

## HE-MARIE SKLODOWSKA-CURIE ACTIONS- POSTDOCTORAL FELLOWSHIPS (MSCA-PF) 2025

### Information for applicants (researchers and supervisors) planning to submit a MSCA-PF application with Stockholm University as host/beneficiary

*The “researcher” in the application should*, as a first step, take contact with the researcher who will be the “supervisor” in the application. The research proposal needs to be developed in close cooperation with a supervisor, who works at the host (“beneficiary”), which is the organisation who will employ the researcher and manage the project if the application is approved.

*When applying for MSCA-PF, the supervisor and the researcher have to take into consideration the following points:*

- The supervisor represents the host (“beneficiary”) in the application. He/she has to inform the Head of Department about the planned MSCA-PF application. All EU proposals need the approval of the Head of the involved department/center at Stockholm University. If the head of department/institute/center is the supervisor in the application, the approval should be given by the deputy head of department or deputy director. Please ask the Head of department (or the deputy head of department if this applies) to send an informal e-mail to me ([viviana.stechina@su.se](mailto:viviana.stechina@su.se)), in which it is expressed that the department supports/approves the application.

MSCA-PF funding makes possible for the department to employ a highly qualified researcher who survived hard international competition and whose costs (e.g. salary, training, networking and research costs) are in a great part paid by the MSCA-PF grant.

You should know and mention to the head of department that some amount of co-financing is normally required for EU-projects, usually to cover part of the university’s indirect/overhead costs.

If the department and/or the researcher/supervisor wish/es to make a preliminary calculation of the costs and co-financing needed, we can provide a template that has been created by the financial officers at REIS for this purpose. Let me know if you want to get this template. The administrative personal at the departments helps normally with the calculation. Our financial officers can give support if some questions arise about the calculation and/or the template.

- It is important to carefully check the eligibility of the researcher according to the call rules. For instance, that the researcher must be in possession of a doctoral degree, has no more than 8 years full-time equivalent research experience from date of award of the doctoral degree (there are exceptions) and complies with the mobility rule. In the case of the *European Fellowships (EF)*, the mobility rule is that “the researcher cannot have resided or carried out their main activity work, studies, etc.) in the country of the beneficiary for more than 12 months in the 36 months immediately prior to the call deadline”. For the *Global Fellowships (GF)*, this mobility rule applies in relation to the country of the associated partner hosting the outgoing phase, not to the country of beneficiary. You should check all the requirements in the [Guide for Applicants](#) for 2025.

For the [calculation of the 8-years research experience](#), you can use the tool provided [here](#).

- **About the supervisor's role:** In MSCA-PF applications the researcher and the supervisor need to work together with the proposal. The role of the supervisor is not limited to give feedback concerning the project description, but he/she will need to participate actively regarding some parts of the proposal, for instance: to elaborate a suitable training plan; to provide information about his/her research experiences, publications and achievements; to write about the department's research, infrastructure, competence and activities and to describe how the potential MSCA-fellow will be integrated in the department's activities. For more information about the supervisor's role, please read the MSCA [guidelines on supervision](#). To get an idea of the information required in the application, see the [standard proposal template](#), which also includes instructions on how to fill in the application.
- If you are including *secondments* and/or *a non-academic placement* outside the EU in your HE-application, it is important to know that if the proposal is approved it is your responsibility to find out i) which documents and agreements, if any, are required for a visa application ii) the estimated time for a visa application to get processed. If the Grant Agreement does not suffice for your visa application, and a [secondment agreement](#) is required, it is your responsibility to inform REIS's contract team about this requirement as soon as possible if the application gets funding.
- If you are applying for a *Global Postdoctoral Fellowship* (GF) with SU as "Beneficiary", you will also need to have a [supervisor at a host organization in a Third Country](#) (TC is a non-EU member state and non-HE associated country). Make sure that the host organization in the TC will provide a letter of commitment, which is required in the application.

It is also important to know that [the return phase to the beneficiary](#) (SU in your case) is *mandatory*, with serious consequences if the researcher does not return to Sweden.

Other important requirements to consider in the case of GF are:

- 1) you must have lived in Sweden for twelve consecutive months prior to the commencement of the mandatory secondment abroad (because of the country's legislation)<sup>1</sup>;
- 2) for secondments / non-academic placements in countries outside the EU, it is your responsibility to find out:
  - i) which documents and agreements, if any, are required for a visa application and
  - ii) the estimated time for a visa application to get processed.

If the Grant Agreement does not suffice for your visa application, and a secondment agreement is required, it is your responsibility to inform us about this requirement as soon as possible if the application gets funding.

Please let me know if you aim to apply GF.

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<sup>1</sup> This time can be reduced to 9 months when using three months for a secondment in the country of the beneficiary in the outgoing phase.

- To start an application on the [Funding and Tender Opportunities Portal](#) you need the PIC number for Stockholm University, University, which is 999885022. Please note that the official name of the university for this purpose is “Stockholms universitet”. Do not select the university’s English name because it is not the official name on the portal.  
When starting submission, you have to use the specific template for the MSCA-fellowship you apply for (EF or GF). The template is provided to you when you start the application on the portal. Use the updated template provided there; do not use templates from previous years or from other sources.
- When preparing a MSCA-proposal, you should take a look at the information about PF included in the [MSCA Work Programme](#), the guide for applicants and the standard proposal template. [The 2024 handbook from MSCA-NET](#) (written by National Contact Points) provides valuable guide for the writing of the proposal. Other useful documents and guidelines are provided by EC/REA [here](#); for instance MSCA-How to apply, [Most common mistakes in MSCA-PF](#).

**About our support** (when you apply with SU as a host):

- I will provide more relevant information about the call as well as other information of value for the preparation of the application. (via email during the coming weeks).
- I will have a zoom-seminar for applicants in the last week of August (the date will be communicated later). The purpose of the seminar is to help with potential “last minute” questions and inform about Q&A from previous years. Applicants are invited to send their questions to me in advance. Let me know by email, if you want to participate in the seminar.
- After starting the application, you can add me as “contact person” for the proposal in the application form (part A). I can then (before submission) double-check later if the information written in part A of the application is complete and correct. I will also be able to help with the first steps in the grant preparation process if the project gets funding. In such a case, our office handles the “grant preparation process” until the signing of the grant agreement with EU by the head of REIS (by delegation from SU’s President).
- More information about our MSCA-support is published [here](#).
- Researchers, supervisors and departments are welcome to contact me if any questions arise.