

MSCA-PF Proposal Development Support

If you are a Newcastle University academic, who is interested in supporting an application for an MSCA-PF, please first check with your school / institute / centre's research support team if there is a local selection process and deadline in place. Your local research support is always your first point of contact for any research funding application, as they are best placed to confirm local procedures and requirements.

Background of the scheme:

The **Supervisor** is the academic appointed by the beneficiary to supervise the researcher throughout the whole duration of the action.

The proposal should be prepared by the researcher **in cooperation with the applicant organisation, which is represented by the main supervisor in the framework of the proposal**. The experienced researcher and the supervisor must be two different people.

Proposals can be created and submitted by the supervisor or the researcher. However, the submission of the proposal and other actions that follow this procedure (such as withdrawal) fall under the **final responsibility** of the applicant organisation as represented by the main supervisor.

Application Process:

Initially, the applicant, Experience Researcher(ER), contacts their potential Supervisor to determine if s/he is prepared to support an PF application. The Supervisor will evaluate the applicant's CV and the proposed research plan. If the Supervisor agrees to support the application, and is happy to work with the applicant on the development of the proposal, please notify the school's research support staff by filling out the PIF form:

[https://www.cognitoforms.com/NewcastleUniversity1/NewcastleUniversityNuTHProjectInitiationForm V2](https://www.cognitoforms.com/NewcastleUniversity1/NewcastleUniversityNuTHProjectInitiationFormV2) and request the applicants' pack.

If you are interested in the review service, please contact the EU & International Research Funding Development Team (Sarah.Urquhart@newcastle.ac.uk).

Please also start your application on the Funding and Tenders portal as soon as possible, and include your local research support as well as europa@newcastle.ac.uk as contacts.

The PIC code for Newcastle University (UNEW) is **999985417**.

Preparing the proposal

The **Part B is the core part** of the proposal; it contains the details of the proposed research and training activities along with the practical arrangements planned to implement them. The document will be used by the independent experts **to undertake their assessment**. Therefore, please address each of the award criteria as outlined in the following sections.

As described in the Guide for Applicants: “The proposal should be prepared by the researcher **in cooperation with the applicant organisation, which is represented by the main supervisor in the framework of the proposal**”. In order to ensure the greatest chance of success, we recommend that the Supervisor should lead on the preparation of the proposal, guiding the Fellow through the process. They should work together in order to decide on the: research activities and objectives, the researcher's training and career needs, (including training on transferable skills), implementation of the research including timetable, planning for publications and participation in conferences. We suggest regular meetings, either face-to-face, phone or video call.

Additional Proposal Development Support available from the EU & International Development Team

Option 1: Applicant pack and self-service guidance

In Option 1, there is no lay review of your proposal. Should you wish to avail of this option, the **Supervisor** should email Sarah.Urquhart@newcastle.ac.uk. The full applicant pack will then be sent out to the Fellow and the Supervisor will be copied into the email. It is our proven experience that successful applications are those in which the Host PI is actively involved in the proposal preparation.

The applicant pack contains:

- Annotated templates for parts B1 and B2, with instructions on how to complete
- The Guide for Applicants
- The MSCA-PF work programme

Option 2: Proposal review and feedback

In addition to the resources available in Option 1, we also offer a full proposal review service to a limited number of applicants. The MSCA-PF scheme is very popular, and we receive a high volume of requests, so unfortunately we cannot offer this to everyone who expresses an interest. Please see below for more details about how to request Option 2. Again, as explained above, it is our policy that the Supervisor should request the support, rather than the Fellow.

In addition to the service provided in Option 1 the EU & International Research Funding Development Team offers detailed review of parts B1 and B2.

- Applicant pack as per Option 1
- First phase of review: part B2
 - Feedback on part B2 includes review of the CV.
 - Comments and suggestions on the motivation paragraph in order to highlight the fellow's strengths.

- Second phase of review: part B1
 - Full feedback on all sections in part B1. We thoroughly check that the proposal addresses all key points as described in the templates and meets all the evaluation criteria.
 - In the Excellence part we will advise on how the proposal;
 - adequately describes the current state of the art and whether it explains clearly the objectives of the research programme;
 - if the research methodology is solid and described in detail;
 - whether the integration to the Host Institution is well planned.
 - In Impact we will comment on how well all the future career opportunities, which arise from the Fellowship are explored, and the dissemination and communication strategies.
 - In Implementation we offer feedback on the suggested timeline and the management plan and risk assessment of the proposal.

Should you wish to request Option 2, please be aware of the following:

- We assist on a first come first served basis
- Please register your interest with Sarah.Urquhart@newcastle.ac.uk no later than **June 12th** unless otherwise discussed with the school or research group. NNB: your school may have an internal deadline before this – PLEASE CHECK
- Request should come from the Host Supervisor not the Fellow
- Draft proposals must be at least 80% complete.
- Draft proposals must not be significantly longer than the recommended max page limit (no more than 12 pages for part B1)
- Draft proposals must be in the correct format i.e. using the official EU template (provided in the applicant’s pack)

DEADLINES for review support – check with school if local deadlines also apply		
Date	Activity	Responsible
June 12th 2024	Register interest in Option 2 with Sarah.urquhart@newcastle.ac.uk	Host Supervisor (school research support staff should also be informed)
July 2nd 2024	Last day to submit Part B2 for lay review	Host Supervisor and Fellow
July 16th 2024	Feedback of Part B2 sent to all applicants	EU Team
August 14th 2024	Last day to submit Part B1 for lay review	Host Supervisor and Fellow
August 28st 2024	Feedback of Part B1 sent to all applicants	EU Team