

Filling in the administrative forms ('Part A')

This document is intended to be read in conjunction with Part 7 of the Guide for Applicants (available from the [call page](#)). Follow and complete Part A according to the Commission's instructions; in addition to the call specific guide there is guidance on proposal submission in the [Online Manual](#). This document is intended to provide you with the necessary Imperial-specific information.

- All applications must be submitted on the web-based Funding and Tenders Opportunities Portal. Log in using your existing European Commission Authentication Services (ECAS) details (if you have ever submitted or accessed a proposal before on the Funding and Tenders Opportunities Portal you will have an ECAS profile). If you have never previously used ECAS, you will need to first [register](#) (if prompted, click on the 'external' box) on the system. Note that if you are having technical problems using the Portal, please try using a different browser in the first instance.
- Start the Submission process by clicking on 'Start Submission' (Note that Imperial only supports applications to the European Fellowships scheme).

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]

Start submission

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

Start submission

- The first page will be "**Create Proposal**". Enter the **Imperial Participant Identity Code (PIC) 999993468**. You must use this PIC – any other PIC is incorrect, even if it seems to link to Imperial. When this code is entered, the legal and administrative data for Imperial will automatically populate on the system. You do not need to modify this information.
- Make the appropriate selection under "Your Role" (Supervisor, Contact or Researcher).
- Enter the relevant details under "Your Proposal". You can select the Panel from the drop-down list (panels are listed in the Guide for Applicants).
- Click "Save and go to next step".

- You then need to Accept or Decline the “Terms and Conditions for the Submission Proposals”:

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 and Keywords 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 unloading of the files in the Submission System may

- On the page “**Participants**”, you should now add contacts for Imperial College London. Press the “+” sign next to “Contact”.

Participants

Deadline
11 September 2024 17:00:00 Brussels Local Time
124 days left until closure

Call data
Call: HORIZON-MSCA-2024-PF-01
Topic: HORIZON-MSCA-2024-PF-01-01
Type of action: HORIZON-TMA-MSCA-PF-EF
Type of MGA: HORIZON-AG-UN
⚠️ Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: TEST
Draft ID: SEP-211053393

Participants
In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

⚠️ Proposals with an additional placement period in the non-academic sector require 1 Associated Partner organisation located in a Member State or Associated Country. If your proposal does not include such additional placement, please ignore this warning. Do not add here Associated partners for Secondments.

Number of participants: 1 ⓘ Reorder ⚡

Applicant (FUTURE BENEFICIARY)
IMPERIAL COLLEGE OF SCIENCE TECHNOLOGY AND MEDICINE

Contacts ⓘ Add contact +

Supervisor (Main contact person)
James LLOYD

- **Add your supervisor with the “Supervisor (Main contact person)” label.**
- **Add the Research Services Manager/Joint Research Office Head of Grants for your Faculty as a ‘Contact’.** This will enable the Research Services Manager/ Joint Research Office Head of Grants to log in to the system from his/her ECAS account and access the proposal details and edit content for Imperial and for the proposal as a whole.
 - Faculty of Engineering: Mr Shaun Power s.p.power@imperial.ac.uk
 - Faculty of Medicine: Mr Scott Wheatley s.wheatley@imperial.ac.uk
 - Faculty of Natural Sciences: Ms Brooke Alasya b.alasya@imperial.ac.uk
 - The Business School: Dr David Wilson david.wilson@imperial.ac.uk
- You can add other people (e.g. Department Administrator) as additional Contacts as you see fit. **N.B. you should add all of the relevant individuals except the Supervisor with ‘Contact person’ level of access, otherwise they will not be able to amend the proposal.**
- Click “Save and go to next step”.

- The “**Proposal Forms**” page allows you to complete the Administrative Forms and download/upload the ‘Part B1’ and ‘Part B2’. You should press “Download Part B Templates” to obtain and save to your computer the Word templates of the Part B. It will save as a ZIP file to your system.

The screenshot displays the 'Proposal forms' interface. At the top, a progress bar indicates the current step is 'Proposal forms'. The main content area is divided into several sections:

- Deadline:** 11 September 2024 17:00:00 Brussels Local Time, with 124 days left until closure.
- Call data:** Call: HORIZON-MSCA-2024-PF-01, Topic: HORIZON-MSCA-2024-PF-01-01, Type of action: HORIZON-TMA-MSCA-PF-EF, Type of MGA: HORIZON-AG-UN. A warning states: 'Topic and type of action can only be changed by creating a new proposal.'
- Proposal data:** Acronym: TEST, Draft ID: SEP-211053393.
- Download Part B templates:** A button to download part B templates.
- Information box:** 'In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.'
- Warning box:** 'Your proposal contains changes that have not yet been submitted.'
- Administrative forms (Part A):** Includes buttons for 'Edit forms', 'View history', and 'Print preview'.
- Part B and Annexes:** Includes instructions to upload technical annexes and two 'Upload' buttons for Part B1 and Part B2.

- Under “**Administrative Forms (Part A)**”, choose the blue “edit forms” button. The system will direct you to a form editing tool. **You should complete the forms with reference to the guidance set out in the help sections of the online form editor (the blue ‘?’ button next to the relevant section).** We have focused here on the additional *Imperial-specific* information which you should include in the Administrative Forms.
- There are five sections to the Administrative Forms. The fellow and supervisor are responsible for ensuring ALL sections of the forms are complete. The required content is proposal- and fellow-specific.
 - **Section 1 – General information**
 - **Section 2 – Participants**
 - **Section 3 – Budget**
 - **Section 4 – Ethics and security**
 - **Section 5 – Other questions**

Section 1 – General information

- It is the Researcher's responsibility to complete this section.
- On the page '**Declarations**' you must complete the form by checking all boxes:

Declarations ?	
<small>Field(s) marked * are mandatory to fill.</small>	
1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *	<input type="checkbox"/>
2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	<input type="checkbox"/>
3) We declare: <ul style="list-style-type: none"> - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project. 	<input type="checkbox"/>
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions .	<input type="checkbox"/>
5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions , and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).	<input type="checkbox"/>
6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the ALLEA European Code of Conduct for Research Integrity , as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Appropriate procedures, policies and structures are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct.	<input type="checkbox"/>
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of Regulation 2021/821 , or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used).	<input type="checkbox"/>
8) We confirm that the activities proposed do not <ul style="list-style-type: none"> - aim at human cloning for reproductive purposes; - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or - intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer; - lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding.	<input type="checkbox"/>
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State.	<input type="checkbox"/>
<small>The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour. False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.</small>	

This box must be ticked, regardless of whether a secondment is included: if not, it produces a validation error which prevents submission.

- Note also point 6) here: you **must** ensure that the proposal does not include any material taken from a previous application or project or is in any respect falsified or fabricated. Remember that any submitted proposal must comply with Imperial's own ethical standards as detailed on our [Research Integrity web pages](#); any proposal not complying with these standards should not be submitted, or if sufficient concerns are raised after submission, the project should be withdrawn. If you have any concerns at all either before or after submission, you must inform the [EU Team](#) immediately.

Section 2 – Participants & contacts

- On the page '**Organisation data**', you do not need to modify any content. It is pre-filled from the information associated with Imperial's PIC. It is the Researcher's responsibility to complete the rest of this section.

- If you are claiming an extension to the 8 years' post-PhD window allowed under the call, fill in the number of days under the relevant heading in the table here (please note that the table will only appear if you insert a PhD award date which is more than 8 years in the past).
- Please note including that the '**Place of activity/place of residence (previous 5 years - most recent one first)**' section is vital for establishing your eligibility. Ensure this is completed carefully and correctly. Do not leave any gaps in your place of activity/residence form, the record must be continuous.
- The list of publications, projects and infrastructure should be filled in at the level of the **supervisor's group or department**; wider publications/projects etc. will not usually be relevant to your project.
- Applicants should tick 'yes' to the question on the Gender Equality Plan.

Section 3 – Budget

- On the '**Budget**' page, you cannot fill out the budget form; it will fill automatically based on the number of person months you select in Section 1, with the Country Coefficient coming from the address of the department where you will carry out the work. It is therefore very important that you check that the PIC and department address are correct to ensure you receive the right budget for the fellowship. Research Services/the Joint Research Office will also assist in checking this section.
 - Family Allowance is an additional amount to recognise the expense of supporting a family. 'Family' is described as follows in the Guide for Applicants:
has persons linked to him/her by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised; or (iii) dependent children who are actually being maintained by the researcher.

If any of the above statuses apply to the researcher **at the time of the deadline**, you **must check the 'yes' box** to ensure Family Allowance is applied. Remember that under Horizon Europe you can claim Family Allowance later if your status changes during the fellowship.

Section 4 – Ethics & security

- This section is not scored – if you have ticked 'yes' to any of the questions in the table, you will need to explain how you have addressed these ethics concerns, but If you are successful and the EC's ethics panel feels anything is missing they will request this in the Ethics Summary Report that you receive with your results and invitation letter.
- It is the Researcher's responsibility to answer all of the questions in the Ethics Table. If you have answered YES to any of the questions, you must include an "Ethics Self-Assessment" below this table. Refer to the links in the 'help' section of the form for how to go about this.
- You will need your supervisor's help to fill in the security issues table; in most cases, the answers to these questions will probably be 'no', but some projects may generate sensitive information. For more background information the rationale for the Security questions, please refer to the [Horizon Europe Programme Guide](#).
- Regarding the question of work being undertaken outside the EU, we suggest you answer as follows (please modify for your project if needed):

Security issues table		?
1. EU Classified Information (EUCI) ²		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1-14
Do participants from non-EU countries need to have access to EUCI?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do the non-EU countries concerned have a security of information agreement with the EU?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1-14

- The [EU-UK Security of Information Agreement](#) is available online for your information.

Section 5 – Other questions

- It is the Researcher's responsibility to complete this section according to their personal circumstances and the details of the planned project.