

Open the MSCA-PF proposal

This guide will support you in the process of submitting a MSCA-PF proposal with the University of Granada. The submission must be done in the European Commission **Funding & Tenders Portal**.

0. First, please ensure that **you are registered and logged into** the Funding and Tenders Portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

If you are **not** registered, please go to the following link to create an account with your personal information: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

1. Access the following link to **open your proposal**:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/HORIZON-MSCA-2025-PF-01-01?isExactMatch=true&status=31094501,31094502&programmePeriod=2021%20-%202027&frameworkProgramme=43108390&programmePart=43108473&order=DESC&pageNumber=1&pageSize=50&sortBy=startDate>

2. Select the type of fellowship for which you wish to apply and click on “**Start Submission**”. Make sure you select the correct one, you can’t change it latter.

Please select the type of your submission:

HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships [HORIZON-TMA-MSCA-PF-EF], HORIZON Unit Grant [HORIZON-AG-UN]

HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships [HORIZON-TMA-MSCA-PF-GF], HORIZON Unit Grant [HORIZON-AG-UN]

3. Click on “OK” to confirm your choice.

Please confirm your choice ✕

You selected this topic: **MSCA Postdoctoral Fellowships 2025 - HORIZON-MSCA-2025-PF-01-01**

You selected this type of action and model grant agreement: **HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships [HORIZON-TMA-MSCA-PF-EF], HORIZON Unit Grant [HORIZON-AG-UN]**

Related Call: **MSCA Postdoctoral Fellowships 2025**

 **Your selection cannot be changed subsequently in the submission system.**

Cancel **OK**

After this, you will be redirected to the Funding: Submission Service. Please, follow the instructions to finish the process.

4. Please select the UGR’s Participant Identification Code (PIC): **999882015**

Find your organisation

PIC Short name

Search for your organisation

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

5. Please select your role in the proposal: **Researcher** (MSCA-PF candidate) or **Supervisor**.

Your role

Please indicate your role in this proposal

Supervisor (Main contact person)

Researcher

Contact person

6. Please select your **Acronym, Short Summary and Scientific Panel**. This information may be modified later if necessary.

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym 20

Short Summary 2000

Scientific Panel

SAVE AND GO TO NEXT STEP

Next, click on “**Save and Go to Next Step**”.

7. Click “Yes” in the following window.

Warning ✕

Please be aware that the organisation you have chosen will be automatically notified at submission about their involvement in the proposal. Do you want to continue?

No **Yes**

8. Accept the Terms and Conditions for the Submission of Applications

Terms and Conditions for the Submission of Applications ✕

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

Proposal data

1. Confidentiality: Applications (and any additional information provided for the award) will be considered confidential and treated according to the same principles as those set out in the grant agreement. We may in particular have to share applications with other EU institutions and bodies in order to perform the pre-award checks required by the EU Financial Regulation. Please also be aware that we may have to publish the information contained in the Abstract/Short Summary in Part A. Please avoid adding any confidential information in that section.

2. Access to pre-registration data: Please be aware that certain information from the draft proposals will be accessed by us before the call deadline, in order to plan the evaluation. This concerns call ID, topic ID, type of action ID, participant identification code (PIC), project acronym, abstract, panel and keywords.

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).

Technical requirements

3. Part B file format: Part B of the Application Form (Technical Description) must be uploaded as PDF (equivalent to Adobe Acrobat v5 or higher, with embedded fonts).

4. Part B page limits: Applications are subject to the page limits set out in the call conditions. Excess pages will be made invisible and not available to the evaluators. Mandatory annexes and supporting documents do not count towards the page limit.

5. Time constraints: Preparation and uploading of the files in the Submission System may take some time. Don't wait until the end. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk.

Submission

6. Applications must be submitted before the call deadline. You can withdraw your application or make changes to it, provided this is done before the call deadline. Submission of a new application overwrites the previous version.

Personal Data

7. Personal data linked to the application, evaluation or award of grants, prizes and contracts will be processed in accordance with the [Funding & Tenders Portal Terms and Conditions and Privacy Statement](#)

Cancel **OK**

Finally, your proposal will be created:

Draft proposal [REDACTED] created ✕

Dear [REDACTED],

You have successfully created a draft proposal [REDACTED] for the call **HORIZON-MSCA-2025-PF**.

You can continue editing your draft proposal now or access it at a later time, but before the deadline of **10 September 2025 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: [REDACTED] (which is associated with your EU Login account [REDACTED])

[Go to My Proposals](#)  [Continue with this proposal](#)

9. After creating your draft, you need to include more roles in the proposal. To do this, click on “**Add contact**”.

 **Applicant (FUTURE BENEFICIARY)**

 **UGR** Contacts:  [Add contact !\[\]\(389fba46625a0d4bd55a6f83850a7006_img.jpg\)](#)

UNIVERSIDAD DE GRANADA
GRANADA, ES
PIC: 999882015

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

Complete the following information regarding your supervisor:

UNIVERSIDAD DE GRANADA

Please enter the contact name and details: ⓘ

Project Role

Access Rights

First Name

Last Name

Email Address

Add contact

Then click on “Add contact”.

10. IMPORTANT!!! Include the International Project Office (OFPI) as a Contact Person in your proposal, using the following information:

- Project Role: Contact person
- Access Rights: Coordinator contact (full access)
- First Name: Jose Antonio
- Last Name: Carrillo Minan
- Email Address: ofpi@ugr.es

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Please enter the contact name and details: ⓘ

Project Role: Contact person

Access Rights: Coordinator contact (full access)

First Name: Jose Antonio

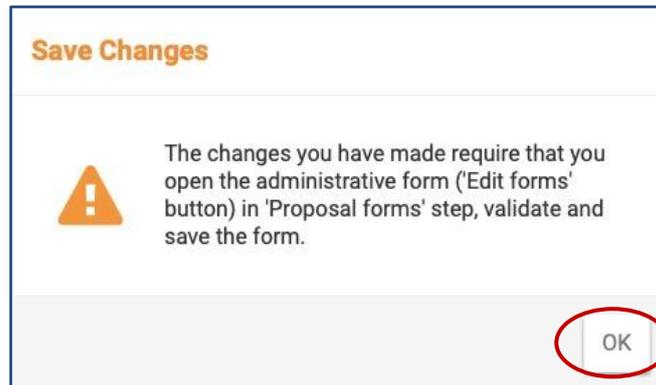
Last Name: Carrillo Minan

Email Address: ofpi@ugr.es

Add contact

11. Please, remember to click on “Save and Go to Next Step” to save all changes.

The following message will appear:



12. Finally, you will be directed to this page, which will be your main page. Here you can complete the Form A (Click on “Edit forms”, and the Form A will open to be completed) and you can upload the required PDF files.

