



**Writing Guide for Applicants
to the Marie Skłodowska-Curie Actions
Postdoctoral Fellowships**

HORIZON-MSCA-2025-PF

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How to use this guide

This guide is intended for researchers applying for an MSCA Postdoctoral Fellowship through the Faculty of Mathematics and Natural Sciences, University of Oslo (UiO). It is a revised version of previous guides developed at the Faculty of Humanities (HF), Faculty of Mathematics and Natural Sciences (MN), and the Faculty of Medicine (MED). The guide should be used as a supplement to the official call documents provided by the European Commission. The B1 project proposal template provides detailed instructions on how to develop the proposal, and what information to include in various sections and subsections. We strongly recommend that you consult the template and other official documents in conjunction with this guide.

Important #1: select the examples in this guide that are relevant to you and **rewrite!** If you copy and paste too much text your application may raise automated warnings for plagiarism.

Important #2: If your MSCA application is successful, the Faculty of Mathematics and Natural Sciences will offer you employment for an additional year of research of which 10% is devoted to required duties, usually in the form of teaching activities (work assignments will be settled during the contracting process), providing you with a three-year full time postdoctoral position. You can mention this briefly in the application (Part B, section 3.2), but your project should be planned for the standard MSCA fellowship period.

We wish you all the best in the
process of planning, developing
and writing your MSCA fellowship
proposal.

The application

An MSCA-PF application consists of an administrative part (Part A) and a scientific part (Part B). Part A is completed online in the Funding and tender opportunities portal. Part B includes two parts which must be uploaded as two separate PDF documents:

Part B1 is the core part of the proposal. It contains details of the proposed research and training activities, along with the practical arrangements planned to implement these.

Part B2 comprises the CV of the researcher, the capacity of the participating organisation(s) and the commitment letter(s) of the associated partner(s), if applicable (only for Global Fellowships outgoing hosts).

Text copied directly from the proposal template is placed in boxes and listed in *italics*.

Application form - Part A

This part of the application comprises information submitted directly in the Funding and Tenders Portal application form.

Organisation data

The PIC-code for the University of Oslo is 999975814.

In the Funding and tender opportunities portal (EU Portal), in your application (under the Participants list) you are, in addition to adding yourself as a researcher and your supervisor at UiO, required to add the following contacts for UiO as your Host institution so we can help with formalities and follow the status of the proposal.

- 1) The MN EU-team with the following details:
 - Project role: Contact person
 - Access rights: Full access
 - First name: Ingse
 - Last name: Noremsaune
 - Email: eu-team@mn.uio.no
- 2) The UiO EU Office with following details:
 - Project role: Contact person
 - Access rights: Full access
 - First name: EU Office
 - Last name: UiO
 - Email : EU Office@admin.uio.no

You can register your proposal at any time after the Call has opened. You do not need a lot of information, and you can later upload the written part of the proposal. You can change at any time under “Part A - Edit forms” the information within the proposal (e.g. acronym, title, scientific panel, ...). The only fixed decision is whether you apply for a European or a Global fellowship, as well as the main Host Institution related to the PIC code when registering your application for the first time. If you want to change from one type to another you need to make a new registration.

Abstract

The abstract is a short description of your project (maximum 2000 characters including spaces). The main elements are:

- 1-2 sentences that put your project into context o Your research objectives
- Background information on the state of the art
- Specific aims and details of your project plan, including e.g. planned secondments.
- Expected impact on the fellow.

Abstracts in Part A should not contain sensitive/confidential information, as they will be made publicly available if the project is retained for funding. The abstract and keywords are used to select the evaluators. An abstract should ‘sell’ your project and be understandable to the non-expert. It should communicate the importance, impact and timeliness of the project and also convince the evaluator that you should be funded to carry it out. Write the abstract for evaluators, not for a scientific journal — keep it accessible, persuasive, and jargon-free.

Panel selection and descriptors

Evaluators are assigned based on descriptors and keywords. Keep this in mind when making your selection from the drop-down menus.



The success rate between the scientific panels is the same as the total available funding will be divided between panels based on number of eligible proposals within each panel.

Role of participating organisation

You can select Project management, Communication, dissemination and engagement, Research performer, Education and training. If relevant for your project, also select Provision of research and technology infrastructure or any other, you believe is relevant. The table of roles makes more sense for collaborative EU projects, where typically one institution can have the single role of being a project manager, another institution being a technology developer. The table is probably just for statistical purposes.

Achievements, projects and infrastructure

List of up to 5 publications, widely used datasets, software, goods or services or any other achievement relevant to the call content. List relevant previous projects or activities connected to this proposal. Describe any significant infrastructure and or any major items of technical equipment relevant to the proposed work.

The table is for MSCA optional to fill in, as the same information is basically asked for in B2. However, we recommend you fill it in, as it will provide the evaluator with relevant background information.

In this table you should list items with an emphasis on those from the host, supervisor, group, and/or department. Your own publications will appear in your CV (Part B2).

Select type of achievement from drop-down menu, where available.

Gender Equality Plan

Choose Yes. Our Gender Equality Plan is part of UiO's policy for diversity, equality and inclusion and anchored in the university's overall Strategy 2030, "Knowledge – responsibility – commitment: For a sustainable world".

Budget

Add duration of fellowship – and the budget for the application will automatically be created, as MSCA is based on unit amounts related to the number of months you have planned for your MSCA fellowship. E.g. 24 months for a standard European fellowship.

If you have a non-academic placement and have added this as an associated partner (under the Participants list), an additional row will appear and can be filled out, e.g. 6 months for a non-academic placement.

If you have a global fellowship there will be separate rows, one for the outgoing phase and one for the return phase.

In addition to this application budget, an internal budget should be agreed with the department, to ensure the EU allowance called "Research, Training and Networking allowance" will be sufficient for your planned activities (Call 2025 equals 1,000 €/fellowship month, so 24,000 € in total for a 2-year fellowship. If you need laboratory access or will have field work, please discuss covering of such costs with your supervisor.

Ethics Self-Assessment

If your proposal does not raise ethical issues and you answer "No" to all questions in the Ethics table, it is not necessary to add more information in the Ethics Self-Assessment or in Part B section 6: Ethical issues.

If you answer "Yes" to any of the ethics issues questions, you must describe how you will handle the issue(s), obtain necessary approvals, etc. in the first part of the Ethical Self-Assessment. You also need to refer to the relevant page in Part B (Technical Annex). Further information can be found in the document [How to complete your ethics self-assessment](#).

Regarding the question "Will some of the activities be carried out in non-EU countries?"



Answer: **yes** (Norway is not a member state). You may select the page number in B1 for the page where you the first mention Norway e.g. your fellowship being carried out in the research group of Prof. xx, University of Oslo, Norway. – could be under section 1 e.g., at the beginning of the first page. In the text box below (Compliance with ethical principles and relevant legislations) you can state e.g., that “*Norway is part of the European Economic Area and an associated country with the Horizon Europe framework programme. The applicant will make sure the project research ethics and research integrity follow relevant legal framework in Norway and the EU.*”

Regarding applicants who plan to *develop, deploy and/or use of Artificial Intelligence* in their project should address this under criterion 1 (Excellence) as they would do for any other key methodology they plan to use in the project. Addressing the technical robustness of AI systems is no longer required under criterion 1.

If you intend to develop, deploy, or make use of AI in your project, you should answer 'Yes' to the relevant question in Part A, Section 4 - Ethics and Security, and provide an explanation of the ethical implications of the objectives, methodology, and potential impact of AI in their project, as well as compliance with relevant ethical principles and legislation, in the Ethics self-assessment of Part A (and in Part B2, if necessary). Applicants should also be aware of how the AI Act can affect their research activities.

Application form - Part B (Project proposal – Technical description)

Part B1

The maximum total length of Part B1 is 10 pages including references. It comprises three main sections with several subsections:

- Excellence (50% of total score, 5-6 pages)
 - Quality and pertinence of the project's research and innovation objectives.
 - Soundness of the proposed methodology.
 - Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host.
 - Quality and appropriateness of the researcher's professional experience, competences, and skills
- Impact (30% of total score, 1.5-2 pages)
 - Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development.
 - Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.
 - The magnitude and importance of the project's contribution to the expected scientific, societal, and economic impacts.
- Implementation (20% of total score, 2-3 pages)
 - Quality and effectiveness of the work plan, assessment of risks and appropriateness of the effort assigned to work packages.
 - Quality and capacity of the host institutions and participating organisations, including hosting arrangements.

This overall structure must be followed; the section and subsection headings are mandatory. The suggested third level subheadings in this guide are not mandatory but align with the writing instructions in the Commission template, and the sub-criteria and questions listed in the evaluators' assessment grid. Applicants can also choose other third level headings more appropriate to their respective proposals. An additional fourth level heading/sub-division can be useful to organize text and guide the reader (evaluator) to specific parts of the proposal. Such headings should not be numbered.

Allocation of space

Applicants are free to decide on the allocation of pages between the sections. As an indication, the Excellence section should be c. 5-6 pages (as it accounts for 50% of the score). The Impact section should be c. 1.5-2 pages (as it accounts for 30% of the score). The implementation section should be c. 2-3 pages (even though it accounts for 20% of the score, this section should include a Gantt chart, Work Packages descriptions, and Risk analysis, the combination of which requires more space. You can use tables, if preferred).

Keep in mind that the proposal is about *research*, *training*, and the *two-way transfer of knowledge* between you and your host institution. Therefore, all these aspects, including the Impact and Implementation sections are as important as an excellent research idea in the Excellence section.

Project acronym and visual elements

Although it is unlikely to make or break your project, a fitting and catchy acronym and a visually pleasing proposal will not hurt your chances. Your project acronym should, ideally, be easy to pronounce and be connected to the title of the project. Use colours for headings, particularly if you are short on space but wish to make it easier for the evaluator to find the information they need. Use coloured boxes or bold and coloured fonts to highlight particularly important parts of your proposal, for example the main aim or a brief project summary at the beginning of your proposal.



Style and formatting

You must follow the style requirements in the Instructions for Drafting Part B of the Proposal:

- A4 page size.
- Margins (top, bottom, left, right) of at least 15mm (not including footers or headers).
- The reference font for the body text is Times New_Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions).
- The use of a different font for the body text is not advised. If you do choose a different font, this must be legible and not significantly shorten the number of pages compared to text using the reference font.
- Standard character spacing and single line spacing.
- A minimum font size of 11 points. This applies both to the body text and tables.
- Text elements other than the body text, headers, foot/end notes, captions, formulas, etc (e.g. references) . may deviate from the above, but must be legible and at least 8 points.
- Tables can only be used to illustrate the core text of the proposal; they cannot contain the core text itself.
- The core text in Part B should not contain any hyperlinks. Any additional information provided through hyperlinks in the core text will be disregarded.
- The proposal acronym may be included in the header of each page, e.g., “[Acronym] - Call: HORIZON-MSCA-2024-PF-01: MSCA Postdoctoral Fellowships 2024”
- Pages should be numbered in a single series on the footer of each page to prevent errors during handling. It is recommended to use the numbering format "Part B1 - Page X of Y". (The grey box around the footer can be removed, just keeping the page numbers.

The Part B1 proposal template is tagged. Please do not move, delete, re-order, alter tags in any way, as this may create problems for the Commission’s internal processing tools. Tags do not affect the outcome of your application.

Excellence

1.1 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)

At a minimum, address the following aspects:

- *Describe the quality and pertinence of the R&I objectives; are the objectives measurable and verifiable? Are they realistically achievable?
Describe how your project goes beyond the state-of-the-art, and the extent to which the proposed work is ambitious.*

Present the overarching objective. Give a succinct overview of state of the art and show how this project goes beyond this. Present the specific project objectives and discuss their feasibility; stated objectives must be achievable, and preferably measurable and/or verifiable.

1.1.1 INTRODUCTION

There are multiple ways in which to start the proposal and write the opening paragraph, but it is highly recommended to quickly inform the reader what the project concerns. Start your proposal with the overall aim. Spend a couple of sentences on the context of the overarching objective. You need to spark the evaluator's interest. A short introduction should explain the background and key elements of the proposal— think of it as a reader's guide to the rest of the text. Highlight your selling points to make them memorable for the evaluator. Usually, the supervisor and hosting institution are mentioned, but this is optional.

The introduction is usually one paragraph. Often it is integrated and merged with the sub-section on state of the art.

A figure or illustration on the first page can contribute to make the proposal more memorable. A tidy and orderly layout with some space between paragraphs also gives a good first impression.

1.1.2 STATE OF THE ART

The state of the art (SotA) should give a relatively *brief* summary of the most important scientific topics related to your project. The purpose of SotA is to provide context for the proposal. You also need to present the SotA to argue how this project goes beyond and advances SotA. You need to demonstrate that your proposal has the potential to shift the SotA, and to move your field of research beyond it.

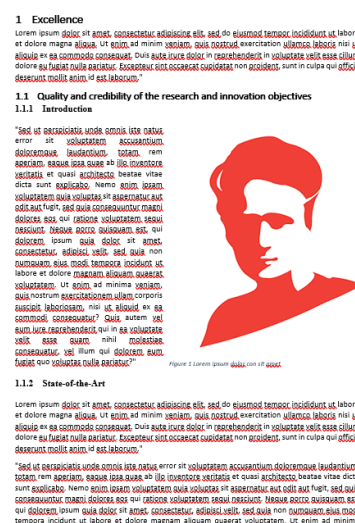
It is also integral to the SotA and section 1.1 to highlight the main research challenges and knowledge gaps within the field. The knowledge gaps and needs must be relevant for the project objectives. Identifying the main challenges, gaps and needs serve as good reference points for how this project will advance the field.

A common mistake is to write this section as a literature review. Although references to relevant literature are necessary, do not cite too many. Consider including only key up-to-date publications: seminal papers and publications by you and your supervisors.

Remember that research challenges may not only be academic but can be motivated by industrial or societal needs. You can therefore cite public documents, such as white papers, as part of the SotA. However, focus your attention on the scientific aspects.

1.1.3 BEYOND STATE OF THE ART

This section can be merged and integrated into the previous section. Here, you should clearly address and show that this project goes beyond SotA. This section also includes the project's ambitions. The more ambitious the project is, the further it will go beyond SotA. Core elements to present and discuss are the new and innovative aspects of the project. Novelties can for instance include a new approach or applying new models and/or



methods. Carefully explain your innovative contribution to the field (in terms of new data, new approaches to old problems, etc.) and where this contribution can be used (e.g., science, societal challenges, policy).

Consider including a table if this can illustrate how the project is ambitious and goes beyond state of the art.

Novelty	State of the art	Beyond State of the art
Scientific approach	Old or usual approach	New approach
Method 1	Traditional methods	New methods used
Method 2	Mouse model	Modified mouse model
Outcome/result	Limited results	Additional results
Knowledge gap	Current gaps in knowledge	Project will fill these gaps
Challenge – research or societal	Existing challenge	Project will solve challenge

TABLE 1 EXAMPLE OF HOW YOU CAN ILLUSTRATE THE STATE OF THE ART, NEW CONTRIBUTIONS AND MOVING BEYOND THE STATE OF THE ART.

1.1.4 SPECIFIC OBJECTIVES

The specific project objectives should relate to your overarching goal (objective, aim) as stated in the introduction. It is recommended to align each specific the research or innovation objective to a work package (WP). Objectives can for example be to answer, to identify, to evaluate, to investigate, to assess, or to map certain aspects of your overall research questions.

When you formulate your objectives, you should consider both the specific tasks you are going to solve during your project and how you are going to conduct your research. Outlining your project as a succession of tasks that cumulatively address your main objectives may help you present a coherent story and describe the outcomes of different project stages.

The objectives should stand out from the rest of the text. Use bullets, numbering, a text box, or other formatting to highlight them.

It is possible to have both primary and secondary objectives. Secondary objectives are lesser or sub-objectives that you need to achieve to fulfil the primary objectives. Secondary objectives may correspond with tasks.

Section 3.1. asks for a clearly defined implementation plan with research objectives in logical succession. This plan should be included as work packages with milestones (see Section 3.1). Although an implementation plan is not needed here, we advise you to cross-check the information with the implementation plan in 3.1. to ensure that the proposal is coherent.

1.1.5 FEASIBILITY: ACHIEVABLE AND VERIFIABLE OBJECTIVES

Instructions in the template specifically ask the applicant to describe objectives that are achievable, measurable and/or verifiable. Therefore, it can be pertinent to discuss these aspects in a separate section. However, this discussion can also be included in the presentation of the specific objectives in the previous sections. A detailed description is not necessary, but you should include why this project is feasible and that objectives are achievable and verifiable.

Make sure to formulate objectives that can realistically be achieved within the timeframe of the project. Avoid vague objectives or those that have only tenuous links to your project.

1.2 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)

At a minimum, address the following aspects:



- *Overall methodology: Describe and explain the overall methodology, including the concepts, models and assumptions that underpin your work. Explain how this will enable you to deliver your project's objectives. Refer to any important challenges you may have identified in the chosen methodology and how you intend to overcome them.*
- *Integration of methods and disciplines to pursue the objectives: Explain how expertise and methods from different disciplines will be brought together and integrated in pursuit of your objectives. If you consider that an inter-disciplinary approach is unnecessary in the context of the proposed work, please provide a justification.*
- *Gender dimension and other diversity aspects: Describe how the gender dimension and other diversity aspects are taken into account in the project's research and innovation content. If you do not consider such a gender dimension to be relevant in your project, please provide a justification.*
 - *Remember that that this question relates to the content of the planned research and innovation activities, and not to gender balance in the teams in charge of carrying out the project.*
 - *Sex, gender, and diversity analysis refers to biological characteristics and social/cultural factors respectively. For guidance on methods of sex / gender analysis and the issues to be taken into account, please refer to [this link](#).*
- *Open science practices: Describe how appropriate open science practices are implemented as an integral part of the proposed methodology. Show how the choice of practices and their implementation is adapted to the nature of your work in a way that will increase the chances of the project delivering on its objectives [e.g., up to ½ page, including research data management]. If you believe that none of these practices are appropriate for your project, please provide a justification here.*
- *Research data management and management of other research outputs: Applicants generating/collecting data and/or other research outputs (except for publications) during the project must explain how the data will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable).*

Present the scientific approach, experimental design(s) and methodology. Include a discussion of interdisciplinary aspects and the gender dimension. Present the project's open science practice and data management.

1.2.1 OVERALL METHODOLOGY

This section should describe the methodology you will use to carry out your research. You must convince the evaluators that the proposed approach is appropriate to achieve your research objectives. Create a narrative around any hypotheses or assumptions you base your project on and argue why the approach and methods are optimal to pursue the objectives.

Link this section to WPs and if necessary, describe the approach and experimental designs for each WP. Take care not to replicate text that should go in section 3.1; check and make sure that descriptions align. Consider using fourth level (non-numerical) headings in this section e.g., for hypothesis/assumptions, WP and/or WP titles, methods, data description or methodological challenges.

Mention anything new and innovative about the methods and approach you will use. Include own published results and/or preliminary results that support your approach. Have similar methods and approach given encouraging results? Highlight and discuss any challenges with the approach and chosen methodology. Address any identified methodological challenges and explain how you will overcome or tackle such challenges. If there are no such challenges, give a brief explanation why.

If the project makes use of existing data, do not forget that a description of the data to be used is an important part of the methodology section. Be specific about where data comes from, quantity, and how it will be used; this must fit your objectives. If relevant, comment on access to data and required permits. Briefly describe the individual methods and/or analytical processes you intend to perform. The description can be briefer than in



scientific articles. If you run out of space, keep the description of methods to an absolute minimum. It is the overall approach and methodology that is important.

Explain the added value of any included secondments or short visits, in terms of learning new methods, using equipment etc.

1.2.2 INTEGRATION OF OTHER DISCIPLINES

If relevant for your project, the purpose of this section is to highlight how the project combines methods and insights from various disciplines. If the supervisor has experience in a different field than you, this is a good example of how interdisciplinary aspects can both form part of the research and training-through-research. Be specific about what is new and interdisciplinary about the project.

If the project is not particularly interdisciplinary, then state this briefly. However, you must also justify why an interdisciplinary approach is not necessary to achieve the project objectives. It is recommended to keep this as a separate subsection even if the project is not interdisciplinary in nature.

1.2.3 GENDER DIMENSIONS AND OTHER DIVERSITY ASPECTS

In research activities where human beings are involved as subjects or end-users, or in research activities using e.g., animal models, gender differences may exist. In these cases, the gender dimension must be addressed as an integral part of the proposal to ensure the highest level of scientific quality. Link to and describe how your chosen methodology and approach are suitable to investigate gender differences or explain how experiment and methods optimally or sufficiently consider gender perspectives, differences, and similarities.

For instance, if modelling mice, explain and discuss why all individuals are males. Or inform why both sexes are optimal for your experiment. If you collect or use human data, explain gender distribution and its importance.

It is recommended to keep this as a separate subsection even if you consider that gender dimensions are not relevant to your project. If not relevant to the project, then explain why there are no gender differences to address.

Please note that this section only concerns the gender dimension of the *research content* of the project, not your own career development. Gender balance within the project, e.g., male/female supervisor team, is also irrelevant for this section.

1.2.4 OPEN SCIENCE PRACTICES

Think of use, ownership and access rights.

The Horizon Europe programme: Open science practices are addressed and evaluated under ‘excellence’ as they are considered a part of the methodology. However, open access in particular also results in the broad dissemination of knowledge and is relevant in the context of dissemination. Providing open access to peer-reviewed publications is mandatory in Horizon Europe, when peer-reviewed publications are produced. Open access to generated research data is required under the premise ‘as open as possible as closed as necessary’, meaning that there can be exceptions to this. Data management plans are mandatory for all projects generating or reusing data. Additionally, we recommend that you provide open access to research outputs beyond publications and data and share them as early and openly as possible.

Instructions in the proposal template suggest you use up to ½ page to describe open science and research data management. These two sections can be merged. Do not skip these sections. If you consider these sections less relevant or appropriate for your project, then provide a justification of this.

UiO has an extensive [open access policy](#) which you can refer to here if relevant. But open science is more than just publishing open access. It also includes sharing data and for instance pre-print publications. Include a discussion on the planned open science practices within the project. This section will be stronger if you can explain and/or argue that open science practice and methodology will improve on the quality of research and assist in delivering on project objectives.

1.2.5 RESEARCH DATA MANAGEMENT

Make sure to describe, if relevant, how the project will manage data according to the FAIR principles – Findable, Accessible, Interoperable and Reusable. Relevant items to include are which system you will use to store data, and who can access these data. Do consider any GDPR issues and legal and ethical principles that limit sharing, e.g., human data. In medical and health sciences it is good to follow the principle of *as open as possible, as closed as necessary*. If relevant, see UiO's policy on [research data management](#). Successful proposals need to develop *A detailed data management plan (DMP)* for making their data/research outputs findable, accessible, interoperable and reusable (FAIR) as a deliverable by month 6 and revised towards the end of a project's lifetime.

Refer to the Appendix for additional information on Open science practices.

1.3 Quality of the supervision, training and of the two-way transfer of knowledge between the researcher and the host

At a minimum, address the following aspects:

- *Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training, especially at advanced level (i.e., PhD and postdoctoral researchers).*
- *Planned training activities for the researcher (scientific aspects, management/organisation, horizontal and key transferrable skills...).*
- *For European Fellowships: two-way transfer of knowledge between the researcher and host organisation.*
- *For Global Fellowships: three-way transfer of knowledge between the researcher, host organisation, and associated partner for outgoing phase.*
- *Rationale and added value of the non-academic placement (if applicable) and secondment (if applicable).*

Describe the qualifications and experience of the supervisor(s). Describe the scientific/technical training as well as training of transferrable skills. Explain how there is a two-way transfer of knowledge.

1.3.1 QUALIFICATION AND EXPERTISE OF SUPERVISOR(S)

The purpose of this section is to provide evidence that the supervisor will be an appropriate mentor and that she/he will be able to provide you with training that is relevant or tailored to your research. The experience of your supervisor and the skills this person has to offer to the project should assure the evaluators that your host is a good match and committed to the project. Link their relevant qualification, experience, collaborations and knowledge to your WPs and objectives to showcase how you will benefit from this collaboration. Mention the type/amount of funding they have obtained. Highlight their supervisory experience, particularly PhDs and Postdocs.

You can only have one main supervisor. But it is possible to create a strong narrative by you having a team of mentors, with one individual being main supervisor. A table can be used to summarise the most important aspects that show that the supervisor(s) have great expertise and skills that fit with the research project.

Supervisor skill, experience	Supervisor, mentor	WP, Objective	Research task
ApoE mouse model	Prof. Green	WP1	The project will take advantage of an established animal model to investigate the development of aortic lesions.



Electron microscopy	Ass. Prof Blue	WP1	Expert guidance on EM and histological analysis.
Aortic plaque quantification	Prof. Green	WP2	Developed an algorithm that accurately quantifies atherosclerotic lesions.
Multivariate statistics	Dr. Red	WP2	Expertise on advanced statistical analysis.

TABLE 2 EXAMPLE OF KEY SUPERVISOR SKILLS AND RELATED PROJECT WPs/OBJECTIVES/TASKS.

If you have several supervisors, describe individually their expertise and contribution to the project's scientific objectives as well as technical training. Highlight the complementarity of multiple supervisors and the benefits to the project. If you identify a suitable co-supervisor from a different institution, this could strengthen your proposal.

Keep this section brief, generally not more than ½ page. Additional information can be provided in the B2 part of the proposal.

1.3.2 TRAINING PROGRAMME

The aim of the MSCA-PF grant is to increase your probability of employment and help you achieve your career goals. A primary objective is to strengthen your academic skills by *training-through-research*. This can include the training of intellectual abilities, such as theoretical and methodical knowledge, within different academic, social, and cultural contexts. Professional career development may also involve taking ownership over your own career progression, including learning project management skills. Make sure that the training activities are realistic and relevant for both your project and future career. Carefully plan your training specific to your needs and include this in the implementation plan and a dedicated WP.

Open this section by establishing the main training objectives. Detail which skills and competences you lack or have limited experience with but wish to obtain during the project. Then go on to describe the training plan. Refer to the mandatory career development plan and how this will be updated to accommodate changes. A main goal for this section is to convince the evaluators the training is relevant and effective.

You may organize this section into two sub-sections or paragraphs; one section that describes the technical/scientific training gained through implementing the research, and one section that outline the training of managerial, organisational, and other relevant skills, primarily gained through courses. Consider summarising your training programme in a table.

1.3.3 TECHNICAL/SCIENTIFIC TRAINING

Primarily: training-through-research by means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s). Hands-on training activities for developing scientific skills, such as new techniques, methodologies, instruments analysis, statistical methods, data management systems, big data, and open science practices.

1.3.4 OTHER SKILLS AND COMPETENCES – TRANSFERRABLE SKILLS

- Gained both through managing the project, being part of a new research group, and through in-house and external courses available to the applicant.
- Supervision, e.g., co-supervision of master students and PhDs.
- Participation in the financial management of the project.
- Organisation of scientific/training/dissemination events.
- Communication, writing, outreach activities and other horizontal skills.
- Grant application experience and other writing skills, entrepreneurship, management of intellectual property rights, leadership and project management, career development, language, and other courses.

You may also use other researchers in the research group as mentors, to complement the skills of your supervisor. If the training you need is not available at the University of Oslo, consider a short visit or a



secondment at a different institution. Global Fellowship applicants will need to detail the planned training for both the outgoing and return phases.

Cross-check this section with section 2.1. to avoid duplicate information. However, some overlap is unavoidable. While this section primarily concerns how effective the planned training activities will be applicant, section 2.1 focusses on how the training will credibly enhance their skills and career perspectives.

If you need to identify gaps in your CV, useful tools includes Vitae Researcher Development Framework and Individual Development Plan from Science Careers.

1.3.5 TWO-WAY TRANSFER OF KNOWLEDGE (FOR GLOBAL FELLOWSHIPS: THREE-WAY TRANSFER)

The rationale behind the MSCA-PF programme is that the European research community at large will benefit from transfer of knowledge. The host institution will gain a valuable resource from the applicant's expertise on a specific project, and the applicant will increase their chances on the international job marked by gaining new skills and competences. You should break up the section in two: 1) *Transfer of knowledge from candidate to the host* and 2) *Transfer of knowledge from host to the candidate*. A two-way transfer of knowledge can include both academic skills, such as giving/receiving training in theoretical and methodological approaches, and transferrable skills. A table can be a good approach to show how you plan the knowledge transfer.

Explain what new knowledge the researcher will gain during the fellowship and how it will be acquired. Knowledge can be interpreted in a broad sense, e.g., accessing new expertise, networks, collaborators etc. Identify how this knowledge will be transferred, e.g., through supervision of students, lectures, co-publications, seminars. Discuss how the researcher will contribute to ongoing research at the research group/host. For Global Fellowships it is important to specify the knowledge transfer in the outgoing and return phases and explain how newly acquired skills and knowledge will be transferred back to Europe.

1.4 Quality and appropriateness of the researcher's professional experience, competences, and skills

Discuss the quality and appropriateness of the researcher's existing professional experience in relation to the proposed research project.

In this section you should aim to convince the evaluators that you are a researcher with a strong track record and that this project and training activities are optimal for you and your career development. Use this section to highlight the most relevant items from your CV. Your CV is evaluated as part of this subsection. Do not duplicate the CV but use this section as a supplement and emphasise the most important achievements and relevant experience.

Build a narrative of being a talented researcher with a solid set of relevant skills and experience for this project. Although part of this project focusses on skill development and training, you must convince evaluators that you are already sufficiently experienced and possess the necessary skills and competences to carry out this project.



2 Impact

2.1 Credibility of the measures to enhance the career perspectives and employability of the researcher and contribution to his/her skills development

At a minimum, address the following aspects:

- *Specific measures to enhance career perspectives and employability of the researcher inside and/or outside academia.*
- **Expected** contribution of proposed skills development to the future career of the researcher.

Begin with stating your career goal(s) and professional ambitions. Then outline how the fellowship will contribute to these through research and training. Explain how the training activities described in section 1.3.2 are tailored to promote your career ambitions. Present your project as a part of a potential career path after the fellowship has ended. Explain the experience and non-scientific skills (generic and transferrable skills) you will acquire from doing this project at UiO and argue how this will make you more attractive on the job market. Outline skills and competences regarding the expected impact, and how this will contribute to achieving your career goals.

Although most applicants primarily desire to continue working in academia and become a full professor, you also need to describe how this project will make you a more competitive and attractive employee outside academia. You should outline an ambition, discuss how to get there, and if possible, give examples of potential non-academic employers.

Consider the following questions for discussion:

- How will the collaboration with your supervisor be beneficial for your career?
- What will be the benefit of gaining access to new networks at UiO and beyond?
- What new skills will you acquire by being part of a new research environment?
- Will you teach or supervise? How much, at what level?
- If applicable, will you participate in the UiO Mentoring Programme for Female Postdocs?
- Will you participate in UiO Career Development Programs?
- Will you attend research funding and application writing workshops?
- Will you join a research group at the host institution? If so, will this give you insights into the workings of the research and teaching environment at the department, and maybe even insights into future research strategies?
- Will you develop your organisational skills through the organising of seminars and workshops?
- Will you gain financial management skills by managing your fellowship?
- Will you gain dissemination experience?

Refer to the Appendix for tips and inspiration of specific programmes and activities at UiO that support career development. Consider whether a table or illustration would summarise and show how the acquired competences and skills will contribute to your career ambition.

Skills and competences gained	Contribution to career qualifications	Career ambition
Technical skills, scientific methods	Wider set of technical skill and broadened scientific platform.	Permanent position in academia – associate professor, professor
Management experience	Leading own research group	
Supervision experience	Supervise own student.	Improved career opportunities in x, y, z.
Grant application writing skills	Writing other grant applications, e.g., ERC	Lectureship within academia and beyond.

Entrepreneurship and IPR	Increase impact of RI output and exploiting research	Higer chances for acquiring external funding for further research activities within academia and beyond.
Introduction to new network	New collaboration opportunities and increased recognition and visibility	Improved personal and professional skills for better employability after fellowship.
Arranging seminars and workshops	Increased capacity to coordinate complex collaborative projects and task	Collaboration across sectors and target groups within academia and/or non-academic sector etc.

TABLE 3 EXAMPLES OF SKILLS/COMPETENCIES AND HOW THEY CAN RELATE TO YOUR CAREER DEVELOPMENT.

2.2 Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities

At a minimum, address the following aspects:

- *Plan for the dissemination and exploitation activities, including communication activities: Describe the planned measures to maximize the impact of your project by providing a first version of your 'plan for the dissemination and exploitation including communication activities'. Describe the dissemination, exploitation measures that are planned, and the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large). Regarding communication measures and public engagement strategy, the aim is to inform and reach out to society and show the activities performed, and the use and the benefits the project will have for citizens. Activities must be strategically planned, with clear objectives, start at the outset and continue through the lifetime of the project. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.*
- *Strategy for the management of intellectual property, foreseen protection measures: if relevant, discuss the strategy for the management of intellectual property, foreseen protection measures, such as patents, design rights, copyright, trade secrets, etc., and how these would be used to support exploitation.*

Present a detailed dissemination and communication plan. Discuss potential IPR issues and exploitation measures.

2.2.1 DISSEMINATION AND EXPLOITATION PLAN

Dissemination of research results refers to how you plan to make these available to the research community. *Exploitation* refers to how your results may be valuable for others within the research community, host institution or commercially. Be ambitious, but keep in mind that the fellowship lasts for a limited amount of time.

The evaluators will distinguish between dissemination and communication activities for the public. Therefore, it is advised to present these plans in two separate sub-sections. It is also fine to present in the same section if there is a clear division between the two.

Explain how you plan to disseminate the results of your research, primarily to the scientific community. Be specific. Mention the number of publications and which journals, books, or other periodicals you aim to publish in. You may also include planned co-authors and submission dates. Include (mandatory) plans to publish Open Access and mention UiO's institutional digital repository, DUO.

Include which conferences you plan to attend and when these will be arranged. Also, list workshops where you will take part. Also relevant are internal events at the institute, faculty and/or university where the main audience is scientific peers.

Explain how you will disseminate results to other stakeholders, e.g., NGOs (patient organisations, environmental organisations, etc.), policy makers or other potential end users of your results. Do make sure to identify the main target group for each event or measure if aimed at specific stakeholders. A table listing the dissemination and exploitation measures can be informative and save some space.

Explain how open science, including adhering to FAIR principles will contribute to exploitation and uptake of project results, both within the scientific community and among other stakeholders/users.

If you have valid reason to believe that your findings have potential for commercial use, you should mention what measures you will take to ensure exploitation. Address the strategy and collaboration with industrial actors in the next section.

2.2.2 IPR MANAGEMENT

If relevant, you will need to outline an IPR strategy. Describe briefly the relevant UiO procedures for researcher inventions and potential patent applications and include the role of the Technology and Transfer Office (TTO). You should also mention the Life Science Growth House, a UiO unit that assists and advises researchers on innovation and commercialisation of research. If the project has a high likelihood of results with commercial potential, you should present specific plans for exploitation, commercialisation, and IP management. You can contact local research and innovation advisers at the Faculty if your project is in this category.

If your project is unlikely to require IP protection, you should briefly explain that this aspect is not relevant, and if this changes, UiO will assist you in securing the required protection.

2.2.3 COMMUNICATION PLAN AND PUBLIC ENGAGEMENT

The project should include public engagement and outreach activities. This includes any use of social media or other web-based activity to promote and inform about the project and its results. The target audience may be the public, but you can also target specific groups.

Describe the communication activities and specify objectives, main messages, tools, and which communication channels you are planning to use. Provide details for each activity (e.g., one-way, or two-way communication, when/where activities take place, and how large an audience you expect to reach), including who is the target audience. Consider listing the activities in a table.

Types of outreach activities include internet presence, press articles, podcasts, participating in European Researchers' Night events and research and innovation activities for students organized by schools or universities. Will you host public seminars/panels/debates? If so, at which venue? How will you interact with traditional media? Mention any planned press briefs. How will you use social media to interact with the public? Will you start a blog/podcast/other online presence?

For both section 2.2.1 and 2.2.3 try to avoid a very generic plan with the same configuration or “look” like many other exploitation, dissemination, and communication plans. Be as specific as possible. For example, if you mention using X/Twitter as a platform, make sure to explain what kind of information you will communicate, how often and who it is aimed at.

If you plan to make use of communication expertise available at the University of Oslo, this should be included in the plan. This could for example mean seeking advice to develop a communication strategy and further develop the dissemination, communication, and exploitation plan.

Dissemination, exploitation, and communication activities can constitute a single non-scientific WP with clear deliverables. Indicate timing of concrete planned events in the Gantt chart (see point 3.1).

2.3 The magnitude and importance of the project's contribution to the expected scientific, societal, and economic impacts

Describe the scientific, societal, and economic impact of the project, including how results will make a difference after the project has ended. Provide credible quantifiable estimates (magnitude and importance) of the project's contribution to expected impacts.

- *Provide a narrative explaining how the project's results are expected to make a difference in terms of impact, beyond the immediate scope and duration of the project. The narrative should include the components below, tailored to your project.*
- *Be specific, referring to the effects of your project, and not R&I in general in this field. State the target groups that would benefit.*
- *The impacts of your project may be:*
 - *Scientific: e.g., contributing to specific scientific advances, across and within disciplines, creating new knowledge, reinforcing scientific equipment and instruments, computing systems (i.e., research infrastructures).*
 - *Economic/technological: e.g., bringing new products, services, business processes to the market, increasing efficiency, decreasing costs, increasing profits, contributing to standards' setting, etc.*
 - *Societal: e.g., decreasing CO2 emissions, decreasing avoidable mortality, improving policies and decision-making, raising consumer awareness.*
 - *Only include such outcomes and impacts where your project would make a significant and direct contribution. Avoid describing very tenuous links to wider impacts.*
- *Give an indication of the magnitude and importance of the project's contribution to the expected outcomes and impacts, should the project be successful. Provide credible quantified estimates where possible and meaningful.*
 - *'Magnitude' refers to how widespread the outcomes and impacts are likely to be. For example, in terms of the size of the target group, or the proportion of that group, that should benefit over time.*
 - *'Importance' refers to the value of those benefits. For example, number of additional healthy life years; efficiency savings in energy supply.*

Discuss the different impacts in three separate subsections. Even if the project has limited or no impact on e.g., societal, or economic/technical issues, you should explain why this project has limited impact in these areas. Be specific. Referring to sections SotA and Beyond SotA can give excellent context for explaining how the project results and outcomes can contribute to scientific advances, new products, services and/or important societal changes. You should indicate the magnitude and importance of the foreseen impacts, either as part of the description of each, or as a separate section.

Only discuss outcomes and impacts where your project would make a significant and direct contribution. Avoid tenuous links to wider impacts.

2.3.1 SCIENTIFIC IMPACT

Focus on expected results and explain how these can advance the scientific field. Relate results to previously identified knowledge gaps and research challenges. Envisage how a filled knowledge gap or a solved challenge will progress the field. Discuss any opportunities your results create for new research and developments within the field.

Consider these questions to formulate your scientific impact:

- If your project is successful, what research and acquisition of new knowledge does it make possible?
- Can result open new research avenues? If your results are a piece or pieces of a larger puzzle, is it the final pieces, or are the still many pieces left to lay?
- Which results can other researchers use and exploit?
- Who can benefit from the results? Will project outcomes feed into other research areas and disciplines?



- How can other researchers use your results?
- When can they use results? Short-term and long-term?

When discussing the scientific impact, you can mirror the level of technical knowledge and detail as in the SotA description.

2.3.2 SOCIETAL IMPACT

Consider the relevance of the research results to important policies and priorities, particularly in the EU, but also globally (such as the UN Sustainable Development Goals). Refer to key policy documents and strategies and use the What, Who, How and When questions to create a narrative. Be specific; generic statements will not help your proposal.

With societal impact is important to identify the stakeholders and end users, and link to relevant activities and measures in your dissemination and exploitation plan. Use real world examples. Outline meaningful, and if possible quantifiable impacts of your results, to illustrate their magnitude and importance.

2.3.3 ECONOMIC/TECHNICAL IMPACT

If relevant, describe which outputs or results that will generate economic/technical impact. Which economic/technical need or challenge will be solved/filled? Identify the target stakeholders and discuss how the planned dissemination and exploitation measures contribute to maximize impact.

3 Quality and efficiency of the implementation

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).*

Present the work plan with WPs, tasks, Gantt chart, major deliverables, milestones, secondments, and placements, if applicable. Outline risk mitigation and contingency plans.

3.1.1 WORK PLAN

The evaluators will be looking for a feasible work plan with tangible results. Time management and dividing the project into phases is key. Start with a short explanation of how the work plan (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. You should mention that the project is specifically designed to last two years (a standard MSCA-PF European Fellowship duration, or three years if you apply for a Global fellowship) and show that the finances are appropriate for all activities, from experiments to human resources, infrastructure, and dissemination. Please note that even though you will be offered a three-year employment contract if your proposal is successful, your project should be planned for two years (unless you apply for a Global fellowship).

3.1.2 WORK PACKAGE TABLES

Begin with stating the number of work packages (WPs). The project should not have too many scientific WPs. If possible, align scientific WPs with project objectives as suggested in section 1. Consider separate WPs for management, training, dissemination, exploitation, and communication. You can also keep these as one WP and instead divide related activities into separate tasks.

It is important to arrange the WPs in an order that is logical to the evaluator and for your project. Number the scientific WPs first, the non-scientific WPs last. Describe each WP in a separate table, divided it into tasks and activities, each matched to the Gantt chart. Try not to think of WPs as isolated parts; rather focus on how they overlap with and feed into each other. A PERT chart can provide a good visual representation of how WPs interact, although you should weigh the value of including it against the space it requires. A PERT chart can also be more useful in section 1.2 where you present an overview of the approach and methodology.

If you have a secondment partner it is crucial to show how and when you involve them, and how they fit in the overall project plan.

WP1 M1-Mx start/end month	Title of WP (3 PM) (i.e. person months effort)
	Objectives/rationale
	Description/Tasks (e.g. T1.1 xx, T.1.2 yy)
	Milestones / Deliverables (e.g. D.1.1.xx, D.1.2 yy, M1 zz)

TABLE 4 EXAMPLE OF HOW YOU COULD PRESENT YOUR WORK PACKAGES. THERE ARE MANY WAYS TO ILLUSTRATE THIS; CHOOSE A SETUP THAT FITS YOUR PROJECT PLAN.

3.1.3 DELIVERABLES AND MILESTONES

Deliverables are distinct outputs of the action, meaningful in terms of the action's overall objectives. These may include a report, a document, a technical diagram, a piece of software, etc. Deliverables should be numbered according to delivery dates under the relevant WP, e.g.: WP1 with deliverable D1.1, D1.2 etc.

Be advised that there are some mandatory deliverables. These include:



- Data Management Plan (compulsory for all projects by implementation month 6)
- Career Development Plan (compulsory for all projects by implementation month 6)
- Dissemination, Communication and Outreach Plan (compulsory for all projects by the penultimate month of the project)
- Ethics Deliverables (only for projects subject to ethics review with requirements)

These deliverables can be placed in a project management WP.

In this WP, you can also add the Periodic/Final report for the end of your project (e.g., a Final report at M24 for a two-year project, or a Periodic report at M24 (end of outgoing phase) and a final report at M36 (end of return phase) for a Global fellowship lasting three years.). You will have 60 days after the end of the project period to finalise these reports. Furthermore, as an MSCA researcher you are required to submit two questionnaires evaluation your experience: one immediately following the completion of the project ("Evaluation Questionnaire") and one two years later ("Follow-up Questionnaire"). These can also be added to/mentioned in the project management WP.

Milestones are control points that help chart progress. They may correspond to different points in the project progress, e.g.:

- The completion of a key deliverable, allowing the next phase of the work to begin.
- Intermediary points so that if problems arise, corrective measures can be taken.
- A critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.
- A set of work tasks that have been completed, such as "interviews completed" or "data evaluated".

It is recommended to number milestones (M1.1, M1.2, M2.1, etc.) to easily incorporate them into the Gantt chart.

3.1.4 WORK EFFORT

A person-month (PM) is a common denominator to indicate work effort. It corresponds to the effort of a single person working full time on the project for one month. It is advised to show the planned work effort for each WP in addition to their timing. The total work effort of an MSCA-PF European Fellowship is 24 months. The efforts of all WPs should therefore sum up to 24. You should provide a brief justification, showing that the effort assigned to each WP is adequate.

If applicable, estimate and discuss other resources than your own PMs that will add effort to the project, e.g., technicians and other personnel that will assist the applicant.

3.1.5 FUNDING OF RESEARCH AND TRAINING ACTIVITIES

In an MSCA-PF the project will be provided with €1000/month (i.e., €24,000 for a 24-month project) to be spent on research and training activities. Briefly explain why this is adequate to carry out planned activities. For experimental research, e.g., using animal models or performing experiments, €24,000 may not cover all costs. If the host institution (supervisor, research group) has agreed to contribute to cover such costs, you should explain that the total allocated resources are sufficient to carry out the project.

3.1.6 SECONDMENTS

Try to be as specific as possible as to when the secondment will be conducted, what extra value it will add to your project/career, when it is to be completed and how it fits with your project. If new and crucial competencies are to be obtained during the secondment period, remember to schedule the secondment period(s) before you plan to use these competencies. Secondments should be included in the Gantt chart. See the guide for applicants on the general principles of *secondments* versus *short visits*.

3.1.7 NON-ACADEMIC PLACEMENTS

A non-academic placement can last for up to six months. It is an additional period that takes place after the standard duration of the fellowship and can only be undertaken in an EU Member state or Associated country participating in the Horizon Europe programme (such as Norway). If relevant, the non-academic placement

should be described in part B1 so the evaluators can assess the relevance and quality in respect of the project. The placement should also be included in the Gantt chart.

3.1.8 GANTT CHART

A Gantt chart is a compact way to show the project schedule, including when WPs start and finish, how you plan to distribute milestones and deliverables, and how time-consuming different parts of the project are. A Gantt chart is mandatory. The chart may also be a valuable tool for you as a project manager. It will help you visualize the workload and will speak to the feasibility of completing all tasks within the project.

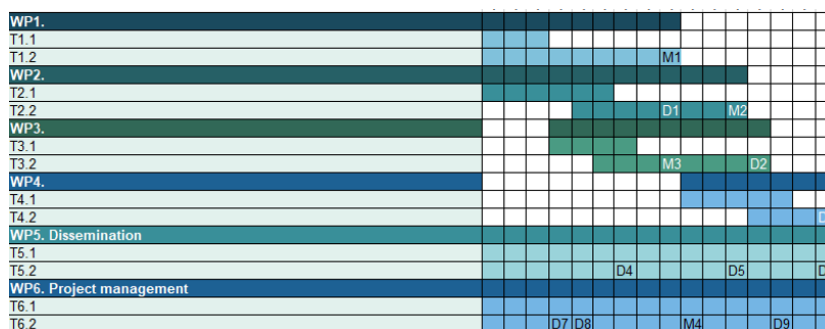


FIGURE 1 EXAMPLE OF A PROJECT GANTT CHART.

Gantt charts come in different design and styles. Many applicants use colours to separate the different WPs and Milestones. We propose a similar design to the chart, as shown here, which include milestones and deliverables integrated into each WP and/or task. Generate the chart in Excel and paste it into the proposal as at picture file.

3.1.9 RISK MANAGEMENT

In this section you should list potential risks and describe risk mitigation strategies, including contingency plans. There are always risks to any project, so avoid stating that yours have none. This section asks you to address both research risks and administrative risks.

Research risks are directly linked to the execution of your research and the crucial components for your project to be as successful as originally planned (e.g., development of new methodology, analysis of information/data, contracts with important publishing houses/channels etc).

Administrative risks are linked to the groundwork you do before much of the research commences, including securing access to crucial archives, infrastructure, or software, or for example financial management.

The point here is to address the project risks, but also explain how you plan to mitigate them, and use contingency plans to show what you will do if parts of your project do not go as planned. The evaluators will be looking for projects that involve some risks, as this speaks to the novelty of the project. Project risk management should be summarized in a short and concise table. Provide a brief evaluation of the overall risk of the project and enter other identified risk factors in the table. Include a description, for example “collecting too few samples for an experiment”. Designate the likelihood of this occurring as “unlikely”, “low” or “highly likely” and consequences as “minimal”, “moderate” or “severe”. Conclude by presenting proposed risk mitigation measures.

	Research/admin. risk	WP1	Likelihood/Consequence	Mitigation and/or contingency
1	Lack of access to data	WP2	Low/Low	Alternate data sources
2	Chosen method not suited to data	WP2	Unlikely/High	Adjust method/targets

TABLE 5 GENERIC EXAMPLE OF PROJECT RISK MANAGEMENT TABLE. YOU CAN CHOOSE THE FORMAT THAT SUITS YOU AND YOUR PROJECT.



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

3.2.1 HOSTING ARRANGEMENTS AND INTEGRATION

The hosting arrangements refer to the integration of the researcher to their new environment in the premises of the host. The application must show that the applicant will be well integrated within the research group/institution so all parties benefit maximally from knowledge and skill sharing. The nature and the quality of the research group/environment as a whole should be outlined, combined with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host offers.

Describe how the host’s research environment operates and what your role in it will be. For example, will you participate in regular meetings, present preliminary results to your colleagues, or join an established research group or ongoing project? What kind of resources will be available for you? This could for example be mentoring, co-publication or supervision of students. Include how you will interact with your new colleagues. Your supervisor may provide you with an overview of partners and collaborators that will be valuable to your project. If you can incorporate an interdisciplinary or international network, this is worth mentioning. Include information about other mentors at your host department who complement the competency of your supervisor, e.g. an expert in a method you are planning to use. Having a diverse research group connected to your project will add value to it.

Do not forget to mention hosting arrangements at the secondment institution or the non-academic placement institution (if applicable). For Global Fellowships describe practical arrangements for both the outgoing and return phase of the fellowship.

3.2.2 SUPPORT SERVICES PROVIDED BY THE HOST INSTITUTION

Include, for example support from research advisers (at your department); EU Team (at the faculty); the central UiO EU office (dealing with legal matters); HR department, financial management (EU Team in collaboration with the respective project financial officer); available training and courses, etc.

Some sample paragraphs you can use in this section:

“UiO is an active supporter of the European Charter for Researchers and has been awarded the distinction HR Excellence in Research in recognition of its follow-up efforts of the Charter & Code. The development of researchers’ careers and working conditions are important aims in the strategic work at the university, faculty, and departmental levels. I will be integrated [how? Career counselling, competence building by supervisor / group etc.], thereby creating attractive working and learning conditions”.

You can also include information on how the host institution will assist you with advise to facilitate moving to Norway (visa, contract meetings, temporary housing, etc.)? Please consult the [International Staff Mobility Office webpage](#) at UiO for more information. You can also refer to them in this section.

3.2.3 QUALITY AND CAPACITY OF PARTICIPATING ORGANISATIONS

In this section you should supplement information provided in Part B2, section 5. Here you can highlight the most important aspects about UiO that make the project feasible and why it is optimal for you to be hosted here.



Be concise and write this section as a conclusion to the above pages. You should approach this section in close collaboration with your supervisor and with advice from the Faculty EU Team. The aim is to answer this question: how are UiO, your secondment host, your outgoing phase host (if applicable), and your supervisor's network *the most* appropriate environment for carrying out your project and developing your research career? Points to address here may include the research specialisations of your supervisor and other members of the institution, their established networks, research infrastructure, additional strong areas of expertise that are relevant to the research activities, etc. Make sure to clearly state how your host institution is unique compared to other perceivably similar institutions. Where appropriate, refer to B2, Section 5.

The degree to which research infrastructure, logistics and facilities are vital will vary from project to project. If this is a big part of your project, it is advisable to include a table listing key infrastructure and include status and uniqueness. It is important to keep in mind that the evaluators are generally not familiar with UiO or how universities in Norway are organised, so make sure to also include more obvious resources such as library, journals, communication support, access to software, etc. You should mention here that the faculty offers an additional year of employment in addition to the standard European Fellowship. If your host also has experience with collaborating on international projects or hosting training programmes, mention it here.

Example text: *“UiO [Host Department] will provide access to [infrastructure/lab or relevant facilities]. I will also be offered office facilities [at the same floor as the other members of the x research group], including computer resources, internet access and [necessary software] for the duration of the project. [Discuss local resources]. I will have access to UiO's library, online journals and its online research sources, databases, and Open Access repository.”*



Part B2

4. CV of the researcher (indicative length: 5 pages)

At a minimum, the CV should contain:

- a) The name of the researcher.*
- b) Professional experience (most recent first, with exact dates in format dd/mm/yyyy).*
- c) Education, including PhD award date (most recent first, with exact dates in format: dd/mm/yyyy).*

The CV should include information on:

- Publications in peer-reviewed scientific journals, peer-reviewed conference proceedings, and/or monographs (they are expected to be open access either published or through repositories) and other outputs such as data, software, algorithms significant for your research path (they are expected to be open access in appropriate repositories to the extent possible; they should be accompanied by a very short qualitative assessment of their scientific significance and not by the Journal Impact Factor).*
- Invited presentations to internationally established conferences and/or international advanced schools.*
- Organisation of international conferences, including membership in the steering and/or programme committee.*
- Research expeditions led by the researcher.*
- Granted patent(s).*
- Examples of participation in industrial innovation.*
- Prizes and Awards.*
- Funding received so far.*
- Supervising and mentoring activities.*
- Other items of interest.*

You can use this section to include information about how your skillset complements that of your host department, which skills you can transfer to the host and which you can learn from them. Be specific and show the relevance to the project.

5. Capacity of the Participating Organisation(s)

5.1 Template table: Overview of Participating Organisations

See the Application form for how to complete this table.

5.2 Template table: Capacity of the Participating Organisations

General description example text

The University of Oslo (UiO) is Norway's highest ranked institution for research and education, among the top three most innovative universities in Scandinavia, lists in the 20 best universities in Europe and is currently ranked at number 73 in the Shanghai ranking. UiO has 26,500 students and 7, 200 employees. UiO has eight faculties, two major museums and Norway's largest academic library. Additionally, UiO has a special national responsibility for basic research and researcher training, and for managing research libraries and museums with scientific collections and public exhibitions. Furthermore, UiO hosts several units and research centres, and is currently coordinating nine Norwegian Centres of Excellence. This broad range of academic disciplines and internationally esteemed research communities make UiO an important contributor to international research and Norwegian society. UiO has implemented the European Charter & Code for the Recruitment of Researchers and has held the distinction HR Excellence in Research since 2009.

The research fellow will join the [host research group] at the [host Department], Faculty of Mathematics and Natural Sciences. The research group currently include [describe supervisor and other essential personnel].



Role and profile of supervisor: discuss with your supervisor how they should be described. Mention their previous experience with supervision, and that of the co-supervisor, if relevant. This and the following points should highlight important features of your project application, if possible.

Key research facilities, infrastructure, and equipment: discuss with your supervisor how to describe the relevant items that will be made available to you.

Previous and current involvement in EU-funded research and training programmes/actions/projects:

UiO has in H2020 (2014-2020) been granted 250 EU projects, whereof 49 ERCs with a success rate of 11 %, representing 88,7 million, and 100 MSCA projects, with a success rate of 14%, representing €38,5 million. In Horizon Europe, UiO continues the success within the Excellent science pillar, and up to date the ERC portfolio now counts for around 110 ERC granted projects (44 ERC so far in Horizon Europe), and 135 individual MSCA postdoctoral fellowships (66 in H2020, and 69 so far in Horizon Europe)

The MN Faculty has received • In H2020, 95 EU grants, incl. 19 MSCA-IF, and 8 postdoctoral fellows funded by the MSCA COFUND project “Scientia Fellows II” (GA801133). • In Horizon Europe, currently 67 EU grants, incl. 23 MSCA-PF • Two MSCA COFUND programmes (coordinated by MN Faculty): “CompSci” (GA945371, H2020) and “DSTrain” (GA101150921, Horizon Europe), involving 32 PhDs and 36 Postdoctoral researchers, respectively • In addition to participation in several MSCA Doctoral networks and Staff Exchanges.

You may add previous and current involvement in EU funded research and training programmes from the host department/group.

6. Additional ethics information

Only necessary to complete if you need more space to discuss ethics issues besides the form in Part A.

7. Additional information on security screening

Only necessary to complete if you need more space to discuss security issues besides the form in in Part A.

8. Environmental considerations in light of the MSCA Green Charter

Please explain how the proposed project would strive to adhere to the MSCA Green Charter during its implementation. Please indicate here - max 1/2 page - what actions you propose to take to ensure the sustainable implementation of project and to mitigate its environmental impact, in line with the principles set out in the MSCA Green Charter.

Do not skip this. Look at the [MSCA Green Charter](#) and the MSCA-NET’s [Policy Brief: The European Green Deal](#).

UiO is also committed as an organisation to reducing our footprints on climate and environment. And have set goals in reducing our energy consumption by 30 percent, halve our travel emissions, set environmental requirements for the procurement of goods and services, reduce waste and improve sorting at source, and ensure sustainable maintenance.

The MN faculty is an important contributor in the work of realising the UNs sustainability goals. “As a major and important contributor to important fields, the Faculty has a significant responsibility for ensuring that basic research and higher education are linked to these major global challenges. The Faculty’s employees have a significant capacity in this area, both with regard to understanding problems and in terms of finding new solutions that are necessary for sustainable social development” (from MN Strategy “Science and technology towards 2023”).

9. Required for Global Fellowships only: Letter(s) of commitment from associated partners (hosting of the outgoing phase)

Only applicable for those applying for a Global Fellowship (contact msca-team@mn.uio.no if you need assistance).



Appendix: resources specific to the Faculty of Mathematics and Natural Sciences, University of Oslo

A. Additional funding for European Fellowships

If your MSCA application is successful, the Faculty of Mathematics and Natural Sciences will offer you employment for an additional year of research of which 10% is devoted to required duties, usually in the form of teaching activities (work assignments will be settled during the contracting process), providing you with a three-year full time postdoctoral position. You can mention this briefly in the application (Part B, section 3.2), but your project proposal should only cover the two years and not three to conform with MSCA standards. The third year is internally funded, and outside the official MSCA project period.

Contract and place of work

When the EU contract is signed you will receive your employment contract from UiO. The salary will be transferred monthly to your personal bank account. An internal UiO account will be set up for the MSCA project, where the remainder of the EU funding is deposited, and use of funds can be easily tracked. Your project will be housed by the Department and its respective research group, and this will be where you work and do your research. If you have questions related to the EU contract or reporting, you will be assisted by the [Faculty EU Team](#).

B. Career development, transferrable skills, and relevant courses (relevant for sections 1.3 and 2.1)

Use this information to plan your project and discuss with your supervisor what to include in your application. If relevant, some elements can also be included as part of your application regarding skill transfer, training and career opportunities offered by the host organisation.

Career Development Programmes

The MN Faculty offers three development programmes for our Early Career Researchers (ECRs): [Career Control for Researchers](#) (for PhD fellows), [Career Management Training](#) (for PhD and Postdoctoral fellows) and [Postdoc Career Success Programme](#) (Postdoctoral fellows). All programmes aim at providing the participants with realistic career expectations, tools, and skills to carry out strategic career planning to pursue the job of your dreams within or beyond academic research.

Postdoc Career Success Programme (PCSP)

The MN Faculty offers an online programme ([PCSP](#)) consisting of 15 modules («classes») in English, presented online over seven months, to build career skills in a research setting. One module is scheduled for every two weeks: career planning and pathways; managing time, people, and projects; publishing strategies and practices; improving productivity; initiating partnerships; attracting funding; and building networks. The modules combine training material and advice on strategies with practical tools and resources that can be applied immediately in researchers' work.

This programme is offered on demand to avoid disrupting researchers' schedules, in text and audio formats to cater for different learning preferences. The average time required for each module is two hours per fortnight. The PCSP includes a personal career support service and individual mentoring for participants as a companion to course material.

The faculty organizes introduction **seminars** and **monthly peer-meetings** for postdocs enrolled in PCSP.

WEEK²

WEEK² is a career week for all early career researchers (i.e., PhDs, Postdocs and Researchers) interested in developing their skill set and finding new career opportunities. The week offer a wide range of courses to give you tools, techniques and resources that will elevate your career. The Week 2 is a collaboration, and the



programme is brought to you by the Faculty of Mathematics and Natural Sciences, the Faculty of Dentistry, the Natural History Museum, and the Science Library. For last year's event and courses offered, please check out this link: [WEEK² — Casting Light on Careers - The Faculty of Mathematics and Natural Sciences](#).

Language classes

UiO offers [Norwegian language classes](#) catered to the needs of students and employees.

C. External funding

Examples of relevant seminars and other assistance for securing research funding.

Introduction to Researcher Project for Early Career Scientists (FRIPRO)

Inspirational seminar organized each autumn for researchers in early career phase about possibilities for external funding, primarily directed towards relevant calls at the Norwegian Research Council, but also other options. Seminar is arranged by the Research Section, Administration of Faculty of Mathematics and Natural Sciences.

Specifics on Researcher Project for Early Career Scientists (FRIPRO)

Seminar is arranged each autumn by the Research Section, Administration of Faculty of Mathematics and Natural Sciences, focusing on specific details of the Researcher Project for Young Research Talents by the Norwegian Research Council, including tips on how to write a competitive application and CV, as well as how to promote communication aspects of the application. More info from Norwegian Research Council on [Researcher Project for Early Career Scientists \(FRIPRO\)](#).

Individual read-through of the applications

For candidates applying for this call, the faculty offers a one-time read-through of the applications and feedback.

D. Administrative support functions (relevant for section 3.2)

International Staff Mobility Office

The [International Staff Mobility Office \(ISMO\)](#) provides dedicated support to incoming international staff and their families. Services are provided before and after arrival at UiO and includes assistance with accommodation, visas, permits, social security and health insurance. ISMO also provides guidance and support on most other practical aspects of relocating to Norway.

Open science and open science practices (relevant for sections 1.2 and 2.2)

Open science is firmly anchored in EU research funding policy and comprises both mandatory and recommended practices. For more information and examples, see the [HE Programme Guide \(page 40\)](#).

Open access

UiO policy is to make research results openly available for all actors within and outside academia. The university library provides multiple services that supports open access publishing, including UiO's self-archiving repository DUO, and courses and guidance on open access publishing. UiO has recently adopted a [rights retention policy](#) which allows employees to make publications openly available, regardless of where it is published.

Open data and Research data management

The library offers Research data management courses, which focus on different aspects of data use, storage and copyright: <https://www.ub.uio.no/english/subjects/medicine/courses/research-data/>

The library has [several event series](#) such as [the open science lunch](#).

UiO provides [services for sensitive data](#).



The University of Oslo Library

The university library offers excellent services to support open science and access to a large number of scientific journals, books and other resources. .

Publication and outreach (relevant for section 2.2)

The faculty participates in, and organizes, several regular activities and events. Below are just a few examples. Contact your host unit and your supervisor for further information on their involvement and ask how you can get involved.

GROWTH HOUSE

The Growth House (“Veksthuset”) is UiO’s innovation unit for life sciences, health, and technology. The aim is to help researchers and students to mature early-stage ideas. Here are some of the services provided by the unit:

- Tailored counselling: you can receive counselling from innovation advisors based on your needs (to assess the maturity and relevance of your idea, help you decide whether your project could benefit from seed funding from the Unit and how this funding can be used, help you decide whether you should apply for support from EU, suggest potential collaborators within the local innovation ecosystem and propose relevant meeting places, seminars and competence courses you may attend).
- Seed funding.
- Innovation mentor programme for researchers: the Growth House can find a suitable mentor to promote development of innovation projects in collaboration with people who have knowledge, experience, and networks within your area of research.
- Innovation hangouts for academia and industry are organized quarterly. This is an informal meeting place where students and researchers from UiO can interact with actors from the public sector, hospitals, companies, mentors, business clusters and incubators within innovation ecosystem.

CIRCLE U

UiO is a member of a European University Alliance: Circle U, offering a range of opportunities and events for academic staff and students. These include networking, seed funding, mobility options and different training programmes.

THE CAREER FAIR AT UIO

The Fair is organized annually in September by the University Career Services. The fair connects students and employees with potential private and public sector employers from the private (mostly for students).

CUTTING EDGE FESTIVAL

One of Norway’s largest science and technology events organized annually by UiO in collaboration with partners including Oslotech, Inven2 and Conventor. The festival is part of Oslo Innovation Week, the largest innovation convention in Europe, which occurs every September. Oslo Innovation Week comprises 80+ events driven by Norwegian and international incubators, investors, and the start-up ecosystem focussed on solving sustainable development goals.

NATIONAL SCIENCE WEEK (NORWEGIAN: “FORSKNINGS DAGENE”)

Organized every September by the Research Council of Norway. UiO contributes with its own sessions: “UiO: Forskningsdagene” and “UiO: Science Week”. The Science Week is a popular public event showcasing Norwegian research, where selected researchers showcase major research projects and present their findings.

OPEN DAY (NORWEGIAN: “ÅPEN DAG”)

Organized by UiO each March and aimed at last year upper secondary students interested in studying at the Faculty of Mathematics and Natural Sciences. Usually, c.100 students and staff are included in the event.

OSLO LIFE SCIENCE CONFERENCE

Organized and hosted by UiO: Life Science and partners in research, education, innovation, business and politics each February. Showcases life science research.



REALFAGSBIBLIOTEKET (PART OF THE UNIVERSITY SCIENCE LIBRARY)

Organizes several regular and one-time events.

ABELS TÅRN

Abels Tårn (translates to “Abel’s Tower”) or as it is commonly known due to the dish served during talks: “Vaffel & Vitenskap” (Waffles & Science). Podcast broadcast every Friday in in collaboration with the Norwegian Broadcasting Corporation (NRK). Focussed on popular science, with scientists from the Faculty of Mathematics and Natural Sciences contribute on various topics.

TEDXOSLO:

TEDx is a programme comprising of local, self-organized events that bring people together to share a TED-like experience. At TEDxOslo event, TEDTalks video and live speakers are combined to spark deep discussion and connection in a small group.

Some popular science news services in Norway

TITAN

The MN Faculty research magazine: research news on natural sciences and technology.

APOLLON

Research magazine: the award-winning popular science magazine from the University of Oslo, published quarterly.

FORSKNING.NO (IN NORWEGIAN)

A highly regarded, award-winning science news service, covering national and international research news, background articles, debates, and blogs. It contributes to ScienceNordic, a trusted English-language source for science news from the Nordic countries.

OTHER UIO INFORMATION HUBS

- ECR MN News: the faculty administration distributes a fortnightly newsletter to update our early career researchers on new and relevant events. The newsletter is issued every other week – usually Friday morning – listing new events of general and social value.
- The Postdoc Portal: information for the MN Faculty postdoctoral fellows
- Events webpages: list of UiO events.