

MSCA PF webinar series: 4

Criterion: Implementation

Evaluation criteria

Excellence	Impact	Quality and efficiency of the implementation
<p>Quality and pertinence of the project's research and innovation objectives (and the extent to which they are ambitious, and go beyond the state of the art)</p>	<p>Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development</p>	<p>Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages</p>
<p>Soundness of the proposed methodology (including interdisciplinary approaches, consideration of the gender dimension and other diversity aspects if relevant for the research project, and the quality of open science practices)</p>	<p>Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities</p>	<p>Quality and capacity of the host institutions and participating organisations, including hosting arrangements</p>
<p>Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host</p>	<p>The magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts</p>	
<p>Quality and appropriateness of the researcher's professional experience, competences and skills</p>		
<p>50%</p>	<p>30%</p>	<p>20%</p>

Proposal for MSCA postdoctoral fellowships

Part A administrative forms are filled on-line:

- General information
 - Title, scientific area, keywords, abstract, declarations
- Information on participants
 - Beneficiary, supervisor, researcher
- Budget (is generated automatically)
- Ethics and Security
- Other questions

Part B of the proposal consists of two PDF documents:

- *Document 1 – max 10 pages*
 1. EXCELLENCE: research, training, supervision, researcher
 2. IMPACT: impact on career; scientific, economic, societal impact; dissemination and communication
 3. **IMPLEMENTATION: work plan, infrastructures**
- *Document 2 – no overall page limit*
 4. CV OF THE RESEARCHER *5 p (indicative)*
 5. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS** *max 1 p for beneficiary and max ½ p for associated partner*
 6. ADDITIONAL ETHICS INFORMATION
 7. ADDITIONAL INFORMATION ON SECURITY SCREENING
 8. ENVIRONMENTAL CONSIDERATIONS (GREEN CHARTER)
 9. LETTER OF COMMITMENT: *only for Global Fellowship*

Criterion: Implementation (1)

3.1 Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages

At a minimum, address the following aspects:

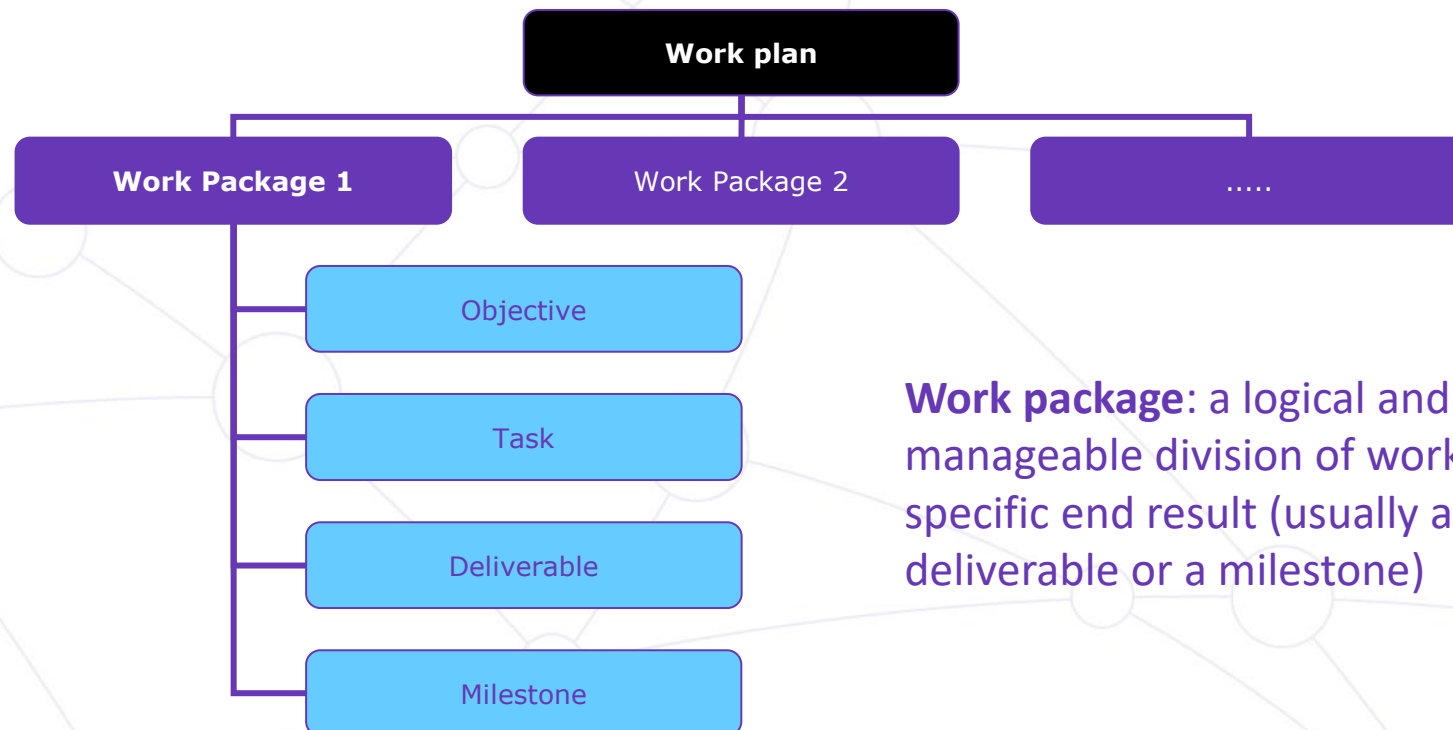
- Brief presentation of the overall structure of the work plan, including deliverables and milestones.
- Timing of the different work packages and their components;
- Mechanisms in place to assess and mitigate risks (of research and/or administrative nature).

A Gantt chart must be included and should indicate the proposed Work Packages (WP), major deliverables, milestones, secondments, placements. This Gantt chart counts towards the 10-page limit.

The schedule in the Gantt chart should indicate the number of months elapsed from the start of the action (Month 1).

Work plan

Describes concrete steps to achieve the objectives, incl for project management, and methods for monitoring progress



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

Gantt (1)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP1 - Elaboration of theoretical framework																								
Materials collected		MS1																						
Analysis completed				MS2																				
Article finalised						D1																		
WP2 - Collecting and analysing empirical data																								
Questionnaire composed					MS3																			
Data collected												MS4												
Analysis completed															MS5									
Article finalised															D2.1									
WP3 - Binding empirical data with theoretical materials and the case law																								
Proposal completed																								MS6
Report completed																								D3.2
WP4 - Dissemination and communication																								
Conference activities																D2.2								D3.1
Notifying relevant institutions about planned activities; sending them results of the research																								
Introducing the project in the Netherlands																								
Introducing the project in Estonia																								
Administration of the webpage																								
WP5 - Key meetings with the supervisor for progress monitoring and risk management																								

MS = Milestone; D = Deliverable

Gantt (2)

analyses completed / *MS2.4*. Additional field work season completed (see 3.2.2 *Risk Management*) *D2.1*. Data analysed and article finalised

WP 3. Genetics of urbanization: an experiment with Estonian great tits

MS3.1. Preparations for field work completed / *MS3.2*. Field work completed / *MS3.3*. Laboratory analyses completed *D3.1*. Data analysed and article finalised

WP 4. Dissemination and communication

MS 4.1. Bird behaviour blog started / *D 4.1.abc* Conference participations / *D4.2* Seminar for UT students held

Outgoing	1	2	3	4	5	6	7-9	10	11	12	13	14	15-17	18	19-22	23	24
WP 1.			MS 1.1		MS 1.2			D 1.1									
WP 2.						MS 2.1				MS 2.2				MS 2.3		MS 2.4	D 2.1
WP 4.			MS 4.1					D 4.1a								D 4.1b	
Return	25	26	27	28		30	31	32	33	34	35	36					
WP 3.		MS 3.1				MS 3.2				MS 3.3		D 3.1					
WP 4.								D 4.1c				D 4.2					

Figure 1. Gantt chart of the project.

WP – work package

D – deliverable,

MS - milestone

3.2 Appropriateness of the management structure and procedures

3.2.1 Project organisation and management structure

The Grant Agreement concluded between Research Executive Agency (REA) and host organisation will be administrated by the Office of Research and Development (ORD) of the UT. Prof. Mänd will be appointed by UT as the supervisor of the project and he will be the main contact for the REA. Before the start of the fellowship an agreement will be concluded between the EFP and me in line with the provisions of the grant agreement to

Some suggestions

- All activities should be included in the work plan:
 - Research
 - Training
 - Dissemination and communication
 - Management
 - Secondments, placement
- As an example, you could have the following work packages: one WP for each scientific objective; WP for dissemination and communication; WP for training (and management)
- Do not add too many (or too few) deliverables and milestones
 - Only the mandatory deliverables ([page 97 of the Work Programme](#) + Ethics deliverables) have to be submitted to the EC; the rest are for internal project management (and final report)
 - Add only deliverables that are under your control (i.e. completed manuscript – **not** published article)
- Good source of information: online manual page 33, https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

Criterion: Implementation (2)

3.2 Quality and capacity of the host institutions and participating organisations, including hosting arrangements

At a minimum, address the following aspects:

- Hosting arrangements, including integration in the team/institution and support services available to the researcher.
- Quality and capacity of the participating organisations, including infrastructure, logistics and facilities should be outlined in Part B-2 Section 5 (*“Capacity of the Participating Organisations”*).

Note that for GF, both the quality and capacity of the outgoing Third Country host and the return host should be outlined.

Capacities of participating organisations

Please provide an overview list of all participating organisations (the beneficiary and, where applicable, all associated partners) using template table 5.1 below, and more detailed information for each of the participating organisations (using a separate table for each organisation) using template table 5.2 below. 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.

- 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

Some suggestions

- Start with section 5 tables, then explain and add context in 3.2
- Hosting means the ways how the Host supports you in practical questions (visa, accommodation, etc.) and integrates you into the team
- You can start section 3.2 with a short overall description of the Host, then going on to describe the research environment and the support services.
- Although it is not a part of the template, if you have room, you could finish with a summary paragraph that concludes your narrative.

Comments of evaluators on Impact

POSITIVE

- The work plan includes five well-designed work packages, including dissemination and outreach activities, described in sufficient detail, with clearly formulated tasks, milestones, and measurable deliverables, represented in the Gantt chart.
- Administrative and research support from the host organisation, the management structure, supervision, and progress-monitoring are all clear and credible.
- The progress-monitoring mechanisms in place are well described and planned.
- The proposal precisely identifies the administrative, procedural, and research-related risks with an appropriate level of detail. The proposal convincingly addresses how the risks that might endanger reaching the action objectives have already been managed and controlled by the researcher by implementing a carefully prepared risk prevention and management plan.
- The infrastructure of the host institution is outstanding and it is clear from the proposal that they will actively contribute to the research and training activities.

NEGATIVE

- The quantity of tasks in the work packages is unbalanced. No specific work package dedicated to dissemination/exploitation/training is included.
- The work plan lacks measurable objectives that will allow to properly follow progress of the research.
- Too many deliverables are identified in the work plan, which renders it difficult to reliably measure impact.
- Specific tasks under each work package are not well-specified.
- On the Gantt chart, the training is placed in an inconsistent manner with respect to the other items.
- Some of the operational risks the proposal may involve (delays in publication processes, potential rejection of conference panels) are not fully considered.
- The proposal indicates a few risks that may occur but does not provide sufficiently clear detail about their likelihood and potential impact on the action. Furthermore, some possible risks (such as possible travel restrictions) are not sufficiently discussed.

Series of webinars in 2023

1. Monday, **26 June**, at 14-16:
Structure of the MSCA PF application. Ethics, Open science, gender aspects in research. CV.
2. Tuesday, 27 June, at 14-16:
“Excellence” chapter of the MSCA PF application.
3. Wednesday, 28 June, at 14-16 :
“Impact” chapter of the MSCA PF application.
4. Thursday, 29 June, at 14-16 :
“Implementation” chapter of the MSCA PF application.
5. Friday, **30 June**, at 14-16 :
Submission system. Abstract and keywords. Wrapping up