

# Submission Setup

Go to:

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

The screenshot shows the homepage of the European Commission's 'Funding & tender opportunities' portal. At the top, there is a navigation bar with the European Commission logo, the text 'Funding & tender opportunities', and the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. On the right side of the navigation bar, there are links for 'English', 'Register', and 'Login'. Below the navigation bar, there is a main banner for the 'Horizon 2020 Framework Programme (H2020)'. Underneath the banner, there are two red alert boxes: the first one states that there will be issues with accessing and uploading of documents in the Grants and Audits Management and in the Participant Register Services on Tuesday, 21.05.2019, between 19:00 and 23:59 CET; the second one states that the Funding/Tenders Portal will be under maintenance on Tuesday, 21.05.2019, between 19:00 and 23:59 CET. Below the alerts, there is a blue box with the text: 'Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.' Underneath this, there is a section titled 'Find calls for proposals and tenders' with a search bar and a 'Search' button. At the bottom, there is a section titled 'Calls for proposals by EU Programme' with a list of programmes: 3rd Health Programme (3HP), Asylum, Migration and Integration Fund (AMIF), Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial Development Programme (EDIDP), EU Aid Volunteers Programme (EUAVP), Erasmus+ Programme (ERPLUS), and Europe For Citizens (EFC).

Hit Register at the top right:

The screenshot shows the 'EU Login' 'Create an account' form. At the top, there is a yellow banner with the text 'The website uses cookies. Learn more about the European Commission's cookie policy' and a 'Close this message' button. Below the banner, there is the 'EU Login' logo and the tagline 'One account. Many EU services'. On the right side, there is a 'WEEK ECAST' button and a language selector set to 'English (en)'. Below the language selector, there are links for 'Create an account' and 'Login'. The main form is titled 'Create an account' and contains the following fields: 'First name', 'Last name', 'E-mail', 'Confirm e-mail', 'E-mail language' (set to 'English (en)'), and 'Enter the code'. Below the 'Enter the code' field, there is a CAPTCHA image and a checkbox with the text 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. At the bottom of the form, there is a 'Create an account' button.

Enter details including Email which will be accessible in the future i.e. Gmail or equivalent.

You will be sent an email to the entered address and will need follow a link (within 1 hour) to choose a password.

You now have your Account.

# IF – Proposal Setup Instructions

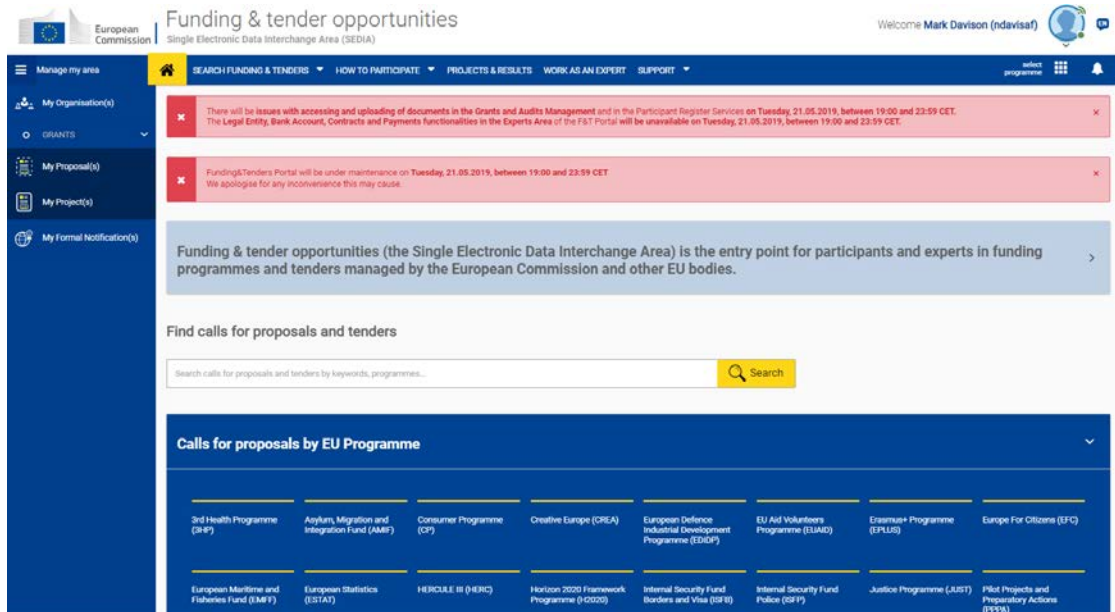
For Call: MSCA-IF-2019 – Deadline 11-09-2019 17:00:00 (Brussels local time)

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/msca-if-2019>

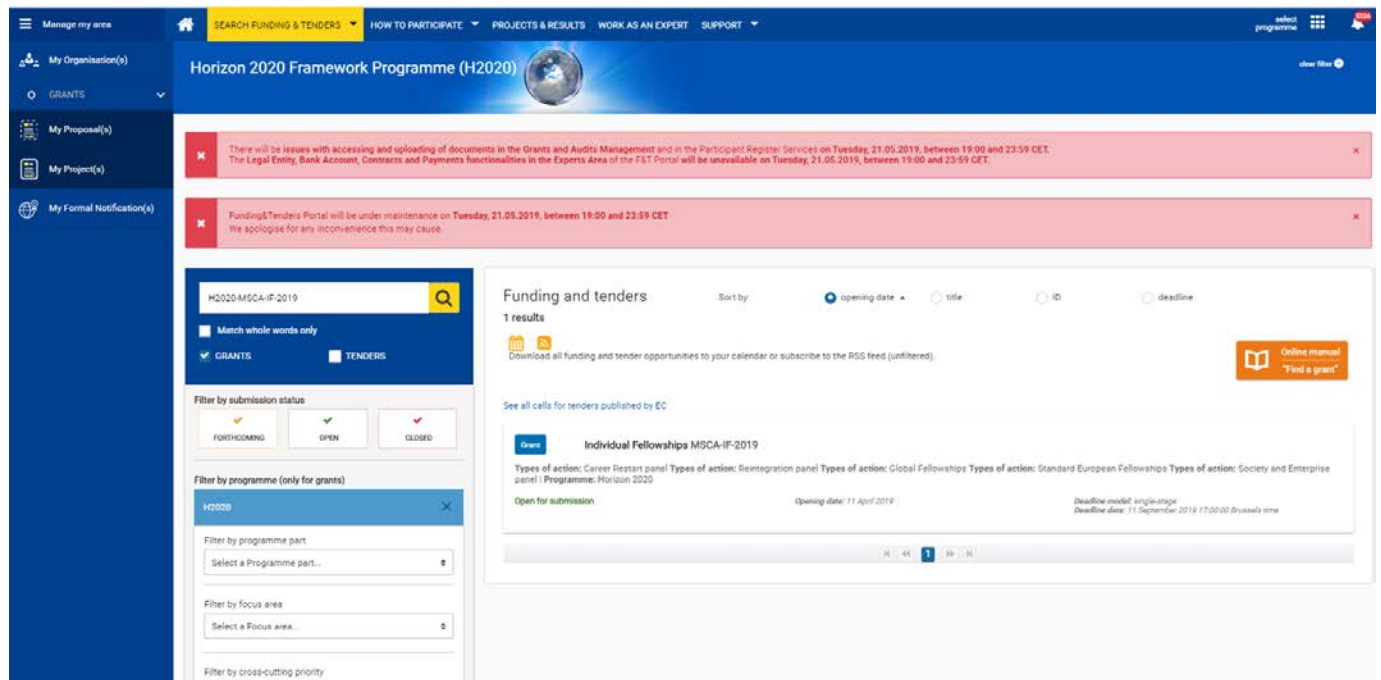
Participants Portal

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

Login to the Participant Portal



Under the 'Search Funding and Tenders' on the top row select **Search Funding and Tenders** and then search for **H2020-MSCA-IF-2019** in the search box



Click on **MSCA-IF-2019 Individual Fellowships**

Oct 27, 2017

## Individual Fellowships

ID: MSCA-IF-2019

Type of action:

MSCA-IF-GF Global Fellowships , MSCA-IF-EF-ST Standard European Fellowships , MSCA-IF-EF-SE Society and Enterprise panel , MSCA-IF-EF-RI Reintegration panel , MSCA-IF-EF-CAR Career Restart panel

Deadline Model : single-stage

Opening: 11 April 2019

Deadline: 11 September 2019 17:00:00 Brussels time

Open

Horizon 2020

Horizon 2020 Website

Work programme: Marie Skłodowska-Curie actions

Work programme year: H2020-2018-2020

Call name: Marie Skłodowska-Curie Individual Fellowships | Call ID: H2020-MSCA-IF-2019

See budget overview

See all topics of this call >

Topic description

Conditions and documents

Partner Search

Submission service

Get support

Call Updates

Go back to search results

Topic Description

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 through advanced training, international and intersectoral mobility. Individual Fellowships provide opportunities to researchers of any nationality to acquire and transfer new knowledge and to work on research and innovation in Europe (EU Member States and Horizon 2020 Associated Countries) and beyond. The scheme particularly supports the return and (re)integration of European researchers from outside Europe and those who have previously worked here, as well as researchers displaced by conflict outside the EU and Horizon 2020 Associated Countries. It also promotes the career restart of individual researchers who show great potential.

Scope:

show more...

Topic conditions and documents

1. Eligible countries: described in Annex A of the Work Programme.

A number of non-EU/non-Associated Countries that are not automatically eligible for funding have made specific provisions for making funding available for their participants in Horizon 2020 projects. See the information in the Online Manual.

2. Eligibility and admissibility conditions: described in the MSCA part of the Work Programme.

You will be sent to another window to the call page

Scroll down and click on Start Submission for the relevant IF stream e.g. EF or GF.

### Select your type of action to start submission

To access the Electronic Submission Service, please click on the submission-button next to the type of action that corresponds to your proposal. You will then be asked to confirm your choice of the type of action and topic, as these cannot be changed 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 Funding & Tenders Portal and select the My Proposals page of the My Area section.

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

Start SUBMISSION

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

Start SUBMISSION

Type of Action: Society and Enterprise panel [ MSCA-IF-EF-SE]

Start SUBMISSION

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

Start SUBMISSION

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

Start SUBMISSION

Get support



Online manual  
"Submit a proposal"



IT HOW TO  
"Submission of Proposals"

## Check and Confirm this is the right call.

Please confirm your choice of topic and type of action



You selected this topic: **Individual Fellowships - MSCA-IF-2019**

You selected this type of action: **Global Fellowships [ MSCA-IF-GF ]**

Related Call: **Marie Skłodowska-Curie Individual Fellowships**



Topic and type of action for the call, cannot be changed subsequently in the submission system.

CANCEL

CONFIRM

This will redirect you to the submission portal to complete your details for registration to the call.

LOGIN    FUNDING SCHEME    CREATE DRAFT    PARTIES    EDIT PROPOSAL    SUBMIT

### Step 3

#### Create a Draft Proposal

**H2020-MSCA-IF-2019**

USER NAME  
Mark DAVISON

TOPIC  
MSCA-IF-2019

TYPE OF ACTION  
MSCA-IF-GF

WED 11 DEADLINE (Brussels Local Time)  
September 2019 17:00:00

112 days left until closure

Check Config

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Visit our 'H2020 Online Manual'

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

It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline or cut-off (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer).  
You can submit the proposal as many times as you wish up to the deadline. Every submitted version will replace the previously submitted one.

#### Your organisation

PIC\*  Short name\*

**952933918 TRDF LTD THE SENATE BUILDING TECHNION CITY 1 HAIFA, IL VAT:IL510097918**

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

<p>PIC: 999907720 TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY SENATE BUILDING TECHNION CITY HAIFA, IL VAT: IL567686585</p>	<p>PIC: 952933918 TRDF LTD THE SENATE BUILDING TECHNION CITY 1 HAIFA, IL VAT: IL510097918</p>
<p>PIC: 999845640 UGOE WILHELMSPLATZ 1 GOTTINGEN, DE VAT: DE286005408</p>	<p>PIC: 999992401 CEA RUE LEBLANC 25 PARIS 15, FR VAT: FR43775685019</p>

Search for your organisation PIC

## Insert Organisation PIC number: TRDF LTD PIC: 952933918

### Your Role

Please indicate your role in this proposal

Supervisor

Researcher

Contact person

### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*   
Character count: 5

Scientific Panel\*

next >>

**Your Role: Researcher**

You are asked to give **Acronym, Title and Panel**. This is just for the registration so can be changed later however it is important that it contains all your relevant research keywords.

After hitting "NEXT", you'll meet a warning and then a disclaimer screen, accept, and continue with proposal on the following screen, where some initial details about the proposal and your partners are required:

### Warning

Please be aware that the Legal Entity Appointed Representative (LEAR) for the PIC you have chosen will be informed automatically about the involvement of his/her organisation in your proposal.

OK

## Submission and Evaluation of Proposals Assent Disclaimer

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

### Proposal pre-registration data

1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and - where applicable - panel and keywords. **Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.**

2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.

- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

### Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. For annexes where page limits apply, excess pages will be automatically made invisible, and will not be taken into consideration by the experts. Users will receive a warning when trying to submit an annex with excess pages.

4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

### Submission

5. Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

### Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the [Legal Notice of the Participant Portal](#).

accept

decline

### Draft proposal Acronym created



Dear Mark DAVISON,  
You have successfully created a draft proposal **Acronym** for the call **H2020-MSCA-IF-2019**.

You can continue editing your draft proposal now or access it at a later time (before the deadline **2019-09-11 17:00:00** Brussels Local Time) from the [Funding & Tenders Portal](#) by accessing the [My Proposals](#) tab.

An email containing this information has been sent to this email address: [h2020@trdf.technion.ac.il](mailto:h2020@trdf.technion.ac.il) (which is associated with your ECAS account *ndavisaf*).

[Go to My Proposals](#)

[Continue with this proposal](#)

[Hit Continue with this proposal](#)

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

## Step 4

### Manage Your Related Parties

**H2020-MSCA-IF-2019**

USER NAME  
Mark DAVISON

TOPIC  
MSCA-IF-2019

TYPE OF ACTION  
MSCA-IF-GF

A.B.C. ACRONYM  
Acronym

DRAFT ID | SEP-210595515

WED 11 DEADLINE (Brussels Local Time)  
September 2019 17:00:00

112 days left until closure

Check Config

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### 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**

You should add 1 partner organisation from a Third Country  
Call requires at least 1 Partner organisation.

Applicant (FUTURE BENEFICIARY)  [Contact](#)

TRDF LTD Mark DAVISON - Researcher

TECHNION RESEARCH AND DEVELOPMENT  
FOUNDATION LTD  
THE SENATE BUILDING TECHNION CITY 1, 32000  
HAIFA, IL  
PIC: 952933918

[Change Organisation](#) [Contact organisation](#)

[next >>](#)

Click on the + sign next to contact to add the Research Authority  
 Add Irit Itkin as Contact Person with full access and email address:  
 H2020@trdf.technion.ac.il

### Add contact ✕

**TRDF LTD**

Please enter the contact name and details:

Project Role

Access rights

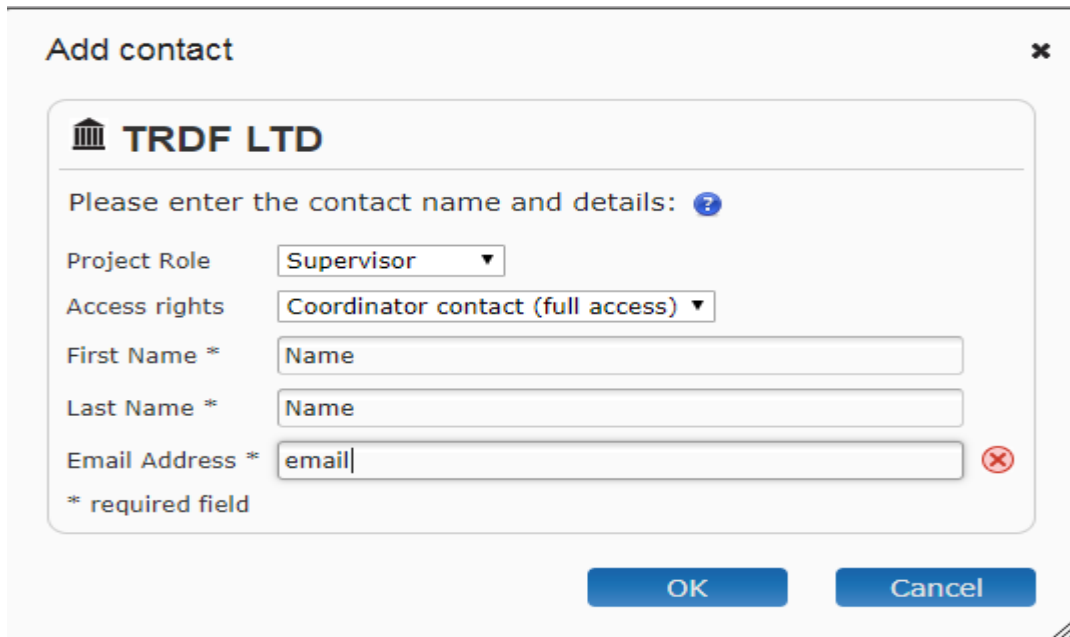
First Name \*

Last Name \*

Email Address \*

\* required field

Repeat the process to add the contact details for your Technion supervisor:

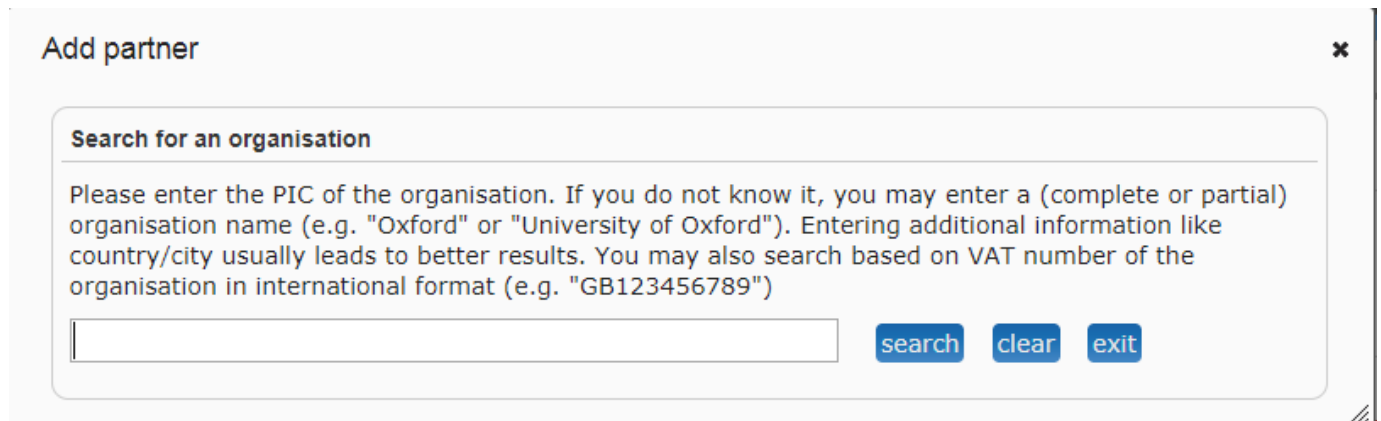


The screenshot shows a dialog box titled "Add contact" with a close button (X) in the top right corner. Inside the dialog, there is a header with a building icon and the text "TRDF LTD". Below this, a message says "Please enter the contact name and details: ?". The form contains the following fields:

- Project Role:** A dropdown menu with "Supervisor" selected.
- Access rights:** A dropdown menu with "Coordinator contact (full access)" selected.
- First Name \*:** A text input field containing "Name".
- Last Name \*:** A text input field containing "Name".
- Email Address \*:** A text input field containing "email|". A red "X" icon is visible to the right of this field, indicating an error.

At the bottom left, there is a note: "\* required field". At the bottom right, there are two buttons: "OK" and "Cancel".

For GF proposals only: Add details of your Outgoing host by Clicking "Add Partner" And using the search function to find your host institute.



The screenshot shows a dialog box titled "Add partner" with a close button (X) in the top right corner. Inside the dialog, there is a section titled "Search for an organisation". Below this, a message says: "Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")".

Below the text is a text input field. To the right of the input field are three buttons: "search", "clear", and "exit".

Repeat the steps to add your outgoing host contact person

Then Save Changes and Next at the bottom of the page.



LOGIN    FUNDING SCHEME    CREATE DRAFT    PARTIES    EDIT PROPOSAL    SUBMIT

## Step 5

### Edit Proposal

**H2020-MSCA-IF-2019**

USER NAME  
Mark DAVISON

TOPIC  
MSCA-IF-2019

TYPE OF ACTION  
MSCA-IF-GF

A.B.C. ACRONYM  
Acronym

DRAFT ID | SEP-210595515

DEADLINE (Brussels Local Time)  
**WED 11** September 2019 17:00:00  
**112** days left until closure

Check Config

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### 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.

[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    [upload](#)

Part B2    [upload](#)

<< Step 4 - Parties    validate    submit

Click 'Edit Forms' to complete your personal details. Remaining details will be completed by the Research Authority.

If you have issues opening the forms it is usually related to Adobe and browser settings check in the Configuration box to the left if you have issues fixing this please contact us.

For assistance with the proposal submission system please contact:

[irititkin@trdf.technion.ac.il](mailto:irititkin@trdf.technion.ac.il) – Irit Itkin

Tel: 077887-1474 (1474 Internal)