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How to apply for guarantee funding for Marie Skłodowska-Curie Actions (MSCA) Postdoctoral Fellowships (PF) 2022

Successful MSCA PF grantees at UK based organisations can now submit their project as submitted to the 2022 call to UKRI to request funding. Please register through the **'Horizon Europe Guarantee MSCA Postdoctoral Fellowships 2022 (invite only)'** call in the Joint Electronic Submissions System (Je-S).

Please note that all grants funded through this submission process will appear as Engineering and Physical Sciences Research Council (EPSRC) branded grants in Je-S and on the offer document, however they will be treated as UKRI grants. More information on the branding of these grants can be found in the 'additional grant conditions' section below.

Quick Links

Background

The UK government has guaranteed to fund all successful MSCA PF 2022 applicants who indicated a UK host in their proposal. This includes both UK-only and Global Fellowships.

MSCA grants may not be hosted by entities in countries that are neither Member States nor associated to the Horizon Europe programme. Whilst the UK is not formally associated to the programme, MSCA PF grant agreements cannot be signed if they have a UK host institution.

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Global Fellowships

This type of MSCA fellowship lasts between 2 to 3 years, of which the first 1 to 2 years will be spent in a non-associated Third Country, followed by a mandatory return phase of 1 year to an organisation based in an EU Member State or Horizon Europe Associated Country.

As well as PFs hosted entirely in the UK, the UK Horizon Europe guarantee covers MSCA Global Fellowships that have a return phase at a UK institution in the original MSCA proposal.

Grant administration

UK MSCA PF awards will be administered and funded by UKRI as part of the guarantee. No further assessment of the grant will be carried out by UKRI.

Please note that MSCA grants funded by UKRI will be administered according to UKRI standard research grant terms and conditions except where specifically noted in the additional grant conditions below.

Who is eligible and how to submit your details

Anyone who has confirmation of a successful evaluation of an MSCA PF which is covered by the guarantee as noted in the guarantee guidance document on UKRI's website may submit their project details via the UKRI Je-S portal to receive funding from UKRI for their project.

To submit your details to UKRI, the host institution must be based at a Je-S-registered organisation. You can check whether your organisation is Je-S registered by selecting 'Je-S Registered Organisations' on the Je-S home page. If your host institution is **not** Je-S registered and it is a higher education institute or research organisation, please liaise with your organisation's administration office in the first instance. If your host institution is an industry-based organisation that is **not** Je-S registered, then please follow the steps given in Annex 3.

For any technical queries relating to Je-S, you can contact the helpdesk via email: JeSHelp@je-s.ukri.org

Before you start

To create and submit your details in Je-S:

- You must have a personal registered level Je-S account. To create a registered level Je-S account, please follow our guidance in Annex 1**.**
  OR
- The Je-S form can be created by a nominated member of staff at the applicant's research organisation and transferred to the applicant (Principal Investigator) to submit. Further guidance can be found in Annex 2.

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Start Date:

In line with the original expectations through the MSCA competition, the latest start date we will accept for this award will be 1st September 2024.

The timing of payments will follow UKRI's standard quarterly pay runs for research grants. You may wish to consider this when deciding the start date of your guarantee grant, which does not need to match the start date in the original MSCA proposal.

Please note that the duration of the grant does need to match what was in your proposal.

Exchange rate:

We will not accept any increase of budget from that originally applied for in your MSCA application. As payments will be paid in British pounds (GBP) rather than Euros all costings will need to be entered into the Je-S form as GBP. The maximum exchange rate is listed in the guarantee guidance here.

Currency conversion tool:

To convert the costs to GBP using simplified UKRI cost headings, the UKRI conversion tool template must be used and uploaded as a PDF attachment. This can be found on the Horizon Europe guarantee notice and guidance page.

To use the conversion tool, please ensure you select the correct tab to reflect whether it is a European or a Global Postdoctoral Fellowship and complete all the green cells. Enter your original eligible costs in Euros in the green cells in table one. The spreadsheet will automatically calculate the costs in GBP and under UKRI's Je-S headings on the second table ready to be entered into Je-S.

Please ensure you save a copy of your completed conversion tool template as a PDF. This can be done whilst saving the document in Excel by choosing 'PDF (*.pdf)' in the drop-down list instead of 'Excel Workbook (*.xlsx).

Attachments:

Please prepare the following required attachments prior to completing the Je-S form, noting that no further assessment of the grant will be carried out by UKRI. **These must be saved as PDF files before uploading to Je-S**:

- Evaluation result letter from European Commission stating your success in the 2022 MSCA PF call
- Full copy of the original proposal (parts A and B) – This can be downloaded from the submission system. Please note if the size of the proposal is over 10 MB you will need to reduce the size of the document before submitting it through Je-S. UKRI will need a full copy of the original proposal, so do not delete any pages, but you can reduce the size of the PDF on Adobe or it can be submitted in parts as multiple attachments if necessary.

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- MSCA evaluation summary report
- Completed UKRI currency conversion tool
- If applying to the guarantee before the REA has formally withdrawn their offer and the deadline for your grant signature has passed, then you will need to confirm that you will not be continuing the grant agreement preparation process with the European Commission. An additional supporting attachment will need to be submitted to UKRI through Je-S. The letter will need to be a PDF on headed paper from a senior representative within the host institution (someone capable of speaking on behalf of the host institution) stating the following:
  - Names of the fellow, supervisor and project title
  - Confirmation that the original MSCA grant will be withdrawn from the REA's grant preparation process

Completing the submission

Log in to the Je-S portal using your username and password and select **documents** from the left-hand menu. To create the Je-S form, select **new document** from the 'functions' menu.
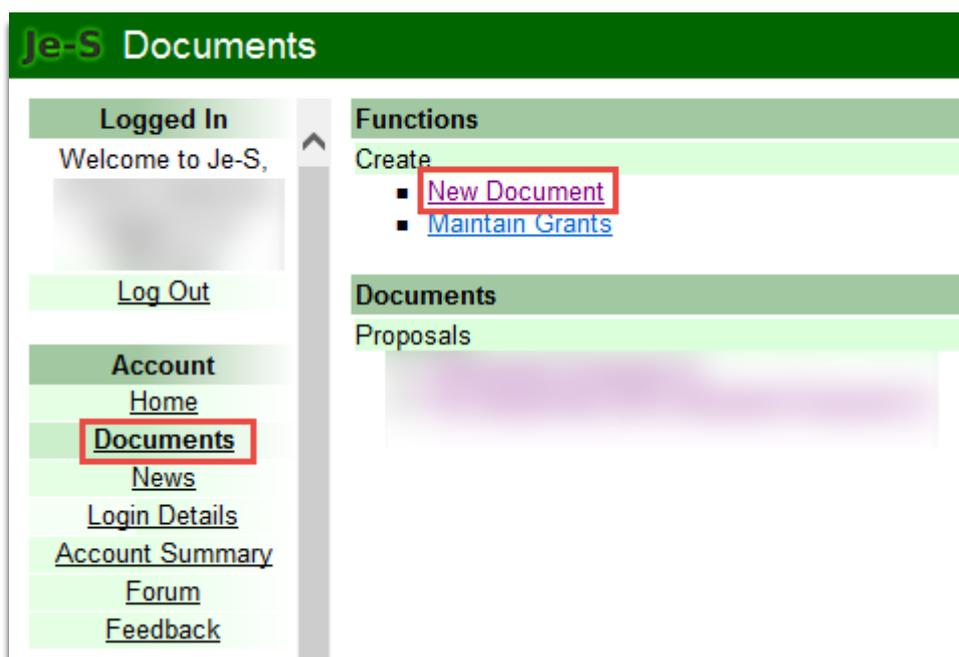
Select the following options from the drop-down menus:

- Council: **EPSRC***
- Document type: **Fellowship Proposal**
- Scheme: **UKRI Postdoctoral Fellowships Guarantee**
- Call: **Horizon Europe Guarantee MSCA Postdoctoral Fellowships 2022 (invite only)**
- Select **create document**

*EPSRC are hosting these awards on behalf of UKRI.

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All sections marked with ❌ are mandatory and must be completed. Our guidance below should assist you with how to complete the sections.

Note on costs: Please be aware that this grant will be issued according to UKRI standard research grant terms and conditions except where noted below.

Project Details ❌	How do I complete it?
Submitting Organisation	Select your organisation and department from the search menu. *Please note only Je-S registered organisations and their departments will be included in the list.*
Your Reference	Enter your original MSCA proposal number. *You will be able to view this reference in Je-S. This must not exceed 20 characters.*
Project Title	Enter the proposal title as shown on the original proposal. *This must not exceed 150 characters. If the title is over this limit, please abbreviate the text ensuring the project acronym is included at the beginning.*
Proposal Call or Mode	This displays the call that you have applied to. Please check that this is 'Horizon Europe Guarantee MSCA Postdoctoral Fellowships 2022 (invite only)'. *Please note if the incorrect call is displayed, changing this field will cause system problems. Instead, the document should be deleted, and a new Je-S form created to the correct call.*
Start Date	A future start date must be added to avoid a validation error in Je-S when the Je-S form is submitted. *Please note the start date you enter here does not need to match what was in the original proposal. UKRI will accept a latest start date of 1st September 2024.* *UKRI systems operate on a quarterly pay run basis and pre-financing will not be available in the same manner as Horizon Europe grants.* *If you have further questions, please contact EUGrantsFunding@ukri.org*
Duration	Enter the duration of the grant. *Please note this should match your original proposal duration.*

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Principal Investigator ❌	How do I complete it?
Applicant	Please enter the name of the Host Principal Investigator. *Please note only staff with registered level Je-S accounts will be included in the search list. See Annex 1 for further guidance on creating Je-S accounts.*
Fellowship	Please enter the name of the Fellow. Most sections here will be automatically completed from what was entered in the Project Details section, but please enter a '1' in the scale section and '1' in the starting salary section.

Objectives ❌	Please copy a summary of the proposal objectives from Part B Section 1 – Excellence of your original MSCA proposal. *Please summarise your objectives if they exceed the 4000-character limit in Je-S. Please note that the project will not be reassessed by UKRI, this is required for administrative purposes.*
Summary ❌	Please enter the abstract section of the original MSCA proposal. *Please note that once funded this section will be externally facing on Gateway to Research. This should not exceed 4000 characters.*

Resources ❌	How do I complete it?
Please use your completed UKRI conversion tool to ensure that you enter the costs under the correct UKRI cost headings. More information can be found in the 'before you start section' above.	
Other Directly Incurred Costs	Enter the figure under 'other directly incurred costs' as displayed in table 2 of the cost conversion tool. Select the 'Add New Other Directly Incurred Costs Item' button, the following fields should be completed: Description: 'all other directly incurred costs' Amount: enter the costs in GBP as displayed in the cost conversion tool.

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Project Partners (optional)	How do I complete it?
This section should only be completed if there are any other organisations contributing in-kind contributions to your project without requesting payment. The project partners will not need to be Je-S registered. An organisation should only be named as a project partner if it is providing specific contributions to the research project. *Please note that Project Partners will be shown externally on the [Gateway to Research Portal](#).*	
Project Organisation Details	Select the 'Add New Project Partners Item' and select the Organisation and Department from the search menu.
Contact Details	Select the Contact name from the Contact search menu. If the contact cannot be found, select 'Add New Person' to add their details.
Direct Contribution to Research Project Indirect Contribution to Research Project	Complete the appropriate sections for either Direct Contribution to Research Project or Indirect Contribution to Research Project. All contributions added in this section should be entered as 1; this is purely to enable to the form to validate.

Ethical Information (optional)	How do I complete it?
Human Participation	
Animal Research	
Animal Species	Any relevant sections here can be completed with evidence provided in section 4: 'Ethics and Security' of the original proposal.
Genetic and Biological Risk	
Implications	
Approvals	

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Proposal Classification (Mandatory) ❌	How do I complete it?
Research Area Qualifier Free Text Keywords	These will be the research areas that are most like your MSCA 'Scientific Area descriptors' in section one of your proposal. Select the 'add new research area' link and from the drop down select the most relevant research areas for your project. Once you have made your selection, you will then need to tick the 'Primary Area' and then save by clicking the 'Set Primary Area' button. Qualifiers and Free Text Keywords do not need to be completed in this section.
Notes and Comments	Does not require completion.

Attachments

The following attachments must be attached to the submission as PDF documents. Individual attachments are restricted to 10MB for case for support and 5MB for other types of attachment. Further guidance on how to upload an Attachment can be found on our Je-S Help text page.

Please ensure you select the correct UKRI attachment type to correspond with the relative part of the original MSCA PF application, as shown below:

UKRI Attachment Type	Maximum Page length	Mandatory/Optional	Extra Guidance
Case for Support	No page limit	Mandatory (exactly 1)	Please submit a copy of the full original MSCA PF proposal under this attachment type. *If this is over 10MB, please refer to the 'before you start' section above.*
Other Attachment	No page limit	Mandatory (minimum 3)	Please submit PDF copies of the following: 1) the MSCA evaluation result letter confirming that the MSCA PF application was successfully invited to start grant preparation.

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			2) MSCA evaluation summary report
			3) Completed UKRI conversion tool spreadsheet
			4) if required, an additional letter to confirm withdrawal from the grant agreement preparation process with REA.

Submitting your project details

If the Je-S form has been completed by the grant holder, it can be submitted by following the instructions found on our Je-S help text page.

For Je-S forms completed on behalf of the grant holder, it must be transferred for them to submit as per the instructions in Annex 2.

Next steps

UKRI will acknowledge the submission and conduct checks on the documents you have submitted. If the cost totals do not match the MSCA proposal, or any mandatory attachments are missing, your submission will be returned in Je-S to correct these and re-submit.

Once UKRI has processed the submission, a grant offer letter will be issued containing UKRI terms and conditions relevant to the financial and reporting aspects of the programme of work within the project. These will include the additional grant conditions, as explained below.

Grant holders will be expected to report research outcomes through Researchfish. Grants will probably fall under the regular programme of assurance checks carried out on Research Council grants; however, we reserve the right to carry out additional monitoring as required.

Additional grant conditions

Grants will be subject to the standard UK Research and Innovation fEC grant terms and conditions; however, the following additional grant conditions will be added to this call:

Call condition 1: Rate of funding

100% of the EU-eligible costs applied for through the European Research Executive Agency ("REA") on this grant will be paid for in GBP (£), subject to the maximum exchange rate as given in the guidance.

Call condition 2: Exchange rate

UKRI shall be permitted to change the GBP (£) value of the grant where in UKRI's opinion there is a significant fluctuation in the GBP: EUR exchange rate from the exchange rate previously used to calculate the GBP (£) value of the outstanding grant sum provided always that:

i. the GBP value of the grant shall not change more than once in any 12-month period; and

ii. the revaluation process shall not affect payments which have already been made to the Recipient.

Call Condition 3: Grant portability

Grant portability mirrors that for EU MSCA Postdoctoral Fellowships, i.e., these grants will not be portable except under exceptional circumstances.

Call condition 4: Acknowledgment, naming, branding and communications

It is recognised that this grant has passed the European Research Executive Agency's ("REA") assessment process successfully, but this is a UKRI grant and UKRI must be acknowledged as the funder of this award in any publicity and communications activities.

Call condition 5: Additional reporting requirements

Investigators must assist UKRI with any additional monitoring and reporting requirements on this funding activity, including those requested by the Department of Business, Energy and Industrial Strategy (BEIS).

Call condition 6: Employment contract and career development

The total value of the contributions for the recruited researcher in the original MSCA application should match the total amount paid to the fellow minus taxes and pension contributions and accounting for exchange rates. A Career Development Plan should also be developed and maintained for the Fellow in line with MSCA procedure.

Call condition 7: Start date

UKRI will allow a latest start date of 1st September 2024.

Call condition 8: Additional allowances

If you wish to claim special needs allowances or family allowances not claimed in the original application for the Fellow, you will need to provide a host organisation letter of support from the Head of Department or equivalent to verify that the Fellow meets the eligibility criteria as defined by the European Research Executive Agency ("REA").

Contacts

For queries on eligibility or policy: EUGrantsFunding@ukri.org

For any technical queries on Je-S: JeSHelp@je-s.ukri.org or Phone 01793 444164 (Mon – Thurs 08:30 to 17:00 and Fri 08:30 to 16:30 excluding UK public holidays).

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Annex 1: Je-S account set-up

Upgrading a Je-S account

If you currently have a basic level Je-S account, you will be able to upgrade to a registered level by logging into your account, navigating to 'account summary' and selecting 'upgrade'. The upgrade will then be verified by your research organisation.

Forgotten your login details?

If you have forgotten your login details, you will be able to retrieve these by selecting the 'retrieve username/password' link on the Je-S Home page.

Creating a new Registered Je-S account

If you are a new user to Je-S and you wish to be named as a Principal Investigator on the Je-S form, you can create a Je-S account as follows. Please ensure you allow sufficient time for your account to be processed and verified by your organisation:

Select the 'Create an Account' link from the front page of the Je-S portal:

New Users

In order to gain access to the Je-S System, Create an Account.
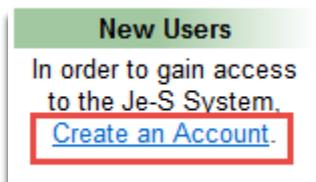
Review and Accept the user terms and conditions:

7. Acceptance
To create an account on Je-S, you must accept the terms and conditions for use of the Je-S System.
If you 'Accept' below, you will proceed to the account details input screen.
If you choose to 'Not Accept' the terms and conditions at this time, you will be returned to the Je-S System home page.
If you have any queries, contact the Je-S Helpdesk (tel: +44 (0) 1793 44 4164; e-mail: JeSHelp@je-s.ukri.org)

Accept   Not Accept

Type in your email and select 'account check'. You will be able to retrieve your login details if you already have an account:

Existing Account Check
In order to check that you do not already have a Je-S account, please enter your email address in the box below and click 'Account Check'
If you have an ORCID identifier, you can also get that from the ORCID web site and we will check if you have an account linked to that ORCID

ORCID identifier: Create or connect your ORCID identifier from the ORCID web site
Email: test@abc.com   ×   Account Check

Cancel

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Select 'Get ORCID' identifier. You will be directed to the Open Researcher and Contributor (ORCID) website where you can either sign in or register for an ORCID identifier. ORCID provides a free registry to obtain a unique digital identifier for researchers and scholars. Further details can be found on our Je-S help text page.

You have not selected an ORCID identifier.

Get ORCID identifier   Skip ORCID identifier   Cancel

If your email address or ORCID identifier does **not** already exist on the Je-S system, you will be taken to the next stage (*step 6*). If your email address already exists or your ORCID Identifier is linked to an existing Je-S account, you will be requested to retrieve your login details (*step 3*).

Tick the check box for 'An applicant on a standard or outline proposal', then select 'next step':

Account Type
Users of the Je-S System require different levels of account. To ensure that we give you the correct level of access please indicate below how you expect to use the System (select as many options as necessary):

Research Proposals
☐ An Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co–Investigator). This account type requires verification from the nominated organisation and is not applicable to Students (please see below).
☐ An Applicant on a Fellowship Proposal

Studentship Forms
☐ The Student (on a Student Nomination or Studentship Proposal Document, this is the only account type that applies for students).
☐ The Supervisor
☐ Head of Department
☐ A Contact
　☐ AHRC BGP
　☐ BBSRC Industrial CASE

Administration
☐ To Prepare Documents, but not be named on it eg. Departmental Administrator
☐ To Approve and/or Submit Research Proposals, Student Nomination/Proposal Forms or Ten Day Turnaround
☐ To Complete/Approve and/or Submit Financial Forms eg. Expenditure Statements/Intent and Offer Acceptances/Start Confirmation/Annual Statements on behalf of the Organisation
☐ DTG Co-ordinators
☐ DTG Administrators

☐ **Other** eg Peer Reviewer/College Member/Named Researcher/PI Response

Back   Next step   Cancel

Enter your details ensuring that the mandatory fields are completed, then select 'next step'

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Personal Details
Please enter your personal details and click 'Next Step' - mandatory fields are marked with *

Title:	-- Select -- ▾	*
Forenames:		*
Surname:		*
¹Former Surname:		
Telephone number:		*
Date of birth:	__/__/____ 🖩	*
	Date of birth is required for account verification but will also be used for Equal Opportunities purposes.	
Post:		*
Post start date:	__/__/____ 🖩	*

Equal Opportunities Data   Why do we ask for this information?

Ethnic origin:	-- Select -- ▾	*
Country of nationality:	-- Select -- ▾	*
Gender:	-- Select -- ▾	*
Disabled: What is a "Disability"?	⊙ No ⊙ Yes ⊙ Not disclosed	*
Disability:	▾	

¹ If you have had any previous interactions with the research councils, e.g. as a council funded student, and have changed your surname please provide your former surname

[Back] [Next step] [Cancel]

Select 'next step' at the qualifications screen

Qualifications

This section is optional.
If you do wish to record your qualifications, please click 'Add Qualification'.
When you have finished, please click 'Next Step'.

[Add Qualification]

[Back] [Next Step] [Cancel]

Click the 'select organisation' link and type in the name or your organisation:

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Organisation

Please select your organisation and department and click 'Next Step'.
(this section is not mandatory for student or fellowship account types, for these account types you can bypass this page using the next step option).

Note: organisation and department searches will appear in a new window

Organisation: [   ] * Select Organisation

Department: [   ] * Select Department

If you cannot find your organisation or department please contact the Je-S Help Desk on +44 (0) 1793 444 164.

[Back] [Next step] [Cancel]

Type in a username, password and hint and select 'next step':

User Account Details

Please enter a user name, password (at least 6 characters) and hint and click "Next Step".

Preferred User Name: [   ] *

Password: [   ] *

Confirm Password: [   ] *

Password Hint: [   ] *

[Back] [Next step] [Cancel]

If you have already set up your ORCID identifier select 'skip ORCID identifier':

You have not selected an ORCID identifier.

[Get ORCID identifier] [Skip ORCID identifier] [Cancel]

Check your details are correct and select 'create account'

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You will receive an email requesting the activation of your Je-S account. A request will also be sent to your Research Organisation for verification of your account. Therefore, your account will not be fully active until this has happened.

You can check whether your account is verified by checking the text at the bottom of the screen in the 'Account Summary' section on the left-hand side when you log in to Je-S.

You have a full account - this means that you can be an Applicant on a Standard or Outline Proposal (Principal/Co/Researcher Co-Investigator) or an Applicant on a Fellowship Proposal.

Annex 2: Completing the Je-S form on behalf of the grant awardee

The Je-S form can be created and completed by a member of staff at the grant holder's Research Organisation on behalf of the grant holder (Principal Investigator) as long as they have a personal Je-S account. Our step-by-step guide below will guide you through this process:

1. To submit your details to UKRI in the Je-S system, log in to Je-S and follow our guidance on completing the submission.

2. Once the form has been completed, select **document actions** from the top of the screen and then **transfer document ownership** from the drop-down menu:

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3. You will then be able to select the grant awardee by clicking the **select user** button:

4. Enter the Surname of the grant awardee and then click **search:**

5. The form will now be transferred to the grant awardee.

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Annex 3: Registering a Host Institution onto Je-S

Many organisations will already be registered on Je-S, particularly if they are larger or if they have submitted applications to UKRI funding schemes previously. You can check to see if your organisation is already registered by clicking on the 'Je-S Registered Organisations' link on the Je-S Home page.

Those who have never applied to a UKRI funding scheme will need to register before they are able to submit their details to UKRI. This can be done by following the 'self-registration' process as detailed below. Please note that industry hosts should follow the steps below and do not need to complete the IRO (Independent Research Organisation) registration process in addition.

To self-register an Organisation that is not currently on Je-S:

1. Go to the Je-S login screen.

2. Select the link called 'self-registration for organisations' (as shown in the below screenshot)

3. Accept the Terms and Conditions. You will not be able to proceed without accepting.

4. Complete the 'Organisation' page. Please note that there is a restriction on the number of characters available in the Organisation Name field and words such as 'University' should be entered in English.

5. If a 'Potential Duplicates' page appears please check to see if your organisation is listed. Your organisation's name may be listed in a slightly different way (for example, it may be shortened or a word such as 'University' may be listed either at the start or end of the name). Please check this list carefully to avoid creating a duplicate organisation. If your organisation is on the list, please select 'cancel' as this means that it is already registered with Je-S and you do not need to create a new record. If it is not on the list, then please select 'Next Step'.

6. Check the details and select Create Organisation.

7. Organisation registration is now complete.

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8. Once the Organisation has been approved the contact will receive an email with a link which they will need to click on to confirm their Organisation. The registration team will then process the Organisation and it will then be selectable as a host Organisation in Je-S. This process can take up to 24 hours.

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