

Most frequent mistakes in the PF proposal submission

REA MSCA PF Coordination Team

Type of action and host institution

- **Wrong type of action encoded:** GF instead of EF or vice versa
- **Wrong Applicant Organization:** outgoing phase host or affiliation of researcher at time of application (different from the real future host organization)

Documents

Part A Part B1 Part B2

Coordinator

MONASH UNIVERSITY MALAYSIA SDN BHD
JALAN LAGOON SELATAN, BANDAR
SUNWAY, MY
PIC: 986569056

Documents

Part A Part B1 Part B2

Coordinator

INDIAN INSTITUTE OF TECHNOLOGY
KANPUR
IIT KANPUR, KANPUR, IN
PIC: 996330748

Documents

Part A Part B1 Part B2

Coordinator

bouznad imad eddine
Cheraia collo skikda-Algeria, Cheraia, DZ
PIC: 889147106

Documents

Part A Part B1 Part B2

Coordinator

Universidad Tecnologica de Panama
Avenida Universidad Tecnológica de Panamá ,
Panama , PA
PIC: 996662100



European
Commission

After you **log in** the F&T portal and select the **topic** you will be redirected to this page to **Create your proposal**.

Please encode
**Applicant
organization** for:
**-Host Coordinator
(MS/HE AC) –
future
beneficiary**

Please verify you have chosen the correct type of action:
HORIZON-TMA-MSCA-PF – **European Fellowship (EF)** or **Global Fellowship (GF)**

Information about people and basic proposal details

- **Researcher and Supervisor** are NOT the same person
- **Missing abstract, panel and keywords**



If these fields are not filled, you should not move forward to the next steps

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Your role

Please indicate your role in this proposal
☒ Supervisor
☐ Researcher
☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Enter value

20

Short Summary

Enter value

2000

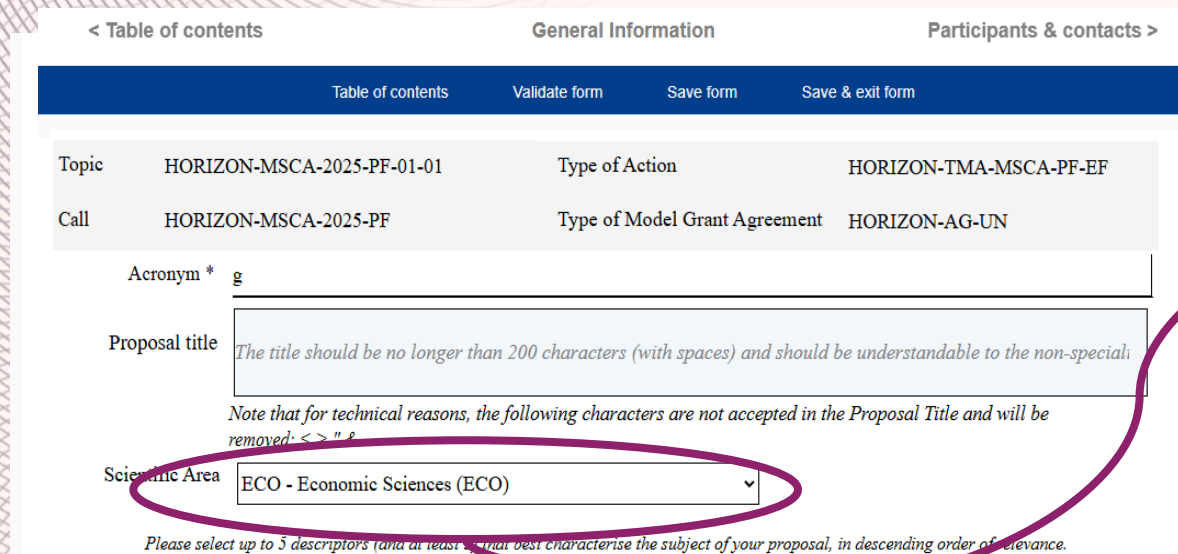
Scientific Panel

SAVE AND GO TO NEXT STEP

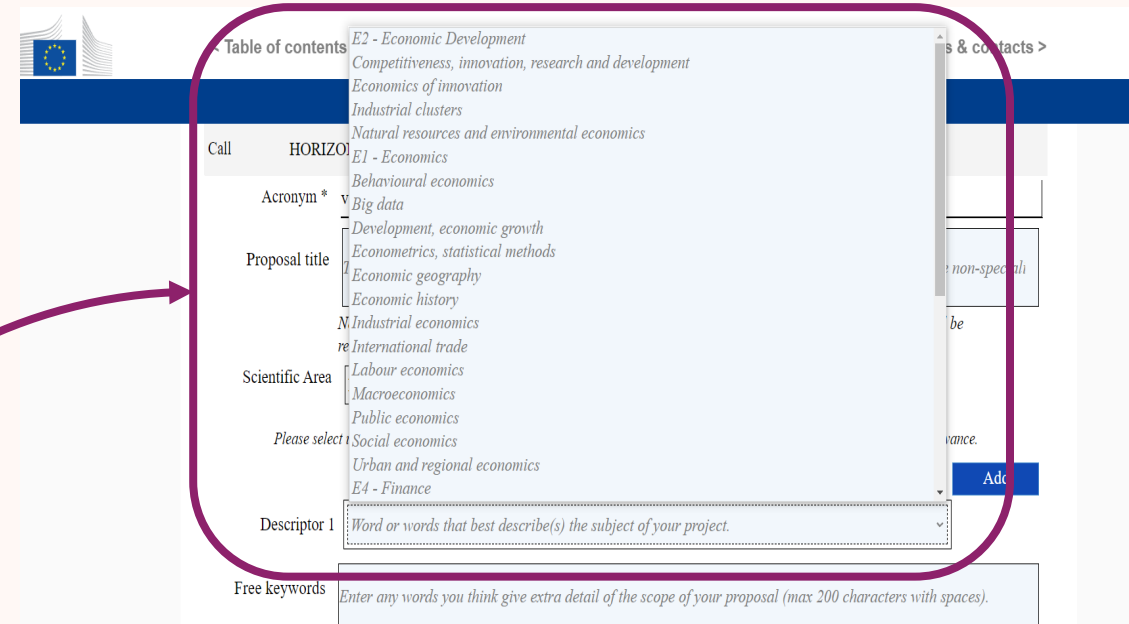
Supervisor and Researcher
MUST BE TWO DIFFERENT PEOPLE

Proposal descriptors (keywords)

- You must select **at least 3 and up to 5 descriptors (keywords)**
- The choice of the first two descriptors in the drop-down menu is restricted to the **Scientific Area** of the selected **Panel**
- The remaining descriptors can be selected from any **Scientific Area** (Panel)
- Descriptors are very important as they will be used to find evaluators with matching expertise



The screenshot shows the 'General Information' section of a proposal form. The 'Scientific Area' dropdown menu is highlighted with a red circle and contains the option 'ECO - Economic Sciences (ECO)'. The form includes fields for 'Topic', 'Call', 'Acronym', 'Proposal title', and 'Scientific Area'. A note below the 'Proposal title' field states: 'The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " ' &'. Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.'



The screenshot shows the 'Scientific Area' dropdown menu with a list of options. The options are: E2 - Economic Development, Competitiveness, innovation, research and development, Economics of innovation, Industrial clusters, Natural resources and environmental economics, E1 - Economics, Behavioural economics, Big data, Development, economic growth, Econometrics, statistical methods, Economic geography, Economic history, Industrial economics, International trade, Labour economics, Macroeconomics, Public economics, Social economics, Urban and regional economics, E4 - Finance. The 'Descriptor 1' field is also visible, with a note: 'Word or words that best describe(s) the subject of your project.'

Please choose the scientific area and descriptors carefully, and in order of importance, since this will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to experts.

List of participants

- **Wrongly encoded non-academic placements (NAPs), secondments and short visits**
 - **About 25%** of the encoded non-academic placements in PF-2024 were secondments/short visits and NOT NAPs
- **Wrongly encoded outgoing/return phase institutions for Global Fellowships**

After the proposal is created, please **list all Participants** to the proposal

The screenshot displays the 'Participants' step in a four-step process: 'Create proposal' (completed), 'Participants' (current step), 'Proposal forms', and 'Submit'. A blue information box states: '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.' Two orange warning boxes indicate requirements: 'This Call requires at least 1 Associated Partner for the outgoing phase located in a Third Country' and 'Call requires at least 1 Associated Partner organisation.' Below these, it shows 'Number of participants: 1'. The main section is titled 'Applicant (Future Beneficiary)' and contains a list of participants. The first participant, 'Test', is shown with a red box around the 'Add contact +' button. At the bottom, there are buttons for 'Add Partner +' and 'Add Associated partner +', with the latter also highlighted by a red box. At the very bottom are 'SAVE', 'SAVE AND GO TO NEXT STEP', and 'NEXT' buttons.

Create proposal Participants Proposal forms Submit

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.

This Call requires at least 1 Associated Partner for the outgoing phase located in a Third Country

Call requires at least 1 Associated Partner organisation.

Number of participants: 1

Applicant (Future Beneficiary)

1 Test [redacted] Contacts: ? Add contact +

Test [redacted]
Brussels, BE
PIC: [redacted]

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

This close-up shows the 'Contacts' section with an 'Add contact +' button. It lists three contacts: 'Jane Doe - Supervisor', 'Mario Rossi - Researcher', and 'Jean Dupont - Contact person'. Each contact entry has edit, delete, and next buttons.

Contacts: ? Add contact +

Jane Doe - Supervisor

Mario Rossi - Researcher

Jean Dupont - Contact person

Maximum three contacts can be listed for the host Applicant

Please encode **associated partners ONLY** for:

- **Outgoing Phase (TC) – ONLY FOR GF**
- **Non-Academic Placement (MS/ HE AC) – IF APPLICABLE**

Number of participants: 3

Applicant (Future Beneficiary)

1 Test Camelia-Valeria

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Contacts: 0 Add contact +

Jane Doe - Supervisor

Mario Rossi - Researcher

Jean Dupont - Contact person

Change organisation Contact organisation

Associated Partner

2 OFFICE FOR SPONSORED PROGRAMS

PRESIDENT AND FELLOWS OF HARVARD COLLEGE
CAMBRIDGE, US
PIC: 992204077

Change organisation Contact organisation

Associated Partner

3 Microsoft Research & Development France

Microsoft Research and Development France
Issy Les Moulineaux, FR
PIC: 989925450

Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Maximum Nb of Participants for **GF**: 3
Maximum Nb of Participants for **EF**: 2

Host Applicant (MS/HE AC)

ASSOCIATED PARTNERS

First Associated partner: Host of Outgoing Phase
(Third Country)

Always put the outgoing phase
partner first

Second Associated partner: Host for Non-Academic
Placement (MS/HE AC), if applicable



Do not encode hosts for secondments here

How to encode the **Associated partners in the proposal - Part B-2**:

- **Add** the **outgoing phase host**, **secondment host(s)** and the **NAP host** as associated partners in **Tables 5.1 and 5.2** of **part B-2**

5.1 Template table: Overview of Participating Organisations

| Organisation role | PIC | Legal Entity Short Name | Academic organisation (Y/N) | Country | Name of Supervisor |
|---|-----|-------------------------|-----------------------------|---------|--------------------|
| Beneficiary | | | | | |
| Associated partner linked to a beneficiary (if applicable) | | | | | |
| Associated partner for outgoing phase (mandatory for GF) | | | | | |
| Associated partner for secondment (if applicable) | | | | | |
| Associated partner for non-academic placement (if applicable) | | | | | |

5.2 Template table: Capacity of the Participating Organisations

Please complete a separate table for each participating organisation. For the beneficiary, this table should be maximum 1 page in length; for each associated partner, the table should be maximum ½ page in length.

Choose one of:

- ☐ Beneficiary (compulsory)
- ☐ Associated partner linked to a beneficiary (if applicable)
- ☐ Associated partner for outgoing phase (mandatory for GF only)
- ☐ Associated partner for secondment (if applicable)
- ☐ Associated partner for non-academic placement (if applicable)

[Full name + Legal Entity Short Name + Country]

General description

Role and profile of supervisor

Key research facilities, Infrastructure and Equipment

Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher.

If applicable, indicate the name of the associated partner linked to a beneficiary and describe the nature of the link in the corresponding table.

Previous and current involvement in EU-funded research and training programmes/actions/projects

Indicate up to 5 relevant EU, national or international research and training actions/projects in which the institution/department has previously participated and/or is currently participating.

Secondments and NAP are not mandatory elements of the application.
However, if they are part of the proposal, the respective hosts should be addressed here.

How to encode secondments



Do not encode secondment hosts as Associated Partners (section 1 – Participants)



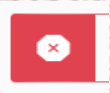
Describe secondments in the narrative part B-1 and add the secondment host(s) in the dedicated tables in part B-2

Validation errors and warnings

- Several applications submitted with **Warnings not addressed**
- Most of the **inconsistencies** identified in participating organizations, proposal duration, and budget



Warning – indicating the criteria that should be respected to have an admissible application



Blocking issue – if not solved, submission will not be possible

Once both **parts B-1 and B-2 are uploaded**, before submitting, please **VALIDATE** your application

Proposal forms

Deadline
10 September 2025 17:00:00 Brussels Local Time

141 days left until closure

Call data

Call: HORIZON-MSCA-2025-PF
Topic: [HORIZON-MSCA-2025-PF-01-01](#)
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: ABC
Draft ID: SEP-211155033
Final ID: 211155033

Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#)

Part B and Annexes

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

Part B1 * [Delete](#) [Trash](#)

Part B2 * [Delete](#) [Trash](#)

[< BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

ⓘ In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.
Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

⚠ Your proposal contains changes that have not yet been submitted.

After clicking on **VALIDATE**, a new screen will appear where all information provided in the forms will be available and validation errors/warnings will appear (*next slide*)

Application forms

Call: HORIZON-MSCA-2025-PF
(MSCA Postdoctoral Fellowships 2025)

Topic: HORIZON-MSCA-2025-PF-01-01

Type of Action: HORIZON-TMA-MSCA-PF-EF
(HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships)

Proposal number: 211155033

Proposal acronym: ABC

Type of Model Grant Agreement: HORIZON Unit Grant

Table of contents

| Section | Title | Action |
|---------|---------------------|--------|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Ethics and security | Show |
| 5 | Other questions | Show |

How to fill in the forms

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

Read more

By clicking on **Validate form** all validation **error/warnings** will be listed



**Correct all
Errors and
verify all
Warnings**

Application forms

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

Declaration

Declaration 1 is mandatory

Show Error

Test

This section has not been validated yet

Show Error

OFFICE FOR SPONSORED PROGRAMS

This section has not been validated yet

Show Error

Microsoft Research & Development France

This section has not been validated yet

Show Error

Budget

This section has not been validated yet

Show Error

Ethics

This section has not been validated yet

Show Error

Other questions

This section has not been validated yet

Show Error

General Information

Similar Proposal submitted - missing entry

Show Warning

Declaration

Declaration 2 is missing

Show Warning

Declaration

Declaration 3 is missing

Show Warning

Declaration

Declaration 4 is missing

Show Warning

Declaration

Declaration 5 is missing

Show Warning

Most common errors in budget

- **Wrongly encoded countries** (TC instead of MS/HE AC for host beneficiary, NAPs in TC)
- **Wrong duration of different phases** (EF duration, GF outgoing phase, GF return phase, NAP)
- **Wrong budgets** (directly related to wrong durations)
- **Wrong Country Coefficient** (directly related to wrong country encoding)
- **Secondments/short visits added as Associated Partners** generating an extra budget

Pay **particular attention** to the **Budget Table** and the information reported therein



Please fill in **all the fields** with the correct information.

If not, this will be reflected on a wrong budget as listed in the table below

Verify that the information encoded in the budget table **corresponds** to the intended application.

Refer to next slide for an example of correctly filled budget table.

< Participants & contacts

Budget

Ethics >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget

Is the Researcher eligible for family allowance?*

☐ Yes ☐ No

| | | |
|----------------------------|---|--------------------|
| Duration of outgoing phase | Country in which outgoing phase will take place | Associated Partner |
| <div></div> | <div></div> | <div></div> |

| |
|---|
| Country in which return phase will take place |
| <div>Belgium</div> |

| | | |
|------------------------------------|--|--------------------|
| Placement duration (1 to 6 months) | Country in which placement will take place | Associated Partner |
| <div></div> | <div></div> | <div></div> |

| | Country Coefficient | Number of Months | Contributions for recruited researchers | | | Institutional contributions | | Total |
|----------------------------------|---------------------|------------------|---|--------------------|------------------|---|-------------------------------|----------|
| | | | Living Allowance | Mobility Allowance | Family Allowance | Research, training and networking costs | Management and indirect costs | |
| Outgoing phase | 1 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Return phase | 1 | 12 | 60960.00 | 7200.00 | 0.00 | 12000.00 | 7800.00 | 87960.00 |
| Placement in non-academic sector | 1 | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | | | 60960.00 | 7200.00 | 0.00 | 12000.00 | 7800.00 | 87960.00 |

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.

Application forms

Proposal ID SEP-210854238

Acronym ABC

3 - Budget

Example for a Global Fellowship
with a non-academic placement

Is the Researcher eligible for family allowance?*



Yes



No

Correct family status

| Duration of outgoing phase | Country in which outgoing phase will take place | Associated Partner |
|----------------------------|---|-------------------------------|
| 24 | United States | OFFICE FOR SPONSORED PROGRAMS |

This should be a **TC**

| Country in which return phase will take place |
|---|
| Belgium |

This should be a **MS/HE AC**

| Placement duration (1 to 6 months) | Country in which placement will take place | Associated Partner |
|------------------------------------|--|---|
| 4 | France | Microsoft Research & Development France |

This should be a **MS/HE AC**

| | Country Coefficient | Number of Months | Contributions for recruited researchers | | | Institutional contributions | | Total |
|----------------------------------|---------------------|------------------|---|--------------------|------------------|---|-------------------------------|-----------|
| | | | Living Allowance | Mobility Allowance | Family Allowance | Research, training and networking costs | Management and indirect costs | |
| Outgoing phase | 1.023 | 24 | 124724.15 | 14400.00 | 15840.00 | 24000.00 | 15600.00 | 194564.15 |
| Return phase | 1 | 12 | 60960.00 | 7200.00 | 7920.00 | 12000.00 | 7800.00 | 95880.00 |
| Placement in non-academic sector | 1 | 4 | 20320.00 | 2400.00 | 2640.00 | 4000.00 | 2600.00 | 31960.00 |
| Total | | | 206004.15 | 24000.00 | 26400.00 | 40000.00 | 26000.00 | 322404.15 |

Correct number of months

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.





If you have encoded a non-academic placement by mistake

(e.g. a secondment wrongly encoded as a non-academic placement)

< Participants & contacts Budget Ethics >

Table of contents Validate form Save form **Save & exit form** ¹

Application forms

Proposal ID SEP-210854238
Acronym ABC

3 - Budget

Is the Researcher eligible for family allowance?* ☒ Yes ☐ No

| Duration of outgoing phase | Country in which outgoing phase will take place | Associated Partner |
|----------------------------|---|-------------------------------|
| 24 | United States | OFFICE FOR SPONSORED PROGRAMS |

| Country in which return phase will take place |
|---|
| Belgium |

| Placement duration (1 to 6 months) | Country in which placement will take place | Associated Partner |
|------------------------------------|--|---|
| 4 | France | Microsoft Research & Development France |

| | Country Coefficient | Number of Months | Contributions for recruited researchers | | | Institutional contributions | | Total |
|----------------------------------|---------------------|------------------|---|--------------------|------------------|---|-------------------------------|-----------|
| | | | Living Allowance | Mobility Allowance | Family Allowance | Research, training and networking costs | Management and indirect costs | |
| Outgoing phase | 1.023 | 24 | 124724.15 | 14400.00 | 15840.00 | 24000.00 | 15600.00 | 194564.15 |
| Return phase | 1 | 12 | 60960.00 | 7200.00 | 7920.00 | 12000.00 | 7800.00 | 95880.00 |
| Placement in non-academic sector | 1 | 4 | 30320.00 | 2400.00 | 2640.00 | 4000.00 | 2600.00 | 31960.00 |
| Total | | | 206004.15 | 24000.00 | 26400.00 | 40000.00 | 26000.00 | 322404.15 |

The Partner Organisation does not sign the Grant Agreement and does not directly claim costs from the action. The entire EU contribution is transferred to the Host organisation located in a Member State or Associated Country.

Wrongly encoded NAP

To delete a wrongly encoded NAP:

1. Click on 'Save and exit form'
2. In the main page click on 'Participants'
3. In the participants list, delete the wrongly encoded Associated partner (for NAP). This will automatically update the Budget table, removing the NAP line.

European Commission | Funding: Submission Service

Welcome

Login Topic selection Create proposal **Participants** ² Proposal forms Submit

Proposal forms

TEST MODE

Deadline
10 September 2025 17:00:00 Brussels Local Time
141 days left until closure

Call data
Call: HORIZON-MSCA-2025-PF
Topic: HORIZON-MSCA-2025-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: EF - MDCS-PF test
Draft ID: SEP-211155033
Final ID: 211155033

Administrative forms (Part A)
Edit forms View history Print preview

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

Part B1 * part_B1_for_test.pdf Delete

Part B2 * part_B2_for_test.pdf Delete

Once there are **no Validation errors/warnings**, you can **save and exit** and prepare for submission

< Other questions Validation result Exit form >

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

Application forms

Validation result

There are no validation errors.

Proposal forms

Deadline
10 September 2025 17:00:00 Brussels Local Time

141 days left until closure

Call data

Call: HORIZON-MSCA-2025-PF
Topic: [HORIZON-MSCA-2025-PF-01-01](#)
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN

⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: ABC
Draft ID: SEP-211155033
Final ID: 211155033

Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#) ⓘ

Part B and Annexes

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

Part B1 * [Delete](#) [✕](#)

Part B2 * [Delete](#) [✕](#)

[BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) **SUBMIT**