



UNIVERSITÀ
DEGLI STUDI
FIRENZE

MARIE CURIE ACTIONS

INDIVIDUAL FELLOWSHIPS

How to
submit your
proposal
with UNIFI



UNIVERSITÀ
DEGLI STUDI
FIRENZE

AREA
SERVIZI ALLA RICERCA
E TRASFERIMENTO
TECNOLOGICO

MARIE CURIE ACTIONS INDIVIDUAL FELLOWSHIPS

How to submit your
proposal with UNIFI

Brochure realizzata da

Unità di Processo Progetti di Ricerca

<http://www.unifi.it/vp-10636-ufficio-ricerca-europea-e-internazionale.html>
progettidiricerca@unifi.it

Progetto grafico

●●● **didacommunicationlab**

Dipartimento di Architettura
Università degli Studi di Firenze

Per ulteriori informazioni e riferimenti

<http://ec.europa.eu/research/mariecurieactions/>

This guide is intended as a practical vademecum to support experienced researchers preparing their applications for Individual Fellowships. They'll find within this brochure practical tips and info on how to create their online accounts, on how to deal with the Participant Portal (the European submission service) and on which rules they should keep in mind about the University of Florence internal rules and regulations.



MARIE SKŁODOWSKA CURIE ACTIONS

The Marie Skłodowska Curie Actions are a funding scheme promoted by the European Commission within the Horizon 2020 Framework Programme aimed at supporting researcher's careers.

These Actions support all stages of researchers, be they doctoral candidates or highly experienced researchers, funding grants based on transnational, intersectoral and interdisciplinary mobility. In so doing the MSCA enable research-focused organizations (universities, research centers and companies) to host talented foreign researchers, create strategic partnerships with leading institutions worldwide and allow researchers to acquire the necessary skills and international experience for a successful career either in the public or in the private sector.

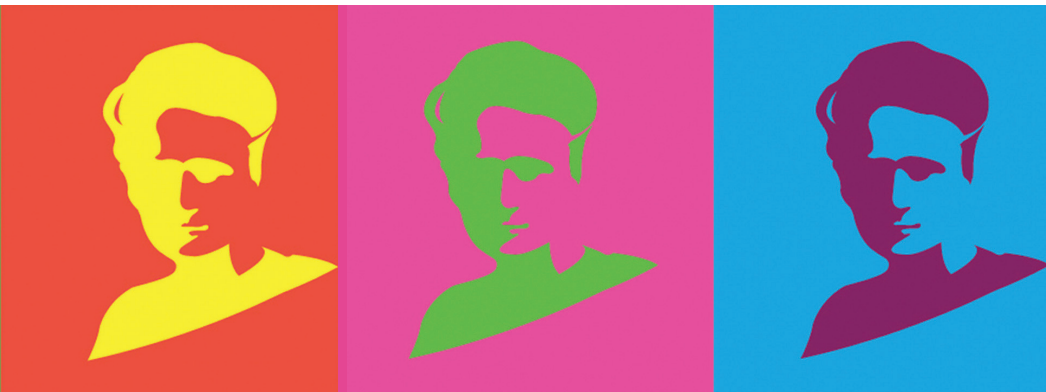
MSCA are open to all domains of research and innovation. Research fields may be chosen freely by the applicants with a 'bottom-up' approach.

The funding grants promoted within MSCA can be distinguished according to the nature

of the applicant. There are in fact actions in which the host institution/s apply and actions that allow direct application from researchers. Within the first category we can find ITN – Innovative Training Networks and RISE – Research and Innovation Staff Exchange, while IF – Individual Fellowships fall within the second category.

ITN – Innovative Training Networks support joint research training and/or doctoral programmes, implemented by partnerships of universities, research institutions, research infrastructures, businesses, SMEs, and other socio-economic actors from different countries across Europe and beyond. Partnerships take the form of collaborative European Training Networks (ETN), European Industrial Doctorates (EID) or European Joint Doctorates (EJD).

RISE – Research and Innovation Staff Exchange promotes international and intersectoral collaboration through staff exchanges. RISE involves European and non-European organizations from the academic and non-academic sector for the development of partnerships in the form of a joint research and innovation project. This is



aimed at knowledge sharing via international as well as intersectoral mobility, based on staff secondments.

IF – Individual Fellowships allow experienced researchers, i.e. researchers holding a doctoral degree (Phd) or with more than 4 years research experience, to apply with their own research project. The project will be developed in connection with a host institution based in a European Member State or H2020 Associated Country and should be developed through mobility. If the mobility takes place within Europe the researchers apply for a European Fellowship, if the mobility takes place outside Europe (with a compulsory reintegration phase in Europe) the researcher apply for a Global Fellowship.

THE UNIVERSITY OF FLORENCE GRANT OFFICE

The University of Florence Grant Office offers consulting and support to all researchers interested in taking part in a European call for proposals with UNIFI as Host Institution. If you wish to submit a proposal within the

Marie Skłodowska Curie Actions - Individual Fellowships please get in touch with us well in advance and we'll assist you in all administrative related matters.

Please remember to include in your message the name of your UNIFI supervisor. E-mail us at the following address: progettidiricerca@unifi.it

STARTING OUT

Make sure you have chosen the correct Marie Curie fellowship for your purposes.

Read the relevant Guide for Applicants carefully before you start and check that you are an eligible applicant and that your project idea is in line with the selection and evaluation criteria for the call.

Contact the Grant Office if you have any question.

All guide for applicants are available on the Participant Portal.

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

Before starting with the submission of your application it's necessary to be registered on the Participant Portal.

WHAT'S THE PARTICIPANT PORTAL AND HOW IT WORKS

The Participant Portal is the electronic tool you'll be asked to use to submit your proposal.

The Participant Portal was established as an Internet portal for the stakeholders of the EU research and innovation programs. It provides a set of services to facilitate taking part in the European Union research funding programmes and related interactions with the European Commission.

For each call published within the European Framework for Research and Innovation, Horizon 2020, you can find a dedicated page on the Participant Portal containing all relevant information about that call.

The screenshot shows the top section of the Participant Portal. At the top right, there are links for '(A-Z) Sitemap', 'About this site', 'Contact', 'Legal Notice', 'Search', and 'English'. The main header features the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this is a navigation bar with 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A search bar is also present. The main content area is titled 'Horizon 2020 Funding' and includes a sub-header 'Starting from 1/1/2014'. It contains a list of EU programmes: '2014-2020 Horizon 2020 - research and innovation framework programme', '2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)', and 'Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme'. There are two columns of links: 'Non-registered users' (search for funding, read the H2020 Online Manual, check if registered, contact support) and 'Registered users' (submit proposal, sign grant, manage project, register as expert). At the bottom, there are six icons representing different services: 'WHAT'S NEW?', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'.

The screenshot shows a detailed view of a funding call. The top navigation is similar to the homepage. The main content area is titled 'EU Programmes 2014-2020' and lists various programmes. The selected call is 'TOPIC: Individual Fellowships'. It provides the following details: 'Topic Identifier: MSCA-IF-2017', 'Publication date: 14 October 2015', 'Types of actions: MSCA-IF-EF-CAR Career Restart panel, MSCA-IF-EF-R1 Reintegration panel, MSCA-IF-EF-SE Society and Enterprise panel, MSCA-IF-EF-ST Standard European Fellowships', 'Deadline/Opening date: 11 April 2017', and 'Deadline: 14 September 2017 17:00:00'. There is a 'Call budget overview' link. Below this, there are sections for 'Topic Description' and 'Topic conditions and documents', both with '+ More' links. The 'Topic Description' section states: 'The goal of the Individual Fellowships is to enhance the creative and innovative potential of experienced researchers, wishing to diversify their individual competence in terms of skill acquisition through'.

ECAS REGISTRATION

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under

- **2014-2020** Horizon 2020 - research and innovation framework programme (FP8) and the Marie Skłodowska Curie Research and Innovation Programme (CIP)
- **2007-2013** 7th research framework programme (FP7) and the Marie Skłodowska Curie Research and Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme

Non-registered users

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

Registered users

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

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

If you haven't done so yet, please go to the Participant Portal and click on "register".
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

After filling in the proposed form you'll receive a confirmation by e-mail. Follow the indications you receive to complete your registration.

ACCESS THE INDIVIDUAL FELLOWSHIPS PAGE

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

Horizon 2020 Funding

Starting from 1/1/2014

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

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

Non-registered users

- search for funding
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- check if an organisation is already registered
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Registered users

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

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

Log in on the participant portal with your account.

The web page about MSCA Individual Fellowships can be easily reached from the

Participant Portal Home Page by choosing Funding Opportunities and then selecting on the left Horizon 2020 Calls à Marie Skłodowska Curie Actions → Individual Fellowships.

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Funding Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Call Updates

Calls

H2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

Funding Opportunities H2020 ONLINE MANUAL

Find the European Union funding opportunities and search for new or closed calls of the programmes described on this page.

COSME

Programme for the Competitiveness of Enterprises and SMEs (COSME) will run from 2014 to 2020, with a planned budget of €2.3bn. It will facilitate SME access to finance, create supportive environment for business creation, help small businesses operate outside their home countries and improve their access to markets.

3rd HEALTH PROGRAMME

The Third Health Programme will run from 2014 to 2020, with a planned budget of 449 million EUR. It will support actions that complement, support and add value to the policies of the Member States to improve the health of EU citizens and reduce health inequalities by promoting health, encouraging innovation in health, increasing the sustainability of health systems and protecting Union citizens from serious cross-border health threats.

CONSUMER PROGRAMME

The Multiannual Consumer Programme 2014-2020 has a planned budget of 188 million EUR. It will support

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

Horizon 2020

Horizon 2020 is the new EU funding programme for research and innovation running from 2014 to 2020 with a €80 billion budget. The first calls for proposals for Horizon 2020 were published on **11 December 2013**. Its simplified rules and submission and grant management tools should facilitate participants' tasks. For practical guidance, see the **H2020 online manual**.

H2020 supports **SMEs** with a new **instrument** that runs throughout various funded research and innovation fields, so it should be easy for SMEs to find opportunities in many calls.

H2020 also aims to enhance **EU international research**

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

EU Programmes 2014-2020

Search Topics

Call Updates

Calls

H2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

Calls for Proposals

Advanced search for topics
Calls for tenders on TED

Horizon 2020

Excellent Science

European Research Council (ERC)

Future and Emerging Technologies (FET)

Marie-Sklodowska-Curie Actions

Research Infrastructures

Industrial Leadership

Leadership in enabling and industrial technologies

Information and Communication Technologies

Status Forthcoming Open Closed **FILTER**

Sort by (Planned) Opening Date Deadline Call title Call identifier

Excellent Science
COFUND - Co-funding of Regional, National and International Programmes
H2020-MSCA-COFUND-2015
Deadlines: 01/10/2015
Planned Opening Dates: 14/04/2015

Excellent Science
Individual Fellowships (IF)
H2020-MSCA-IF-2015
Deadlines: 10/09/2015
Planned Opening Date: 12/03/2015

Excellent Science
Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)
H2020-MSCA-RISE-2015
Deadlines: 28/04/2015
Opening Date: 06/01/2015

Flag the Marie Skłodowska Curie Fellowships

Available calls for proposals will be displayed

WHAT THE INDIVIDUAL FELLOWSHIPS PAGE LOOKS LIKE:

The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' for 'Individual Fellowships'. The page includes a navigation menu, a search bar, and a list of EU programmes. The main content area displays details for the 'Individual Fellowships' topic, including its identifier, publication date, types of action, deadline model, and opening date. Below this, there are sections for 'Topic Description' and 'Topic conditions and documents', each with a '+ More' link. Three callout boxes provide additional context: the top one points to the topic title, the middle one points to the 'Topic Description' section, and the bottom one points to the 'Topic conditions and documents' section.

On top of the page, general information about the call is displayed

Under "Topic Description" you can find useful information about the scope, objectives and expected impact of projects within this funding scheme

Under "Topic conditions and documents" you can find useful supporting documents such as relevant European Regulations, Guide for Applicants and applicable templates.

EU Programmes 2014-2020

Search Topics

Updates

Calls

H2020

3rd Health Programme

Asylum, Migration and Integration Fund

Consumer Programme

COSME

Hercule III Programme

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

Other Funding Opportunities

TOPIC : Individual Fellowships

Topic identifier: MSCA-IF-2017
Publication date: 14 October 2015

Types of action: MSCA-IF-EF-CAR Career Restart panel , MSCA-IF-EF-RI Reintegration panel , MSCA-IF-EF-SE Society and Enterprise panel , MSCA-IF-EF-ST Standard European Fellowships , MSCA-IF-GF Global Fellowships
DeadlineModel: single-stage
Opening date: 11 April 2017
Deadline: 14 September 2017 17:00:00

Time Zone : (Brussels time)



Horizon 2020

[Call budget overview](#)

Topic Description

[+ More](#)

Objective:

The goal of the Individual Fellowships is to enhance the creative and innovative potential of experienced researchers, wishing to diversify their individual competence in terms of skill acquisition

Topic conditions and documents

[+ More](#)

Please read carefully all provisions below before the preparation of your application.

Submission Service

To access the **EU submission service** for this topic, please select the **type of action** that is most relevant to your proposal from the list below and click on the **Start Submission*** button. You will then be asked to confirm your choice of the type of action. This choice cannot be changed in the submission system. Upon confirmation you will be redirected to the submission point.

To access existing drafts in the submission system, please login to the Participant Portal and select the My Proposals page of the My Area section.

Type of Action Career Restart panel [MSCA-IF-EF-CAR]

[START SUBMISSION](#)

Topic Individual Fellowships - MSCA-IF-2017

Type of Action Reintegration panel [MSCA-IF-EF-RI]

[START SUBMISSION](#)

Selecting the funding scheme of your choice you'll directly access the submission service

Don't wait for the last minute to create your proposal account! The system will allow you to access and modify it anytime you want!!!

STARTING TO CREATE YOUR PROPOSAL ACCOUNT

The screenshot shows the Horizon 2020 proposal submission interface. On the left is a sidebar with various funding programmes. The main content area displays the 'Horizon 2020' header, followed by sections for 'Topic Description', 'Topic conditions and documents', and 'Submission Service'. A red callout bubble points to a 'START SUBMISSION' button in the 'Career Restart panel' section, with the text 'Click here to start creating your proposal account'. Below this, another section shows 'Reintegration panel' with another 'START SUBMISSION' button. A second red callout bubble points to a confirmation step, with the text 'Check that the information displayed corresponds to the topic of your choice and select confirm'. The confirmation step shows the selected topic and action, and includes 'CANCEL' and 'CONFIRM' buttons.

Asylum, Migration and Integration Fund

Consumer Programme

COSME

Hercule III Programme

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

Other Funding Opportunities

Horizon 2020 [Call budget overview](#)

Topic Description [+ More](#)

Objective:

The goal of the Individual Fellowships is to enhance the creative and innovative potential of experienced researchers, wishing to diversify their individual competence in terms of skill acquisition

Topic conditions and documents [+ More](#)

Please read carefully all provisions below before the preparation of your application.

Submission Service

To access the Electronic Submission Service of the topic, please click on the 'Start Submission' button that is most relevant to your proposal from the list below and click on the 'Start Submission' button. You may be asked to confirm your choice of the type of action and topic, as these cannot be changed subsequently in the submission system. Upon confirmation you will be linked to the correct entry point.

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

Type of Action **Career Restart panel [MSCA-IF-EF-CAR]** [START SUBMISSION](#)

Topic Individual Fellowships - MSCA-IF-2017

Type of Action **Reintegration panel [MSCA-IF-EF-RI]** [START SUBMISSION](#)

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

Topic: Individual Fellowships - MSCA-IF-2017

Type of Action: Global Fellowships [MSCA-IF-GF]

Call: Marie Skłodowska-Curie Individual Fellowships

[CANCEL](#) [CONFIRM](#)

When submitting an Individual Fellowship please remember that there are two key roles you should keep in mind:

1. The **Researcher**
2. The **Supervisor**: the scientist appointed at the beneficiary to supervise the researcher throughout the whole duration of the action

Both the researcher and the supervisor should create an account on ECAS if they haven't already one.

The researcher is supposed to open the proposal account as shown in this paragraph but remember that the submission of the proposal falls under the full responsibility of the supervisor.

UNIFI'S PARTICIPANT IDENTIFICATION CODE

Step 3
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*

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

PIC: 999895789
UNIFI
Piazza San Marco 4
Florence, IT
VAT: IT01279880480

PIC: 99975620
UNIVERSITY COLLEGE LONDON
GOWER STREET
LONDON, UK
VAT: GB854371158

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*

Digit here UNIFI PIC: 999895789 and click on search, UNIFI data will be automatically displayed.

Choose your role

Choose an ACRONYM for your project

Include an Abstract

Select the relevant scientific Panel

Choose "Continue with this proposal" to be redirected to your newly created proposal account. Please remember that you can access your proposal any time you want until the deadline

Step 4
Manage Your Related Parties

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

Draft proposal xx created

Dear Denise CUCCIA,
You have successfully created a draft proposal xx for the call H2020-MSCA-IF-2017.

You can continue editing your draft proposal now or access it at a later time (before the deadline 2017-09-14 17:00:00 Brussels Local Time) from the [Participant Portal](#) by accessing the [My Proposals](#) tab.

An email containing this information has been sent to the email address: denise.cuccia@unifi.it (which is associated with your ECAS account [newecia](#)).

Note that evaluators have no access to the information you include in this phase, so it is not a problem if you include here a provisional project abstract or title. You'll be allowed to modify it until the deadline. Your project needs both a short name (acronym) and a full title.

THE PROJECT ACCOUNT - STEP 4

Step 4
Manage Your Related Parties

H2020-MSCA-IF-2017

USER NAME
Denise CUCCIA

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-GF

ACRONYM
xx

DRAFT ID |
SEP-210438301

DEADLINE (Brussels Local Time)
14 September 2017 17.00.00

126 days left until closure

Configuration OK

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 [Add Partner](#)

Consortium eligibility
Call requires at least 1 Partner organisation.

1 **Applicant (FUTURE BENEFICIARY)**

UNIFI
UNIVERSITA DEGLI STUDI DI FIRENZE
Piazza San Marco 4, 50121 Florence, IT
PIC: 999895789

[Change Organisation](#)

[Contact LEAR](#)

[Contact](#) Denise Cuccia [Contact Person](#)

[Save Changes](#) [next >>](#)

Version: 20170412-1421 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

If you are submitting a global fellowship click here to add your third country host organization. The system will ask you to include the organization PIC

Click here to include your supervisor. You'll be asked to include his/her name, surname and e-mail address.

Remember to save your changes before proceeding

Click on "next" to proceed

You'll now be redirected to your proposal page. The system automatically shows you step 4 of your proposal. This step allows you to manage the roles within your project.

Please remember to invite as soon as possible your supervisor to join your proposal account.

Attention: Researchers choosing the "Global Fellowship" topic are requested to add at least one partner organization situated in a third country (i.e. not a member state nor an associated country), otherwise they won't be allowed to submit their proposal.

TO FILL IN PART A AND B OF YOUR PROPOSAL

Step 5
Edit Proposal

H2020-MSCA-IF-2017

USER NAME
Denise CUCCIA

TOPIC
MSCA-IF-2017

TYPE OF ACTION
MSCA-IF-GF

ACRONYM
xx

DRAFT ID |
SEP-210438301

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

126 days left until closure

Adobe Reader Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms view history print preview

Part B and Annexes

In this section you may upload the technical annexes (that only) and any other requested attachments. ?

Part B1	upload	✕ ?
Part B2	upload	✕ ?

<< Step 4 - Parties validate submit

done (X) Version: 20170412-1 EF7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

PART A takes the form of an editable PDF dealing mainly with administrative and practical information. You are supposed to access the portal and fill it in directly on the web. Remember that you need to be connected to internet to be able to save the changes you have made!

PART B is the project itself and takes the form of a downloadable word file. You are supposed to download it on your PC and fill it in off line. Once you are done, convert it in a PDF file and upload it on the portal. Don't forget to respect the page limits and other rules as indicated in the Individual Fellowships guide for applicants!

FILLING IN YOUR BUDGET

Please remember that the Individual Fellowships funding takes the form of flat rates. There is no need to prepare a project budget on actual costs, the system will automatically calculate your budget taking into account the total duration of your project, your family status and the type of mobility you are proposing.

Nonetheless please keep in mind that the European Commission when evaluating your proposal will take into account if the duration you have chosen for your project (and consequent resources) is adequate. You can check the Marie Skłodowska Curie Work Programme to verify in detail how the funding is composed and calculated. In case

of need ask the Grant Office to help you in finding the relevant information. Please consider that the real salary you will receive, if funded, will not correspond to the Marie Skłodowska Curie standard flat rate that is a gross amount not including compulsory national deductions. Salaries also change on an annual basis according to national regulations.

Please find below an example of the financial support foreseen within the MSCA Individual Fellowships 2017. Please take care to always check the allowances foreseen in the relevant guide for applicants, unit costs can in fact vary from year to year.

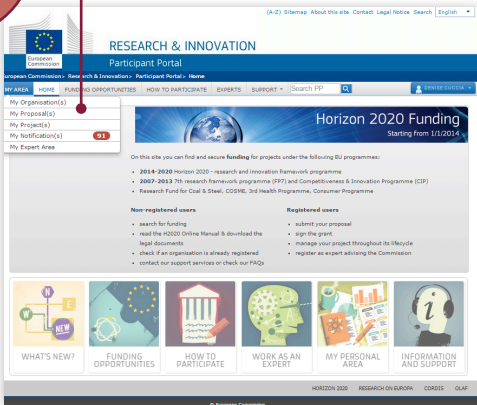
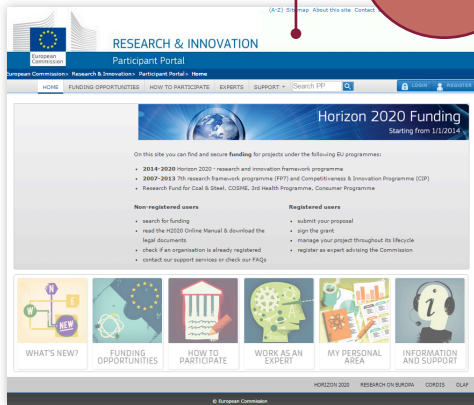
	Researcher unit cost in EUR person/month			Institutional unit cost in EUR person/month	
	Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs
Individual Fellowships	4,650	600	500	800	650

MODIFY THE PROPOSAL ANY TIME YOU WANT

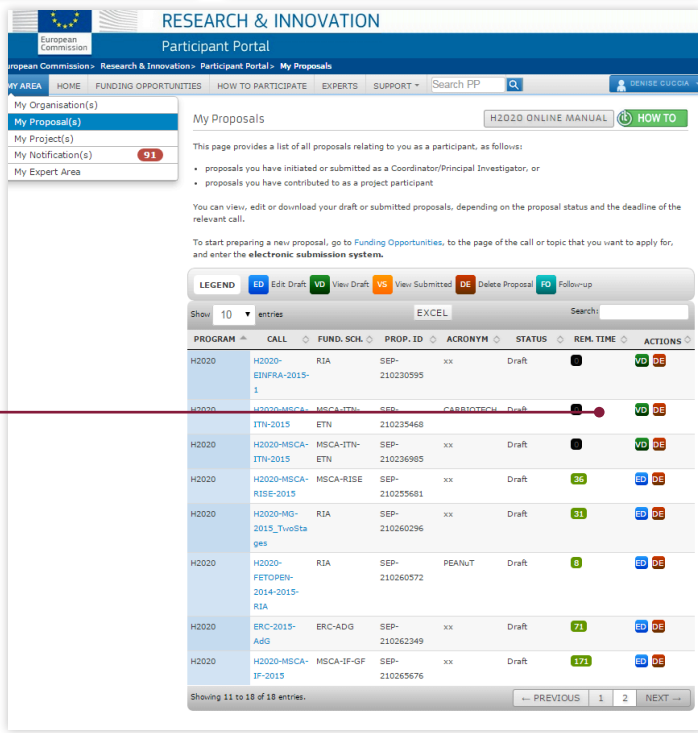
You can access and modify the proposal any time you want until the deadline.

Select "My Proposals"

Log in with your ECAS account



Click on "Edit" to access your proposal



OBTAINING HEAD OF DEPARTMENT APPROVAL

Please remember that before submitting the proposal your supervisor is supposed to inform his/her Department of his/her intention of supporting you. The Department

is then going to formalize its approval by adopting a Resolution on the Feasibility of the Project at the first available meeting before the deadline.

SUBMITTING THE PROPOSAL

Once you have completed your project part A and uploaded your part B you can proceed in submitting the proposal. Before doing so you can use the “validate” function to verify that all compulsory requirements are fulfilled (for example that all compulsory fields have been filled in, all compulsory documents have been uploaded, ecc.).

Remember to ask in due time your supervisor to proceed with the submission of your

proposal. The supervisor has to access his/her ECAS account, open your project account and then click on “submit”. It’s not advisable to wait for the very last day to proceed with the submission!

Technically the system allows as well the researcher to submit the proposal however this should be made in agreement with the supervisor.

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 5

Edit Proposal

H2020-MSCA-IF-2015

Denise Cuccia
MSCA-IF-2015-GF
MSCA-IF-GF
ACRO xx
SEP-210265676
10 September 2015 17:00:00 Brussels Local Time
171 days left until closure

Configuration OK ✓

You're using Chrome 41 on Windows. **Adobe Reader** (version 11.0.10.0) is installed.
For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

[download templates](#)

Part B [upload](#) [✕](#) [?](#)
Optional: Ethics - Supporting Document(s) [upload](#) [?](#)

<< Step 4 - Parties [validate](#) [submit](#)

done Version: 2015-09-10 10:44 - Service Desk: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu (+32 (2) 29 92222)

Click on "validate" to check if all compulsory fields have been filled in

Click on "submit" to submit your project. Remember that if you don't do so your proposal won't be taken into account!

Unità di Processo Progetti di Ricerca

Centro Didattico Morgagni
Viale Morgagni, 40/44, III piano
50134 Firenze
055 275.1909 / 1912 / 1917
progettidiricerca@unifi.it



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