



European
Commission



MARIE SKŁODOWSKA-CURIE ACTIONS:

How to submit proposal (SEP)

Marcela Groholova
Research Executive Agency

NCP web-streaming training for ITN
15 January 2014



European
Commission



Documents to be consulted:

**Guide for Applicants
Work Programme H2020-
MSCA**

Available on the Participant
Portal under "Call documents"

ECAS login is necessary

STEP 1 – ECAS Login

Login - Windows Internet Explorer

Contact | Privacy Statement English (en)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

European Commission

IntraComm > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



(authenticates your identity on European Commission websites)

Participants Portal

requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?
European Commission [Change it](#)

Username or e-mail address *

Password *

▶ [More options...](#)

[Login!](#) [Lost your password?](#)

* Required fields

Last update: 07/01/2014 (3.6.2.1-mon) | 7 ms | [▲ Top](#)



STEP 2 – Find a scheme

European Commission

Participant Portal

European Commission > Research & Innovation > Participant Portal > Calls

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

MARCELA GROHOLOVA

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

Horizon 2020

- Calls
- Search Topics
- Call Updates

FP7 & CIP Programmes

- Calls
- Call Updates

COSME

Other Funding Opportunities

Horizon 2020

Excellent Science

- European Research Council
- Future and Emerging Technologies
- Marie Skłodowska-Curie actions
- Research infrastructures

Industrial Leadership

- Leadership in enabling and industrial technologies (LEIT)
- Access to risk finance
- Innovation in SMEs

FILTER

MSCA



Type

- Proposal
- Tender

Status

- Open
- Closed
- Forthcoming

Sort by

- Title
- Call Id
- Publication Date
- Deadline Date

Excellent Science

Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)
H2020-MSCA-RISE-2014

Pub.Date: 11/12/2013 Deadline: 24/04/2014

Excellent Science

Trans-national cooperation among Marie Skłodowska-Curie National ...
H2020-MSCA-NCP-2014

Pub.Date: 11/12/2013 Deadline: 02/04/2014

Excellent Science

European Researchers' Night (NIGHT)
H2020-MSCA-NIGHT-2014

Pub.Date: 11/12/2013 Deadline: 04/03/2014

Excellent Science

MARIE SKŁODOWSKA-CURIE ACTION: INNOVATIVE TRAINING NETWORKS (ITN)
H2020-MSCA-ITN-2014

Pub.Date: 11/12/2013 Deadline: 09/04/2014

ITN



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



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT MARCELA GROHOLOVA

- My Organisation(s)
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Horizon 2020

- Calls
- Search Topics
- Call Updates

FP7 & CIP Programmes

- Calls
- Call Updates

- COSME
- Other Funding Opportunities

MARIE SKŁODOWSKA-CURIE ACTION: INNOVATIVE TRAINING NETWORKS (ITN)

H2020-MSCA-ITN-2014

Publication date	2013-12-11	Deadline Date	2014-04-09 17:00:00 (Brussels local time)
Total Call Budget	€405,180,000	Main Pillar	Excellent Science
Status	Open	OJ reference	OJ C361 of 11 December 2013

Topic: Marie Skłodowska-Curie Innovative Training Networks (ITN-ETN) **MSCA-ITN-2014-ETN**

[Topic Description](#) [Topic Conditions & Documents](#) [Submission Service](#)

The submission system will be **available soon for 2014 topics opened on 11. December 2013**. For **2014 topics with an opening date** specified in the work programme, the submission system will be **opened, at the earliest, on that date**. For **2015 topics, no proposals** can currently be **submitted**. The dates of opening of the submission system for 2015 topics will be provided later in 2014.

Submission link available soon

Step 3

Create a Draft Proposal

TEST MODE

H2020-MSCA-ITN-2014

Marcela Groholova

MSCA-ITN-2014-EID

MSCA-ITN-EID

WED 09 April 2014 17:00:00
Brussels Local Time

90 days left until closure

Configuration OK

You're using Explorer 9 on Windows. Adobe Reader (version 11,0,0,0) is installed.

For more information, please consult the [User Guide](#).

STEP 3 – Create 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* 999973971 Short name*

EPFL

999973971 EPFL BATIMENT CE 3316 STATION 1 LAUSANNE, CH VAT:CHE116075613TVA

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

PIC: 999977851
NORGES TEKNISK-NATURVITENSKAPELIGEUNIVERSITET NTNU
HOGSKOLERINGEN 1
TRONDHEIM, NO
VAT: NO974767880MVA

Search for your organisation PIC

Your Role

Please indicate your role in this proposal

Main contact

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*

Acronym

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)*
Character count: 23

summary of the proposal

Scientific Panel*

Please select

Step 4

Manage Your Related Parties

TEST MODE

H2020-MSCA-ITN-2014

Marcela Groholova

MSCA-ITN-2014-EID

MSCA-ITN-EID

WED 09 April 2014 17:00:00 Brussels Local Time

90 days left until closure

Acronym ID PIC Contact

Acronym

Acronym

Configuration OK

You're using Explorer 9 on Windows. Adobe Reader (version 11,0,0,0) is installed.

For more information, please consult the User Guide.

STEP 4 – Consortium + Budget

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 2 participant(s) from different EU member states or associated countries, currently you have 1.

1 **Coordinator** **Contact** + ?

EPFL

Marcela Groholova - Main contact

ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE
BATIMENT CE 3316 STATION 1, 1015 LAUSANNE, CH
PIC: 999973971

next >>

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

Recruitment

European Commission - Research - Participants
Proposal Submission Forms
 Research Enterprise & Industry Directorate General
[Table Of Contents](#) [Validate Form](#) [Save And Close](#)

Proposal ID **SEP-210130324** Acronym **Acronym**

3 - Budget

Researcher Number	Recruiting Participant (short name)	Planned start month	Duration (months)	Add
1	EPFL	3	36	Remove
2	EPFL	5	18	Remove
Total			54	

Participant Number	Organisation Short Name	Country	No of researchers	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	EPFL	CH	2	54	177 115	32 400	13 500	97 200	64 800	371 515
Total			2	54	177 115	32 400	13.500	97 200	64 800	371 515

Automatic calculation of indicative budget

H2020-ITN.pdf - Ver1.28 - 20131223

STEP 5 – Edit proposal

Step 5 Edit Proposal

TEST MODE

H2020-MSCA-ITN-2014

Marcela Groholova

MSCA-ITN-2014-EID

MSCA-ITN-EID

WED 09 April 2014 17:00:00
Brussels Local Time

90 days left until closure

Acronym ID PIC Contact

Acronym

Acronym

Configuration OK ✓

You're using Explorer 9 on Windows. **Adobe Reader (version 11,0,0,0) is installed.**

For more information, please consult the [User Guide](#).

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](#)

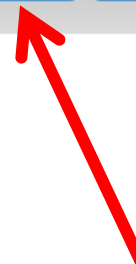


Edit proposal

Research Enterprise & Industry Directorate General

Validate Form

Save And Close



Horizon 2020

Sub-programme

Call: H2020-MSCA-ITN-2014

Topic: MSCA-ITN-2014-EID

Action: MSCA-ITN-EID

Proposal Number: SEP-210130324

Proposal Acronym: Acronym

**Including Declaration of the
Coordinator + Ethics declarations**

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3		Show



European Commission - Research - Participants

Proposal Submission Forms

Research Enterprise & Industry Directorate General

[Table Of Contents](#)

[Validate Form](#)

[Save And Close](#)

Proposal ID **SEP-210130324** Acronym **Acronym**

Validation result

Section	Description	
General Information	Title - missing entry	Show
General Information	Duration - missing entry	Show
General Information	Keywords - missing entry	Show
Declaration	Declaration acceptance is mandatory	Show
Declaration	Declaration acceptance missing	Show
Declaration	Declaration acceptance missing	Show
Declaration	Declaration acceptance missing	Show
Declaration	Declaration acceptance missing	Show
Declaration	Declaration acceptance missing	Show
Participants and contacts	Department Name - missing entry	Show
Participants and contacts	Street - missing entry	Show
Participants and contacts	City - missing entry	Show
Participants and contacts	Postal Code - missing entry	Show

Step 5

Edit Proposal

TEST MODE

H2020-MSCA-ITN-2014

Marcela Groholova

MSCA-ITN-2014-EID

MSCA-ITN-EID

WED 09 April 2014 17:00:00 Brussels Local Time

90 days left until closure

Acronym ID PIC Contact

Acronym

Acronym

Configuration OK ✓

You're using Explorer 9 on Windows. **Adobe Reader (version 11,0,0,0) 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](#)

Part B
template

Part B
upload

Submit

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

PART B of the proposal

Applicants must follow the structure outlined in GfA/SEP.

LIST OF PARTICIPANTS

-----*START PAGE COUNT (30 PAGES)*

- 1. SUMMARY**
- 2. EXCELLENCE**
- 3. IMPACT**
- 4. IMPLEMENTATION**

-----*STOP PAGE COUNT (30 PAGES)*

GANTT CHART

- 5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
- 6. ETHICAL ASPECTS**
- 7. LETTERS OF COMMITMENT**

Submit your proposal early.

Don't wait until final clean version of Part B is ready to start with the submission.

Every updated submission **overwrites the previous one.**

Good luck 😊