
- Input fields for "Username or e-mail address" (containing "yasmin.dolak@ffg.at") and "Password".
- A "More options..." link.
- A "Login!" button and a link for "Lost your password?".
- A note: "* Required fields".
- A dashed line separator.
- The text "Or log in with your" followed by a "Token" link and a small icon.

At the bottom of the page, there is a footer: "Last update: 07/01/2014 (3.6.2.1-hum) | 11 ms | [Top](#)".

Step 3

Create a Draft Proposal

H2020-MSCA-IF-2014


 Yasmin Dolak-struss

 MSCA-IF-2014-EF


 MSCA-IF-EF-ST

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

115 days left until closure

Configuration OK 

 You're using Chrome 34 on Windows. **Adobe Reader** (version 11.0.6.0) 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

PIC* Short name*

999507207 FFG Sensengasse 1 VIENNA, AT VAT:

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

**PIC: 999507207
FFG
Sensengasse 1
VIENNA, AT**

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.

Acronym* Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*

Character count:

Scientific Panel*

[next >](#)

Organisation registrieren

- **Participant Identification Code (PIC):**
Wenn eine Organisation registriert und validiert ist, bekommt sie einen eindeutigen Code = **PIC**

Achtung: Organisationen, die bereits eine FP7 / H2020-Finanzhilfevereinbarung abgeschlossen haben, verfügen über einen PIC
- **Legal Entity Appointed Representative (LEAR):**
Person, die von Organisation benannt wird; kann Organisationsdaten ändern und hat Überblick über alle Proposals

Organisation registrieren

Participant Identification Code (PIC)

- Bereits in Horizon 2020 oder FP7 teilgenommen? →

SEARCH

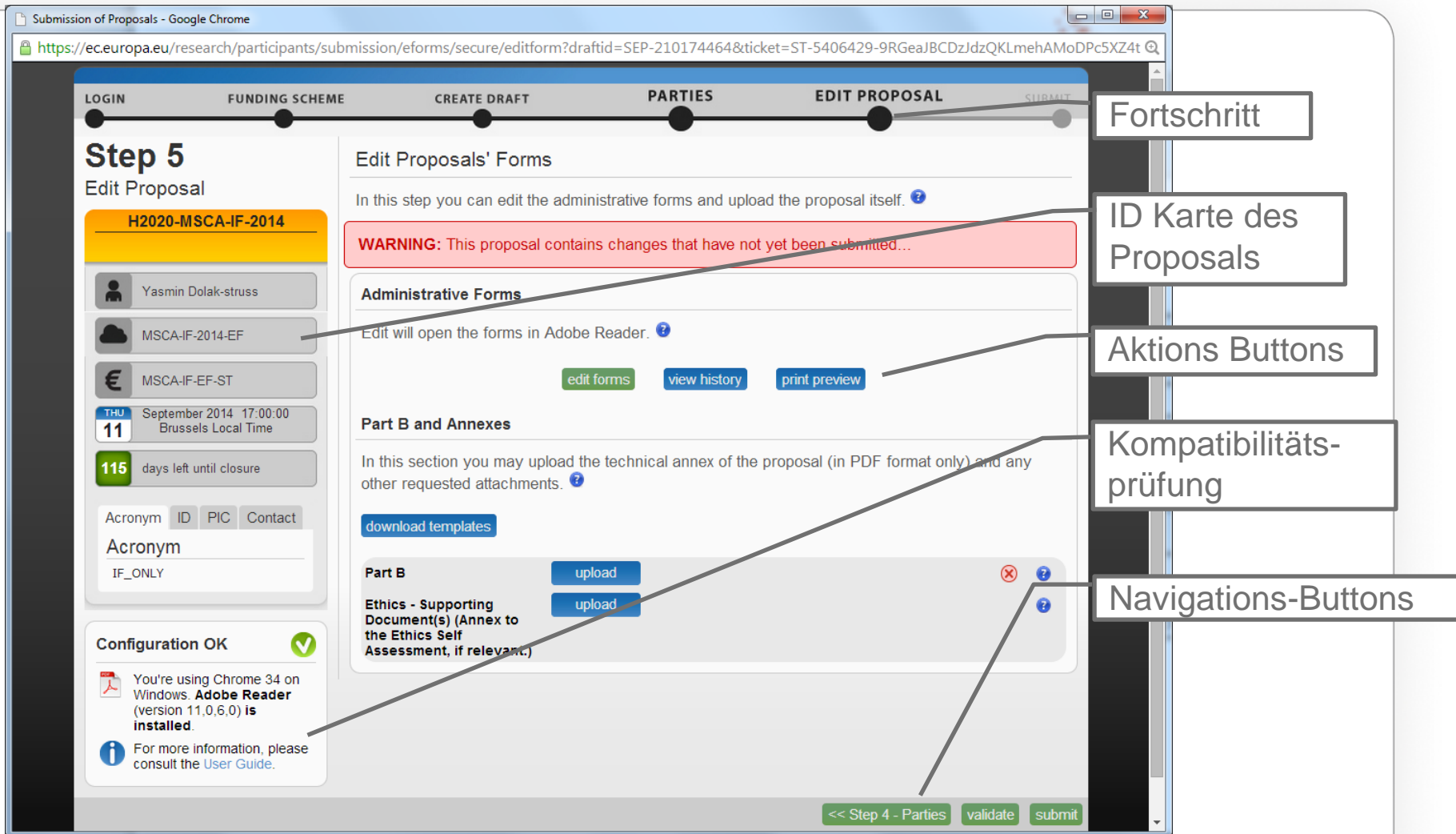
Organisation am Participant Portal suchen: Beneficiary Register

<https://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

- Organisation noch nicht registriert? →

REGISTER ORGANISATION

Einreichen eines Antrags – Participant Portal



The screenshot shows the 'Edit Proposal' step in the Participant Portal. The page is titled 'Submission of Proposals - Google Chrome' and the URL is 'https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210174464&ticket=ST-5406429-9RGeaJBCDzJdzQKLmehAMoDpC5XZ4t'. 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 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 a 'download templates' button and an 'upload' button for 'Part B'. There is also a section for 'Ethics - Supporting Document(s) (Annex to the Ethics Self Assessment, if relevant.)' with an 'upload' button. The left sidebar shows the user 'Yasmin Dolak-struss' and the funding scheme 'MSCA-IF-2014-EF'. The bottom of the page has navigation buttons: '<< Step 4 - Parties', 'validate', and 'submit'. Annotations on the right side of the image point to various elements: 'Fortschritt' (Progress) points to the navigation bar; 'ID Karte des Proposals' (Proposal ID Card) points to the funding scheme information; 'Aktions Buttons' (Action Buttons) points to the 'edit forms', 'view history', and 'print preview' buttons; 'Kompatibilitätsprüfung' (Compatibility Check) points to the Adobe Reader notification; and 'Navigations-Buttons' (Navigation Buttons) points to the '<< Step 4 - Parties', 'validate', and 'submit' buttons.

Einreichen eines Antrags – Participant Portal

- Einloggen im Participant Portal (über ECAS Account)
- EinreicherIn legt Proposal an
- Antrag einrichten durch PIC, Akronym, Short summary
- A-Forms ausfüllen
- Upload von Part B als pdf-Datei
- Antrag validieren um sicher zu gehen, dass die Eingaben grundsätzlich ok sind
- Proposal einreichen – **Submit**
- Überprüfen, ob das System eine Projektnummer vergibt
- Ausloggen und Email checken für das Bestätigungsmail

Teil A – Administrative Formulare

- **A1:** Allgemeine Antragsinformationen
- **A2:** Informationen über die Projektteilnehmer
- **A3:** Beantragte Förderung
 - System berechnet indikatives Budget automatisch aus Personenmonaten
 - ACHTUNG: muss konsistent mit Teil B sein (Teil A zählt)
- **A4:** Ethik-Tabelle
- **A5:** Call Specific Questions

Teil A – Administrative Formulare

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

A1 – General Information

➤ Allgemeine Informationen:

Akronym

Titel

Duration im months

Panel

Keywords

Abstract

Similar proposals

European Commission - Research - Participants
Proposal Submission Forms
Research Executive Agency

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Proposal ID SEP-210174464 Acronym IF_ONLY Go to

1 - General information

Topic MSCA-IF-2014-EF Type of action MSCA-IF-EF-ST

Call identifier H2020-MSCA-IF-2014 Acronym IF_ONLY

Proposal title *The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist 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

Panel PHY - Physics

Please select up to 5 descriptors (and at least 1) that best characterise the subject of your proposal, in descending order of relevance.

Descriptor 1 Add

Free keywords *You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.*

Abstract

This is a test proposal.

Remaining characters 1976

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)? Yes No

H2020-MSCA-IF.pdf - Ver 1.32 20140512 Page 2 of 13 Last saved 19/05/2014 at 15:07

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A1 – NEU: DECLARATIONS

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Proposal ID **SEP-210174464** Acronym **IF_ONLY** Go to

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) confirms:

- to have carried out the self-check of the financial capacity of the organisation on https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/fv.html . Where the result was "weak" or "insufficient", the applicant (future beneficiary) confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="checkbox"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="checkbox"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="checkbox"/>

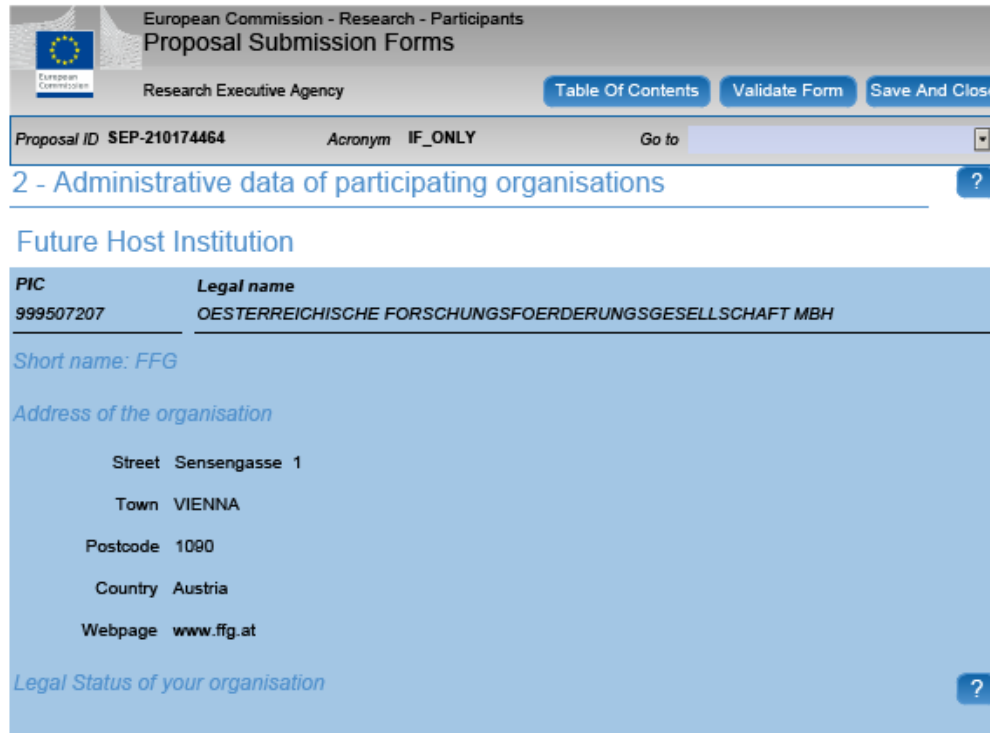
5) The applicant (future beneficiary) hereby declares:

- 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 is 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.

A2 – Data on participating organisations



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Proposal ID SEP-210174464 Acronym IF_ONLY Go to

2 - Administrative data of participating organisations

Future Host Institution

PIC	Legal name
999507207	OESTERREICHISCHE FORSCHUNGSFOERDERUNGSGESELLSCHAFT MBH

Short name: FFG

Address of the organisation

Street Sensengasse 1

Town VIENNA

Postcode 1090

Country Austria

Webpage www.ffg.at

Legal Status of your organisation

- Future Host Organisation
- Daten verknüpft mit PIC und automatisch eingefüllt
- Adresse, rechtlicher Status, PIC
- Department-Ebene

A2 – Supervisor

Main scientist or team leader in charge of the proposal for the participant.

For participant number 1 (the future host institution), this will be the person the Commission/Agency will contact concerning this proposal

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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* Therese Last name* Lindahl

E-Mail* therese.lindahl@ffg.at

Position in org. Please indicate the position of the Contact Point above in the organisation.

Department Please indicate the department of the Contact Point above in the organisation.

Street Same as organisation address

Town Post code

Country

Website

Phone Phone 2 Fax

Other contact persons ?

First Name	Last Name	E-mail	Phone
Sonja	Heintel	sonja.heintel@ffg.at	<input type="text"/>

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Proposal ID SEP-210174464 Acronym IF_ONLY Go to

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.

Researcher ID *If you have a researcher identifier number (e.g. ResearcherID, ORCID) please enter it here.*

Last Name* Dolak-struss Last Name at Birth

First Name(s)* Yasmin Gender* Male Female

Title Country of residence*

Nationality* Nationality 2

Date of Birth (DD/MM/YYYY) Country of Birth*

Place of Birth

Contact address Same as organisation address

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

Street *Please enter street name and number.*

Postcode/Cedex Town

Phone Country

Phone2 / Mobile

E-Mail* yasmin.dolak@ffg.at

Qualifications

University Degree Date of award (DD/MM/YYYY)

Doctorate (in progress) Date of award (DD/MM/YYYY)

Doctorate Date of award (DD/MM/YYYY)

Full time postgraduate research experience Number of months

Other Academic qualifications Date of award (DD/MM/YYYY)

FFG

A2 – Researcher

- Name
- Nationality
- Location of origin
- Contact address
- University degree
- Doctorate
- Research experience
- Other academic qualifications



A2 – Researcher

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Proposal ID **SEP-210174464** Acronym **IF_ONLY** Go to

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

Indicate the period(s) and the country/contries in which you have legally resided and/or had your main activity (work, status, ..) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (11/09/2014).

Period from	Period to	Duration (days)	Country	Add
	11/09/2014		<input type="text"/>	Remove
		Total		



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A3 – Budget

European Commission - Research - Participants
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Proposal ID SEP-210174464 Acronym IF_ONLY Go to

3 - Budget

Is the Researcher eligible for family allowance? Yes No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Person Months	Researcher Unit Cost			Institutional Unit Cost		TOTAL
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1	FFG	AT	1,048	0	0	0	0	0	0	
Total				0	0	0	0	0	0	

Berechnet sich automatisch aus der angegebenen Projektdauer (A1)!



A4 – Ethical Issues

4 - Ethics issues table



1. HUMAN EMBRYOS/FOETUSES ⁱ		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	
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues? If your research involves human embryos/foetuses, please also complete the section "Human Embryos/Foetuses" [Box 1].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PROTECTION OF PERSONAL DATA ⁱⁱ		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 ⁱⁱⁱ		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	



A5 – Call Specific Questions

European Commission - Research - Participants
Proposal Submission Forms

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Proposal ID SEP-210174464 Acronym IF_ONLY Go to

5 - Call specific questions ?

Eligibility Researcher (future fellow)

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

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? Yes No
2. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? Yes No

A5 – Call Specific Questions

Global Fellowship zusätzlich:

2. Are you a national of Member State or Associated Country?

Yes No

Are you a long-term resident?

(Long-time residents are researchers who spend a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more Member States or Associated Countries)

Yes No

Period of research in Member States / Associated Countries:

Period from	Period to	Number of days	Member State / Associated Country	Name of the Institution	Add
					Remove

[Other Questions](#)

Erfolgreiche Einreichung

- Keine Einreichmöglichkeit mehr nach der Deadline 17:00:00 CET
- Im Zweifelsfall gleich nachfragen und nicht bis zum letzten Moment warten
- Keine Spezialzeichen im File-Namen
- Das System erlaubt Mehrfacheinreichungen → submit early, submit often!
- Sicherstellen, dass wirklich die aktuellste Version submitted wurde!

Evaluierung

- Die Evaluierung der Anträge wird von der „Research Executive Agency“ der Europäischen Kommission geleitet
- Jedes Proposal wird von mind. drei selbstständigen und erfahrenen ExpertInnen evaluiert
- Indikativer Zeitplan:

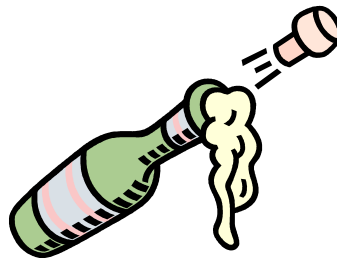
Publication of call	<i>12 March 2014</i>
Deadline for submission of proposals	<i>11 September 2014 at 17:00:00, Brussels local time</i>
Evaluation of proposals	<i>October - November 2014</i>
Information on the outcome of the evaluation	<i>February 2015</i>
Indicative date for the signing of Grant Agreements	<i>May 2015</i>

Evaluierungsprozess

- Zuerst Eligibility Check der REA, dann werden Proposals an ExpertInnen verteilt
- ExpertInnen evaluieren einzeln Anträge („**Individual Assessment Report**“). Sie müssen die Anträge nur nach den Evaluationskriterien beurteilen.
- Die drei ExpertInnen, die den selben Antrag evaluiert haben, treffen sich in Brüssel für ein „**Consensus Meeting**“. Der Antrag wird diskutiert. Eine gemeinsame Evaluierung („consensus“) muss erfolgen.
- Ein „**Panel Meeting**“ findet mit ExpertInnen und REA in Brüssel statt. Die Schlussliste der geförderten Anträge wird besprochen und bewilligt
→ „**Final ranked list of proposals**“

Evaluierungsprozess

- Spätestens Februar 2015 sendet REA die „Evaluation Summary Reports“ an die Beneficiaries (Kontakt: Supervisor). Der ESR enthält keine Förderungsinformation!!!
- Einige Tage später: die REA publiziert am Participant Portal die offizielle Schlussliste des Förderungsentscheidungsprozesses („Indicative Funding Decision“):
 - A (main list), B (reserve list),
 - C (above threshold but not funded), D (below threshold)
- Gleichzeitig fängt REA die Verhandlungen mit den Beneficiaries an – Unterschrift GAs geplant für Mai 2015



Wer sind die ExpertInnen?

WissenschaftlerInnen:

- von REA eingestellt
- mit hoher Expertise
- aus academic oder non-academic sector
- Männer und Frauen (Geschlechter-Gleichgewicht)
- gut geografisch verteilt
- von der REA über den Evaluierungsprozess trainiert
- ExpertInnen unterschreiben einen „Appointment Letter“ (mit u.a. Confidentiality disclaimer)

Kriterien

Eligibility-Kriterien: Ist der IF-Antrag gültig und berechtigt?

Formelle Kriterien, die von **REA** kontrolliert werden, wie z.B.:

- Der Antrag wurde vor der Deadline eingereicht
- Das Projekt schließt die minimale Anzahl/Kategorie von Partnern ein
EF/GF: 1 beneficiary located in MS/AC (host)
GF additionally 1 partner organisation in Third Country (TC)
- Der Antrag ist komplett (Teil A und Teil B)
- Der Inhalt des Antrages bezieht sich auf die Beschreibung der Maßnahme im Arbeitsprogramm 2014

Evaluationskriterien: Wie gut und förderungswürdig ist der Antrag?

Qualitative Kriterien, nach denen die **ExpertInnen** die Anträge beurteilen müssen

- Excellence
- Impact
- Implementation

Kriterien

Bis zu 5 Punkte pro Kriterium,
Dezimalen möglich

IF - Marie Sklodowska-Curie Individual Fellowships		
Excellence	Impact	Implementation
<p>Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects)</p> <p>Clarity and quality of transfer of knowledge/training for the development of researcher in light of the research objectives</p>	<p>Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives</p> <p>Effectiveness of the proposed measures for communication and results dissemination</p>	<p>Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources</p> <p>Appropriateness of the management structures and procedures, including quality management and risk management</p>
<p>Quality of the supervision and the hosting arrangements</p> <p>Capacity of the researcher to reach or re-enforce a position of professional maturity in research</p>		<p>Appropriateness of the institutional environment (infrastructure)</p> <p>Competences, experience and complementarity of the participating organisations and institutional commitment</p>
50%	30%	20%
Weighting		
1	2	3
Priority in case of <i>ex aequo</i>		
NB: An overall threshold of 70% will be applied to the total weighted score.		

Expertendatenbank

Werden Sie selbst EvaluatorIn!



Eintragen in Datenbank über Participant Portal

Liste der bisher tätigen EvaluatorInnen unter H2020 wird 1x pro Jahr veröffentlicht