

# Tips, resources and recommendations for applicants

Presented by the SAAP



# Create your proposal on the Funding and Tenders Portal

- ★ Create a personal account on the Funding & Tenders portal
  - Search : [EU Funding & Tenders Portal](#)
- ★ Search : MSCA Postdoctoral Fellowships 2025
  - [HORIZON-MSCA-2025-PF-01-01](#)
  - If you wish to open your application today, stay until the end of this presentation

The screenshot displays the 'EU Funding & Tenders Portal' interface. The top navigation bar includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. The main content area is titled 'MSCA Postdoctoral Fellowships 2025' with the specific call ID 'HORIZON-MSCA-2025-PF-01-01'. A 'Subscribe' button is visible. The page is categorized as a 'Call for proposal'. An 'Internal navigation' sidebar lists various sections like 'General information', 'Topic description', 'Topic updates', 'Mission', 'Destination', 'Conditions and documents', 'Budget overview', 'Partner search announcements', 'Start submission', and 'Topic Q&As'. The main content area is divided into 'General information' and two rows of details. Each row includes 'Type of action', 'Type of MGA', 'Deadline model', 'Opening date', and 'Deadline date'. The first row shows 'HORIZON-TMA-MSCA-PF-GF HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships' with an 'Open For Submission' status. The second row shows 'HORIZON-TMA-MSCA-PF-EF HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships' also with an 'Open For Submission' status.

Type of action	Type of MGA	Deadline model	Opening date	Deadline date
HORIZON-TMA-MSCA-PF-GF HORIZON TMA MSCA Postdoctoral Fellowships - Global Fellowships	HORIZON Unit Grant [HORIZON-AG-UN]	single-stage	09 April 2025	10 September 2025 17:00:00 Brussels time
HORIZON-TMA-MSCA-PF-EF HORIZON TMA MSCA Postdoctoral Fellowships - European Fellowships	HORIZON Unit Grant [HORIZON-AG-UN]	single-stage	09 April 2025	10 September 2025 17:00:00 Brussels time

# Data to register on the funding and tenders portal

PSL institution	Contact information	PIC
Ecole Normale Supérieure (ENS)	<a href="mailto:saap@ens.psl.eu">saap@ens.psl.eu</a>	999 854 758
Université Paris Dauphine	<a href="mailto:delphine.deschamps@dauphine.psl.eu">delphine.deschamps@dauphine.psl.eu</a>	998 929 669
ESPCI	<a href="mailto:lucie.ebran@espci.psl.eu">lucie.ebran@espci.psl.eu</a>	975 116 460
Ecole Pratique des Hautes Etudes (EPHE)	<a href="mailto:melanie.fiol@ephe.psl.eu">melanie.fiol@ephe.psl.eu</a>	998 225 837
Observatoire de Paris	<a href="mailto:helene.veillard@observatoiredeparis.psl.eu">helene.veillard@observatoiredeparis.psl.eu</a>	999 623 122
Ecole nationale des Chartes	<a href="mailto:stephanie.louis@chartes.psl.eu">stephanie.louis@chartes.psl.eu</a>	943 444 408

When in doubt, feel free to contact us !

[saap@ens.psl.eu](mailto:saap@ens.psl.eu)

# Find a PIC on the Funding and Tenders portal

The screenshot shows the 'EU Funding & Tenders Portal' search results for 'Find a registered organisation'. The breadcrumb trail is 'Home > Funding > Participant register > Find a registered organisation'. The search results show '10000+ item(s) found'. A warning message states: 'There are more than 10000 results, please refine your search'. A result for 'PLANET SRL' is displayed with PIC 933471547, located in Italy, and VAT: IT03400080986. The 'Filters' section includes a 'Quick search' dropdown, a 'Match whole words only' checkbox (checked), and dropdowns for 'Country/Territory' and 'Organisation type'.

## Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC \*

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<p><b>PIC: 973710445</b></p> <p>IHEID</p> <p>MAISON DE LA PAIX CHEMIN EUGENE RIGOT 2 GENEVE, CH</p> <p>VAT: CHE113890516</p> <p>Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p><b>PIC: 881495843</b></p> <p>ECOLE PRATIQUE DES HAUTES ETUDES</p> <p>RUE FERRUS 4-14 PARIS,FR</p> <p>VAT: FR671975348</p> <p>Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p><b>PIC: 998225837</b></p> <p>ECOLE PRATIQUE DES HAUTES ETUDES</p> <p>RUE FERRUS 4-14 PARIS,FR</p> <p>VAT: FR6719753486</p> <p>Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
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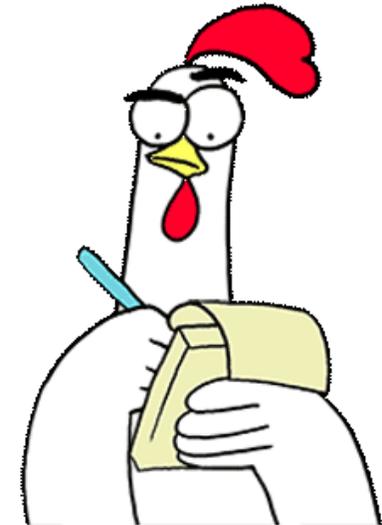
- ★ Search for a PIC on the Funding and Tenders database
- ★ Make sure to select a **validated** PIC
- ★ Confirm with your host institution!

# Complete your application on the portal

- ★ Complete the Administrative Forms (part A)
  - Start as early as possible: it is not difficult but can be time-consuming
- ★ Write your research project according to the template (part B1)
  - Download the up-to-date template from the Funding & Tenders portal / application page
- ★ Complete part B2 along with your host institution
  - Contact your host institution as early as possible !

# Send us your draft!

- ★ Involve your supervisor and your host institution research support office to improve your proposal
- ★ For those applying to PSL institution, the SAAP recommends that you send us an **early draft** by **July 7<sup>th</sup>** for a first feedback at [saap@ens.psl.eu](mailto:saap@ens.psl.eu)
- ★ You may send your proposal for a final **proofreading** by **September 1<sup>st</sup>**



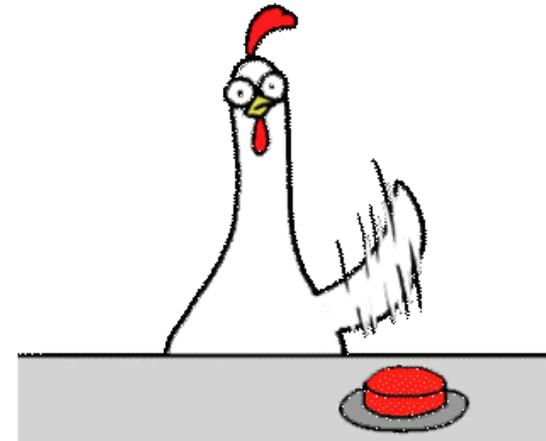
# Resources to help you write your research project (Part B1)



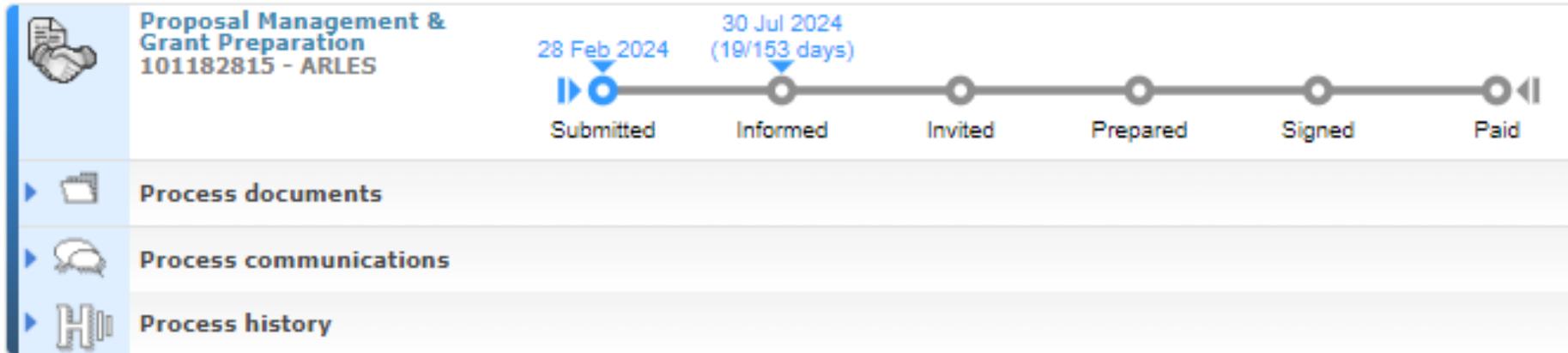
- ★ MSCA Postdoctoral Fellowships **handbook** (call [2024](#))
  - Guide on how to write each section of the proposal (part A, part B1 and B2), including strengths and weaknesses from evaluation summary reports
- ★ (very detailed) **Drafting tips** based on reviews by French National Contact Point
  - PPT [in English](#)

# Tips when submitting your proposal online

- ★ **Deadline : September 10th, 5 PM (CET)**
- ★ You may **submit as many times** as you want before the deadline: each new submission will erase the previous one
- ★ **Do not wait** until the last day to submit : the Funding & Tenders portal can be **saturated** on big deadline



# What to expect after you submit your proposal?



Check your proposal (« follow-up ») on the Funding & Tenders portal to have an approximative date for the result

Results are usually expected 5 months after submission (ie : around February)

NB : the "informed" date is *indicative*

# Finally the results !

## Europa / Funding & Tenders Portal notification

Dear Madam/Sir,

The Evaluation Result Letter is available on the proposal page of the Funding & Tenders Portal.

Log on to the Funding & Tenders Portal > My Proposal(s) (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals>) and click on Action > Follow-up.

Regards,  
Grant Management Services

**Please do not reply to this message**

*This message has been automatically generated by the Grant Management Services of the European Commission with the following configuration:*

**To:**

Coordinator Contact

**Cc:**

Account Administrator, LEAR, Participant Contact and Coordinator Contact

**Priority:**High

You can change your preferences on email alerts in the "Notifications" area of your Funding & Tenders Portal

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the Funding & Tenders Portal > My Notifications > Preferences

## Europa / Funding & Tenders Portal notification

Dear Madam/Sir,

Your proposal has reached the stage of Grant Agreement preparation.

To view the instructions on how to provide additional information and data required for the preparation of your Grant Agreement, log on to the Funding & Tenders Portal > My Project(s) (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects>) and click on Action > Manage Project.

Regards,  
Grant Management Services

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# How do you compare with others of your panel?

**MSCA-PF-2024: Cumulative percentage of proposals above threshold, with a given score**

Number of eligible proposals	1428 proposals	162 proposals	1560 proposals	966 proposals	1966 proposals	196 proposals	1032 proposals	1912 proposals	60 proposals	15 proposals
Cut off score for funding*	93.6	92.0	94.8	95.2	94.2	91.4	92.0	94.2	95.0	92.0
Score equal to or above	EF-CHE	EF-ECO	EF-ENG	EF-ENV	EF-LIF	EF-MAT	EF-PHY	EF-SOC	GF-CHE	GF-ECO
100	1.05%	0.62%	2.05%	1.76%	1.53%	1.02%	0.29%	1.73%	1.67%	0.00%
99	1.89%	1.23%	2.76%	3.73%	2.95%	1.02%	0.68%	3.19%	1.67%	0.00%
98	4.69%	3.09%	6.03%	7.87%	6.10%	3.06%	2.33%	6.69%	6.67%	0.00%
97	6.30%	3.70%	9.29%	9.94%	8.34%	4.59%	4.17%	9.26%	6.67%	0.00%
96	8.61%	6.17%	12.05%	13.87%	11.70%	6.63%	6.20%	11.98%	8.33%	0.00%
95	12.11%	8.64%	15.51%	17.49%	15.06%	10.71%	9.30%	14.64%	16.67%	0.00%
94	15.83%	10.49%	18.14%	20.81%	18.01%	12.76%	11.72%	17.73%	25.00%	0.00%
93	18.56%	13.58%	20.06%	24.74%	21.57%	14.29%	14.24%	20.08%	35.00%	6.67%
92	21.29%	17.28%	22.63%	28.36%	25.69%	16.33%	17.64%	23.17%	38.33%	20.00%
91	24.37%	21.60%	25.83%	30.95%	28.38%	19.90%	19.67%	25.78%	40.00%	20.00%
90	28.08%	25.31%	29.04%	34.89%	31.84%	23.47%	23.16%	27.51%	48.33%	26.67%
89	32.07%	26.54%	31.67%	37.78%	35.86%	26.02%	25.97%	29.92%	51.67%	33.33%
88	35.22%	26.54%	35.45%	40.89%	39.22%	28.57%	29.84%	32.11%	60.00%	33.33%
87	37.89%	28.40%	38.40%	44.10%	42.68%	30.61%	32.75%	34.83%	63.33%	33.33%
86	41.88%	30.25%	40.96%	46.27%	45.68%	31.63%	36.43%	37.08%	70.00%	33.33%

Check the MSCA PF 2025 application page to know the cut off score for funding and percentiles in each panel

Published a few days after the results

Check previous years' results to estimate the score required in your panel to be funded !

# Useful resources

- [Most common mistakes](#) in MSCA-PF Submission forms
  - By the EC, with screen captures
- [CORDIS](#) : database about all funded projects
- MSCA Postdoctoral Fellowship 2025 [Guide For Applicants](#)
- Check your MSCA national contact point for resources ([Find your NCP](#))
- How to complete Part A of the proposal (Youtube [video](#) in French or in [English](#))

# Questions?

**Feel free to contact your future host institution for guidance,  
at your earliest convenience !**

**And let's start an application on the portal for those who wish to apply this year !**

