

HORIZON EUROPE



EIROPAS SAVIENĪBAS PĒTNIECĪBAS UN
INOVĀCIJU PROGRAMMA **2021 - 2027**



#HorizonEU

Marie Skłodowska Curie Postdoctoral Fellowships proposal writing training For hosting organisations and supervisors Day 2

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Horizon Europa

National Contact Point



Līdzfinansē
Eiropas Savienība



Latvijas Zinātnes
padome

1.1.1. specifiskā atbalsta mērķa "Pētniecības un inovāciju kapacitātes stiprināšana un progresīvu tehnoloģiju ieviešana kopējā P&A sistēmā" 1.1.1.5. pasākuma "Latvijas pilnvērtīga dalība Apvārsnis Eiropa programmā, tajā skaitā nodrošinot kompleksu atbalsta instrumentu klāstu un sasaisti ar RIS3 specializācijas jomu attīstīšanu" projekts "Atbalsts Latvijas dalībai starptautiskās pētniecības un inovācijas programmās" ietvaros

9:50 – 10:00 Connecting

10:00 -11:30 Overview of Marie Skłodowska Curie Postdoctoral Fellowships, statistics

Break

11:45 -12:45 Submission, evaluation

Break

13:00-14:00 Template, Abstract, Key words

14:30 End of the first day

9:50 – 10:00 Connecting

10:00 -11:30 How to write the Excellence part?/ Practical task

Break

11:45 -12:45 How to write the impact part? / Practical task

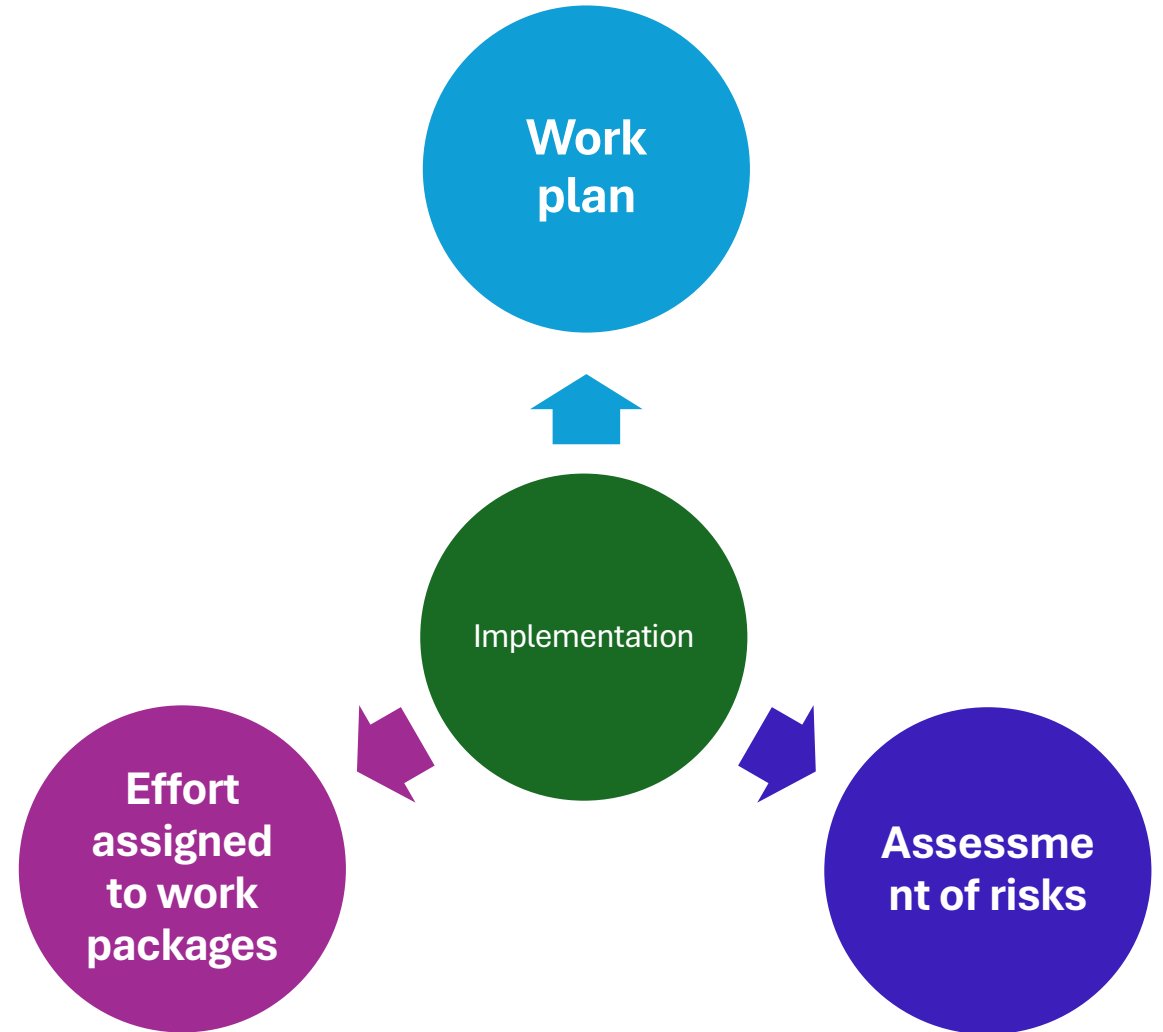
Break

13:00 -14:00 **How to write the implementation part?**
/Practical task

14:00-14:30 Questions, answers, feedback

Implementation

Implementation has 20% weight on final score



Why is implementation important?

If funded, you will deal with implementing what was promised

Clear and comprehensive plan = easy to navigate project!

You decide now the flow of the project!

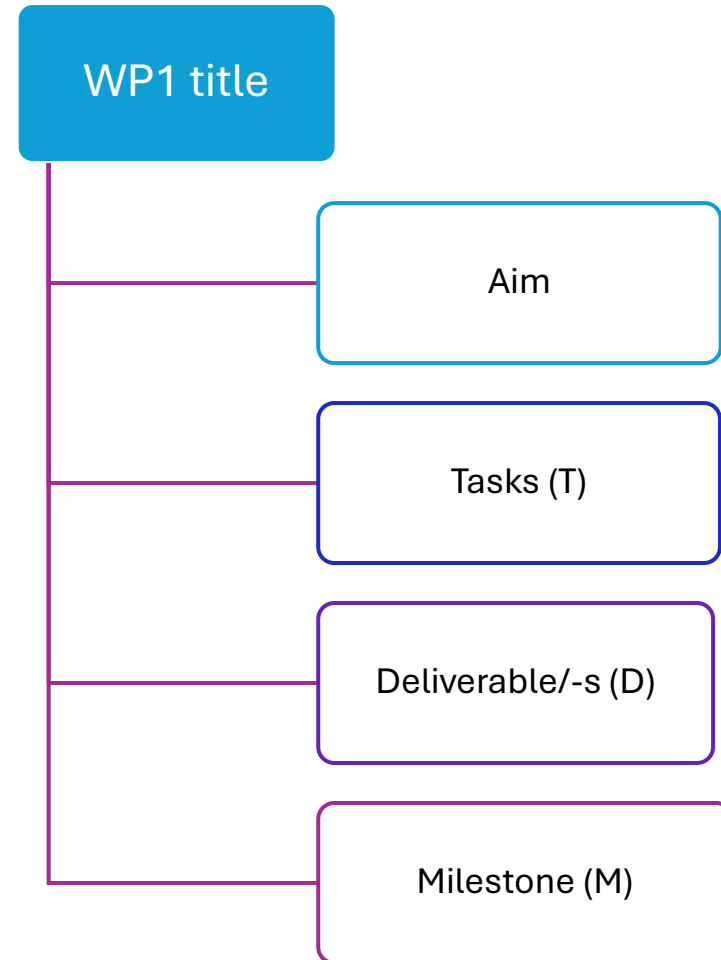
QUALITY AND EFFECTIVENESS OF THE WORK PLAN, ASSESSMENT OF RISKS AND APPROPRIATENESS OF THE EFFORT ASSIGNED TO WORK PACKAGES

QUALITY AND EFFECTIVENESS OF THE WORK PLAN, ASSESSMENT OF RISKS AND APPROPRIATENESS OF THE EFFORT ASSIGNED TO WORK PACKAGES	3,1
How is the quality and effectiveness of the work plan (including deliverables and milestones)?	3,1
Are the efforts assigned to work packages (including timing and duration of the different work packages) appropriate?	3,1
Are research and/or administrative risks, that might endanger reaching the objectives, duly considered and the contingency plans put in place should such risks occur?	3,1
Is a Gantt Chart included, consistent and complete in relation to the whole work plan (taking into account WPs, scientific deliverables, milestones, secondments and placements, if applicable)?	3,1

Work plan - terminology

Work package: a logical and manageable **part of the work** with a specific end result (usually a deliverable or milestone)

Potential approach how describe work plan (very short)



How to do? Max 6WP

2-3 WP on research Month x – Month x

They may operate one by one or at once and may be interrelated

Make sure that they correspond to the details given in the **research goals and methodology.**

Management (M1-M24)

Examples of tasks are meetings with the supervisor(s), reports to the EU (financial and technical reports at the end of the project).

Training and knowledge transfer Month x –Month x

Tasks should correspond to section 1.3.

DEC (M1-M24)

Correspond to section 2.2
It is important that there are concrete examples (Conference M9)

Communication
M1-M24

Deliverable vs research output

Deliverable - A report that **is sent to the Commission or Agency** providing information to ensure effective monitoring of the project. There are different types of deliverables (e.g. a report on specific activities or results, data management plans, ethics or security requirements).

Research output - Results generated by the action **to which access can be given** in the form of scientific publications, data or other engineered outcomes and processes such as software, algorithms, protocols and electronic notebooks.

Mandatory deliverables in PF

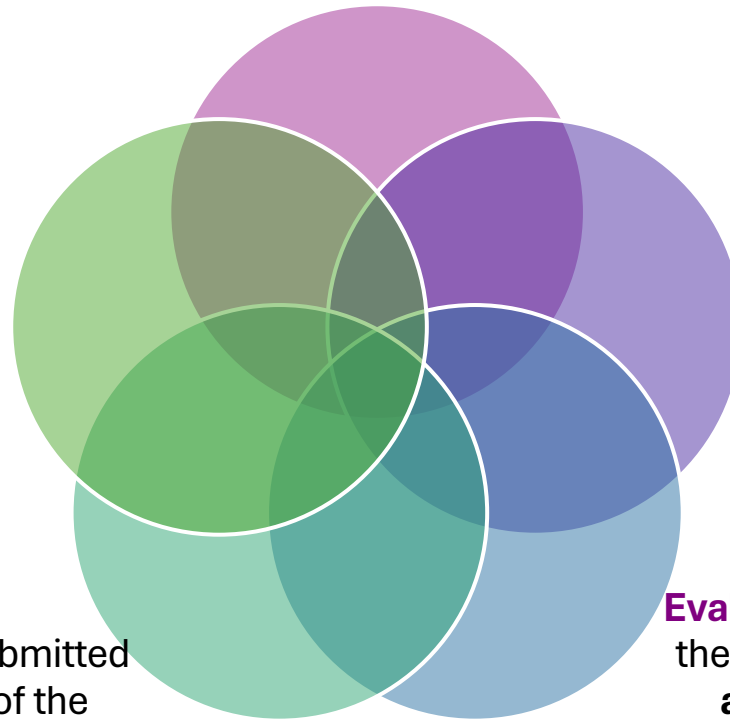
Mobility declaration
submitted within 20 days of
the start of the research
training activities and
updated (if needed) via the
Funding & Tenders Portal
Continuous Reporting tool;

**Plan for the
dissemination and
exploitation of results**
submitted towards the
end of the project.

Career development plan of the
recruited researcher, submitted **at
the beginning of the action** (not
later than 6 months after its start)
and updated if needed throughout
the project;

Data management plan submitted
within the first 6 months of the
project;

Evaluation questionnaire completed by
the recruited researcher and submitted
at the end of the research training
activity; a follow-up questionnaire
submitted two years later;



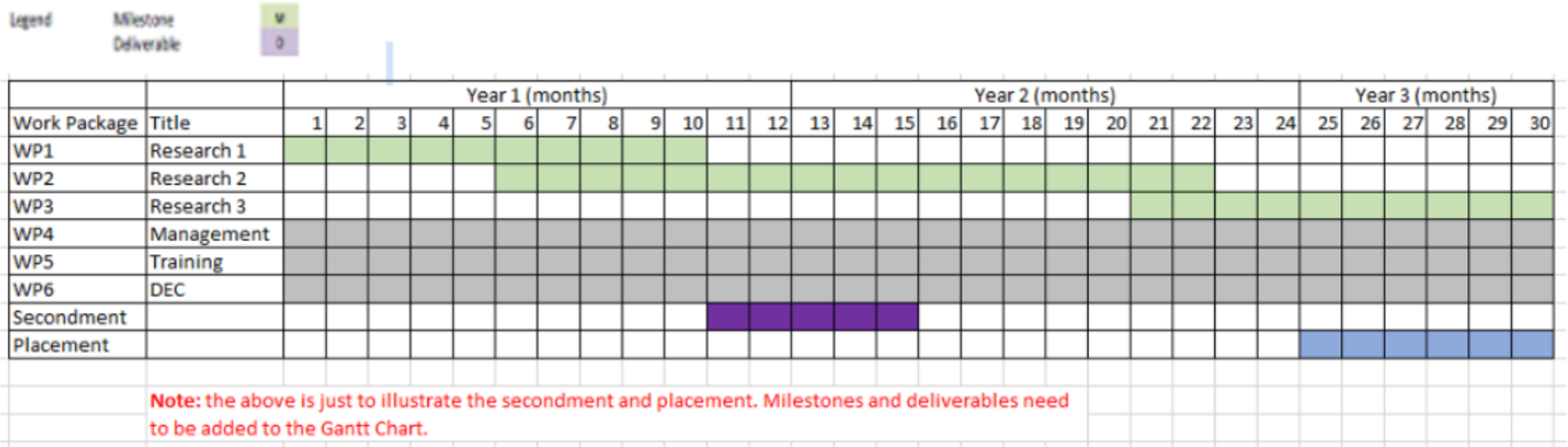
Milestones

Milestones - Control points in the project that help to chart progress. Milestones may correspond to the achievement of a key result, **allowing the next phase of the work to begin**. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. The achievement of a milestone should be verifiable.

+ Milestones and deliverables are clearly described and **well aligned with the tasks** included in each work package

Examples (verifyable): successful test run, deposition of the datasets, moving to ..., Final Ethical Approval, Completion of Qualitative Data Collection Phase, Theoretical and Methodological Validation etc.

Practically: Gantt chart



Risks (potential approach)

Steps

1. Risk identification
2. Determinate like hood and severity
3. Find solutions (**risk mitigation strategy - avoid, accept, transfer, reduce**)
4. Review risks regularly

	Seriousness (severity)		
Like hood	1	2	3
1	LOW (1)	LOW (2)	MEDIUM (3)
2	LOW (2)	MEDIUM (4)	HIGH (6)
3	MEDIUM (3)	HIGH (6)	HIGH (9)

Risk assessment (potential approach)

Risk assessment: please assess whether **all possible risks** associated with the project and the **appropriate contingency measures** have been identified.

Risk type / description	Likelihood (different scales)	Severenity (different scales)	Mitigation strategy	Name WP
Administrative				
Scientific				
Technical				
...				

Mechanisms for assessing and mitigating risks

Explain how research, training and career planning will be monitored and how the quality of results will be ensured (regular meetings with the manager and project management support (e.g. finance department, technology transfer office))

Identify specific risks that could delay the progress of deliverables (delayed start, equipment failure, insignificant results) and include an emergency measure(s) in each risk plan.

Include both scientific and non-scientific risks.

Include the probability of each risk (low, medium, high) in the risk description and connect them to the relevant WP.

Note that if risks and appropriate alternative strategies are not mentioned, this is considered the main drawback.

**QUALITY AND CAPACITY OF THE HOST INSTITUTIONS AND PARTICIPATING ORGANISATIONS,
INCLUDING HOSTING ARRANGEMENTS**

How is the quality of the hosting arrangements, including integration in the team/institution and support services available to the researcher?	3,2
How is the quality and capacity of all participating organisations, including infrastructure, logistics, and facilities?	3,2
[If applicable]: How are the quality of the host arrangements and the capacity of infrastructures/facilities of the organisation where the non-academic placement is planned to take place?	3,2

Hosting arrangements

- Describe the research group(s)/environment as a whole
- Clearly explain how you will be **integrated** into this research group(s)/environment and the wider host institution;
- Administrative support available,
- Briefly explain, that you will have **access to research/technical infrastructure** (equipment, laboratories, software, technology, data sources, end-user access), **access to administrative infrastructure** (staff training resources, use of the library, access to the financial office, research office or your personal workspace, etc.)

It is not necessary to explain what the infrastructure is, because you do not have space, you will refer to it B2-5. section.

How is the quality and capacity of all participating organisations, including infrastructure, logistics, and facilities?

In accordance with criterion 3.2, all participating organisations must be taken into account.

For GF, both the receiving organisation of the outgoing third country and the quality and capacity of the EU/AC host organisation of the return phase must be indicated.

Non-academic placement host organisation

[If applicable]: How are the quality of the host arrangements and the capacity of infrastructures/facilities of the organisation where the non-academic placement is planned to take place?

Part B2

No overall page limit

Call: HORIZON-MSCA-2023-PF-01: MSCA Postdoctoral Fellowships 2023

EU Grants: Application form (HE MSCA PF): V3.0 – 20.03.2023

Part B-2 (No overall page limit applied)

4. CV of the researcher

Insert here text for your proposal

5. Capacity of the Participating Organisation(s)

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 (optional)					
Associated partner for non-academic placement (optional)					
Other:					

5.2 Template table: Capacity of the Participating Organisations

Choose one of: ? Beneficiary (compulsory) ? Associated partner linked to a beneficiary (if applicable) ? Associated partner for outgoing phase (compulsory for GF only) ? Associated partner for secondment (optional) ? Associated partner for non-academic placement (optional)	
[Full name + Legal Entity Short Name + Country]	
General description	
Role and profile of supervisor	

Part B - Page 3 of [Page limit]

Call: HORIZON-MSCA-2023-PF-01: MSCA Postdoctoral Fellowships 2023

EU Grants: Application form (HE MSCA PF): V3.0 – 20.03.2023

Key research facilities, Infrastructure and Equipment	
Previous and current involvement in EU-funded research and training programmes/actions/projects	

6. Additional ethics information

Insert here text for your proposal

(NB: Only if you have additional information that could not be included in the ethics self-assessment)

7. Additional information on security screening

Insert here text for your proposal

(NB: Only if you answered yes to one of the questions in the security issues table, with the exception of "Does this activity involve HE associated and/or third countries?")

8. Environmental considerations in light of the MSCA Green Charter

Insert here text for your proposal

9. Required for Global Fellowships only: Letter(s) of commitment from associated partners (hosting the of outgoing phase)

Insert here text for your proposal

Part B - Page 4 of [Page limit]

5.2 Template table: *Capacity of the Participating Organisations*

Choose one of:

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

[Full name + Legal Entity Short Name + Country]

General description

Role and profile of supervisor

Key research facilities, Infrastructure and Equipment

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

6. Additional ethics information

*(NB: **Only if** you have additional information that could not be included in the ethics self-assessment)*

Follow the comprehensive information provided in the Template Part B-1.

Read research, risk-benefit analyses and ethical issues: [A Guidance Document for Researchers Complying with Requests from the European Commission Ethics Reviews](#)

If no ethics issues are associated with your project, then you should still use this heading and state that the proposal does not pose any ethics issues.

More information on ethics issues in Horizon Europe is available in: 1) REGULATION (EU) 2021/695 - articles 18. and 19. 2) Work Programme 2021-2022 – General Annexes – Ethics part starts on page 11.

7. Additional information on security screening

*(NB: **Only if** you answered yes to one of the questions in the security issues table, with the exception of “Does this activity involved HE associated and/or third countries?”)*

8. Environmental considerations in light of the MSCA Green Charter

Questions



Use your objectives from Excellence task to make a feasible plan!

	WP1 Management M1-M24	WP2 [Add title]	WP3 [Add title]	WP4 [Add title]	WP5 Communication, dissemination, exploitation
Aim					
Tasks					
Deliverable					
Milestones					

Feedback

[Evaluation form after training on MSCA Postdoctoral Fellowships — aizpildīt veidlapu](#)

Evaluation form after training on
MSCA Postdoctoral Fellowships



Proposal prescreening

Please do not leave the pre-screening to the last day, send in **at least 2 weeks before**



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