

How to submit your MSCA - DOCTORAL NETWORKS 2025 project proposal

NETWORK OF THE MARIE SKŁODOWSKA-CURIE ACTIONS NATIONAL CONTACT POINTS

Task 3.1 Submission Guides Issued by: TUBITAK, Türkiye Issued data: 01 September 2025

Work Package Leader: RANNIS (IS)



SCOPE

- This Guide is an UNOFFICIAL document prepared by RADIANCE, the EU-funded project of National Contact Points (NCP) for the Marie Skłodowska-Curie Actions (MSCA).
- We, TÜBİTAK, would like to thank our RADIANCE project task members from Croatia (AMEUP), Germany (DLR), and Iceland (RANNIS) for their valuable feedback in preparing this Guide.
- The information contained in this document is intended to assist and support, unofficially and practically, anyone submitting a proposal to the MSCA Doctoral Networks Call with the deadline of 25th November 2025.
- This document is not, by any means, a substitute for official documents published by the European
 Commission, which in all cases must be considered binding. As such, this document is to be used in addition
 to the official call documents: MSCA Work Programme 2023-2025 and Guide for Applicants for Doctoral
 Networks.
- This step-by-step submission guide with visual aids will help applicants navigate the proposal submission process in the Funding & Tender Opportunities Portal.
- Please contact the MSCA NCPs of your country for further inquiries about the MSCA Doctoral Networks Call.
- Please contact <u>ncpmobility@tubitak.gov.tr</u> for further inquiries about this guide.



National Contact Points (NCPs) have been set up Europe and beyond by the national across governments to provide information and personalised support to HE applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on HE funding opportunities as well as to support potential applicants in the preparation, submission and follow up of the grant applications. For details on the NCP in your country, please consult the National Contact Points page:

https://horizoneuropencpportal.eu/ncpnetworks/msca/find-your-ncp

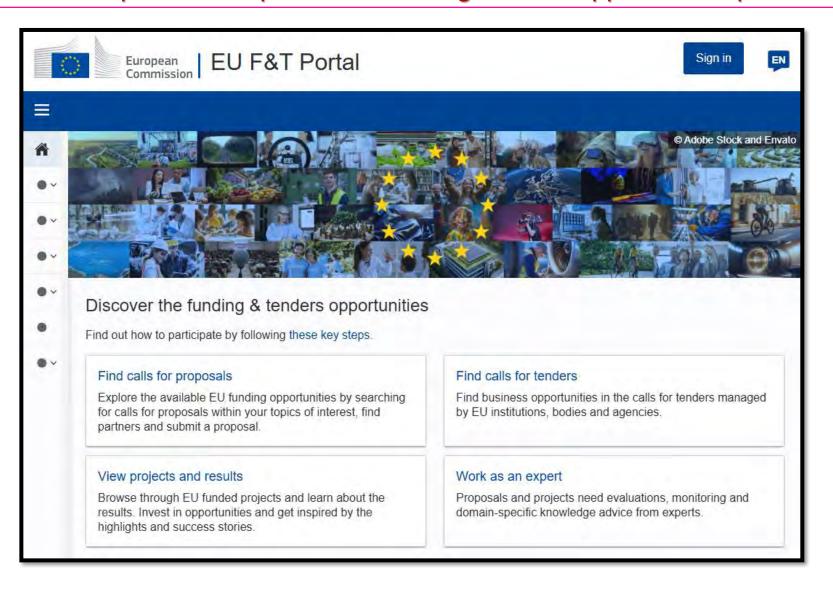
Now, please follow the steps to submit your MSCA-Doctoral Networks proposal via the Funding & Tenders Opportunities Portal.



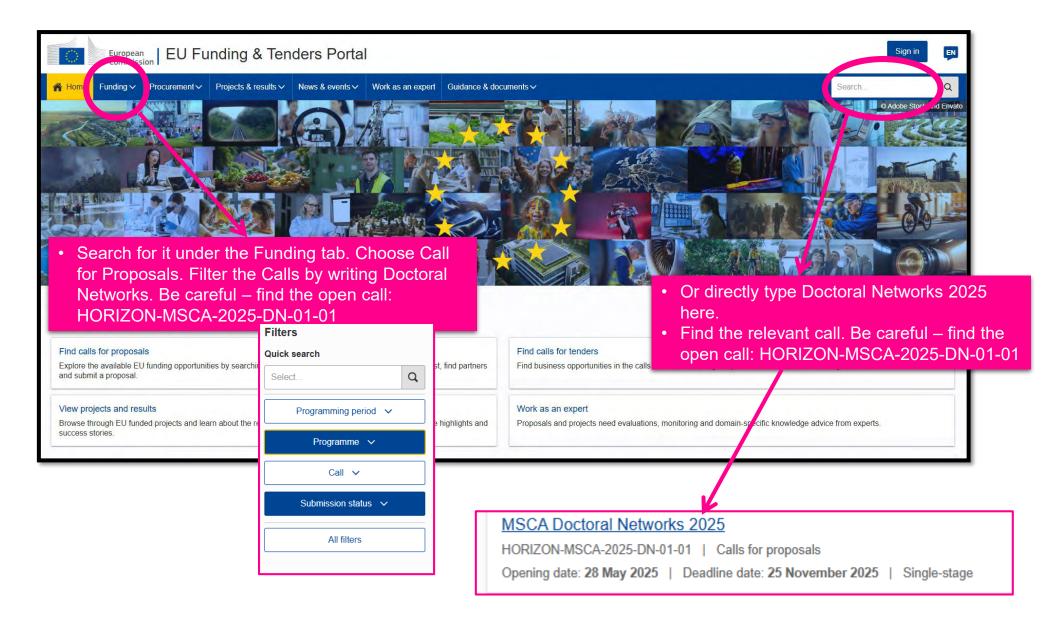


Open EU Funding & Tenders Portal

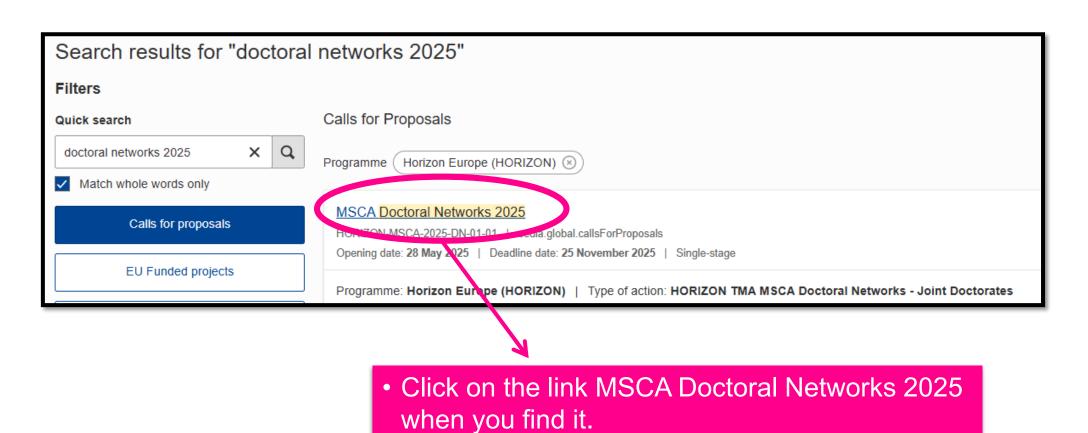
Click on the link: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home



Find the Call



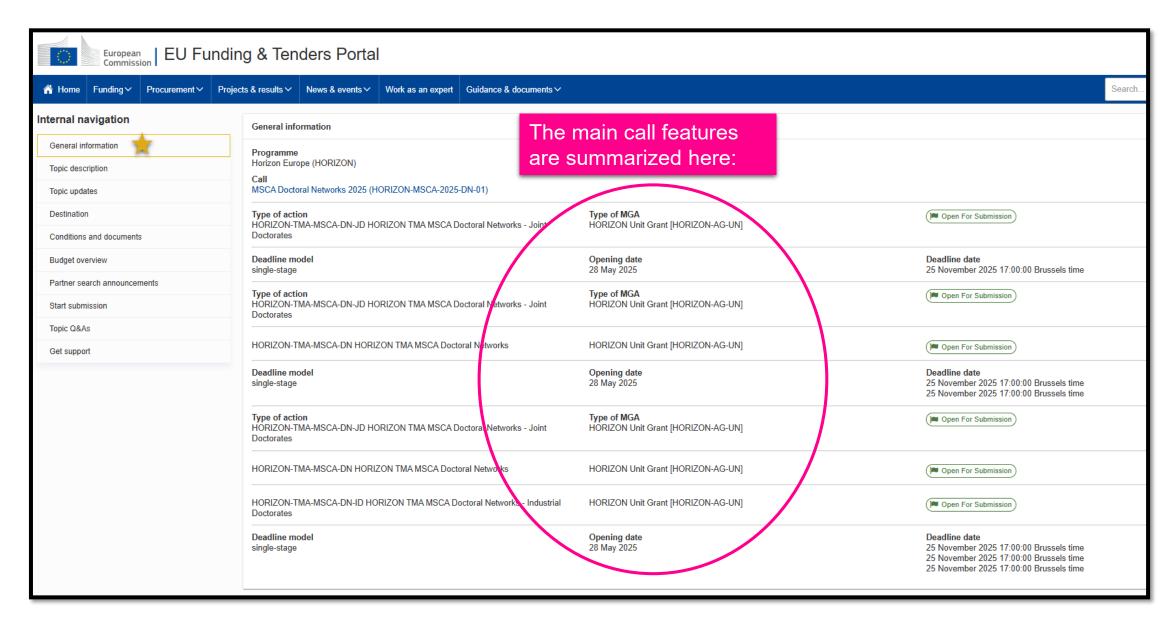
Look for MSCA Doctoral Networks 2025



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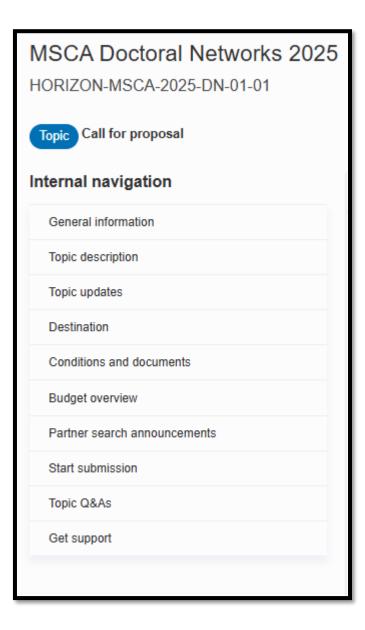


See the call features





Scroll down



- By scrolling down you can see all relevant information about this call.
- Please click on 'show more' buttons under each section.





Download the documents

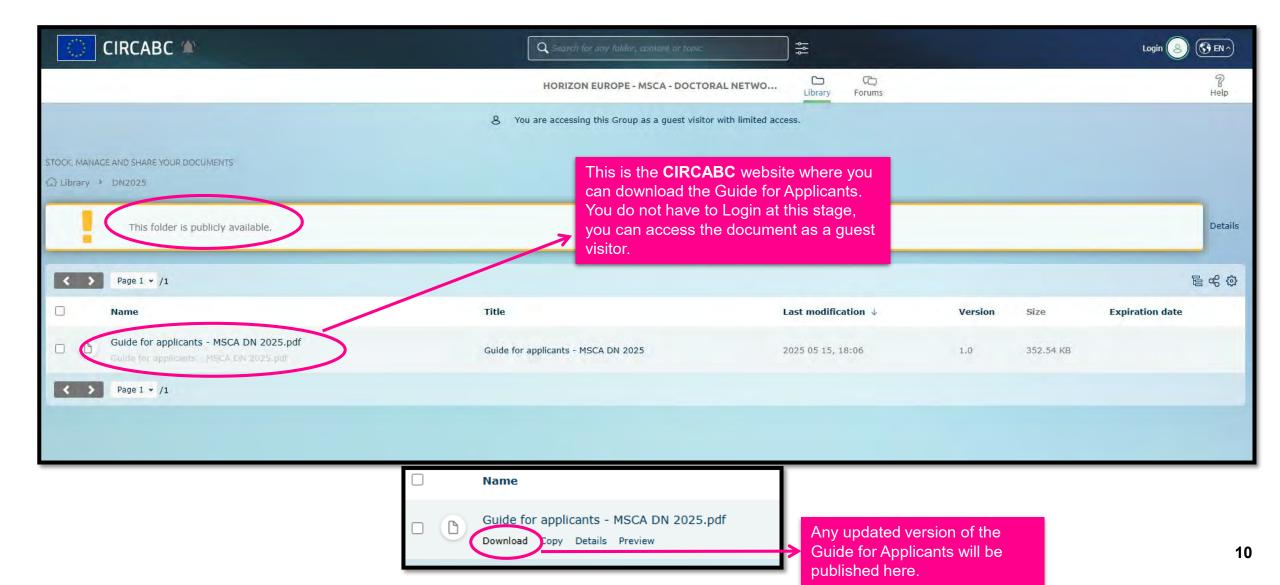
6. Specific conditions: Described in the MSCA part of the Work Programme. ☑ Call Information Event Call Information Event - 24 June 2025 [2] - Recording, slides and FAQs will remain available under the same link. Call documents: Standard application form — call-specific application form is available in the Submission System Standard application form (HE MSCA DN) [2] Standard evaluation form - will be used with the necessary adaptations Standard evaluation form (HE MSCA) [2] HE Unit MGA v1.0 년 Call-specific instructions HE MSCA DN Guide for Applicants
☑ Additional documents: HE Main Work Programme 2023-2025 - 1 General Introduction HE Main Work Programme 2023–2025 – 2. Marie Skłodowska-Curie Actions ☑ HE Main Work Programme 2023-2025 - 13. General Annexes 🖸 HE Programme Guide L2 HE Framework Programme and Rules for Participation Regulation 2021/695 🖾 HE Specific Programme Decision 2021/764 ₺ EU Financial Regulation 2 Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment 2 EU Grants AGA — Annotated Model Grant Agreement 2 Funding & Tenders Portal Online Manual 2 Funding & Tenders Portal Terms and Conditions (2) Funding & Tenders Portal Privacy Statement △

If you haven't done so yet, you can download the Work Programme and Guide for Applicants here under the heading 'General Conditions'. Please read them to prepare your DN proposal.

When you click the link, you will be directed to the CIRCABC website where you can download the document. You do not have to Login at this stage, you can access the document as a guest visitor. This link takes you to CIRCABC website.



Guide for Applicants





Guide for Applicants

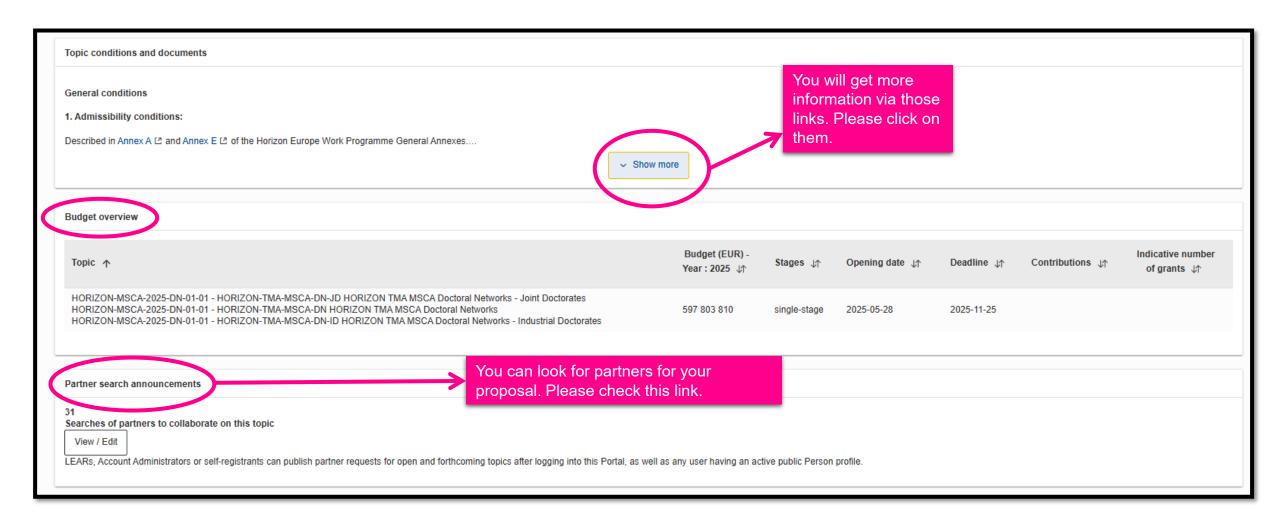


- This is the main document where you can find the details of the MSCA-DN call, how to prepare your proposal etc.
- PLEASE READ THIS DOCUMENT CAREFULLY.

- All main definitions (not included in this guide) are available in the MSCA part of the Work Programme.
- Links to other official documents (e.g. Horizon Europe General Annexes of the Work Programme, Horizon Europe Unit Model Grant Agreement, Horizon Europe Programme Guide) are provided on the call page on the Funding and Tenders Portal.

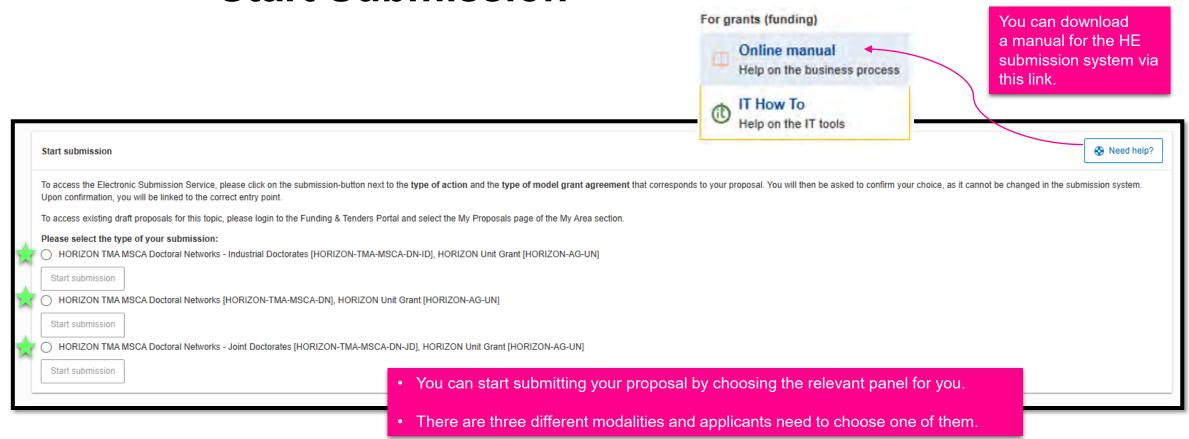


General Conditions – Budget – Partner Search





Start Submission



Need help? – IT How To

The proposal submission process

It is very important that you familiarize yourself with the overall research and innovation grant process by first consulting the How to participate page on the Funding Tenders Portal. There you will find a wealth of information, including the Online Manual and numerous Reference Documents, the Participant register, and a comprehensi set of support documentation. Please read through all these resources prior to starting your Submission process.

Proposal submission preparatory checklist

In preparation for your online application submission process, you must go through the following steps:

- 1. Decide on the funding opportunity that you want to apply for. Funding Opportunities are categorised as Calls, Topics and Types of Actions.
- 2. Select your Participants. Most calls require a consortium. Relevant information can be found on the Funding & Tenders Portal.
- 3. Register as a user in the European Commission Authentication Service (EU Login). See How to authenticate with EU Login for more information.
- 4. All organisations participating in a proposal must register in the Participant register through the Funding & Tenders Portal and receive a Participant Identific Code (PIC). Additional information is available in Register an organisation.
- All organisations participating need to be registered. There is no need for the organisation to have been validated previously by the European Commission, si the validation of the organisations in consortia happens only when your proposal has been selected for funding.

Quick steps to the online submission process

The following basic tasks summarise in the online submission process:

- 1 Log into the Funding & Tenders Portal and select your topic.

 These are actions you perform before actually creating your proposal. See How to authenticate with EU Login for support on logging in and Find a call to see he select a topic.
- 2 Create a draft for your proposal. See Create proposal for full details on how to create the draft.
- Manage Participants (i.e. proposal consortium). The participants will be invited to the process by the system.
 Once you have created and saved the draft, you are able to manage your consortium. See Participants for support performing this task.
- 4 Edit the proposal draft form.

 Edit the proposal form and complete all required information. Engage the other participants to maintain their organisation contacts and the details in the corresponding sections of the proposal form Part A. This task is explained in Proposal forms.
- (5) Upload Part B and the rest of annex files and submit your proposal.

 Additional to the Part A (main proposal form), all calls require a so called Part B. This is a set of templates specific to the call that you will need to download, complete and upload back in your proposal. This task is explained in Proposal forms.

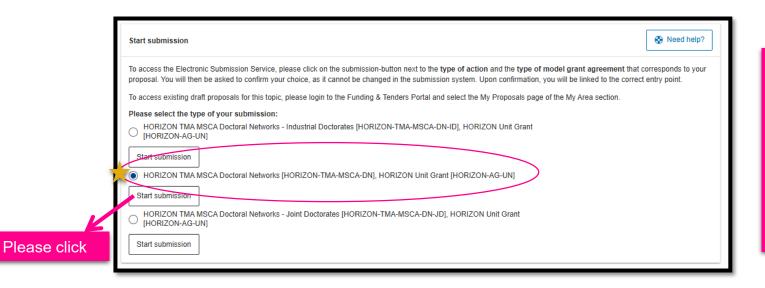
For submitting the proposal, see Submit.



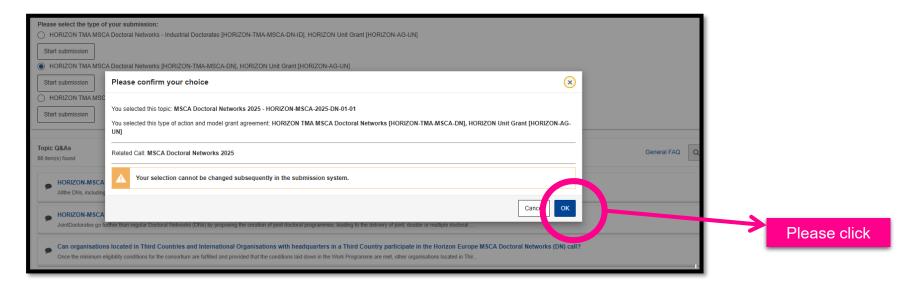
- For the most detailed information on proposal submission, please refer to the 'IT How To' link.
- However with this Guide we are aiming to show you MSCA-DN proposal submission with all details.



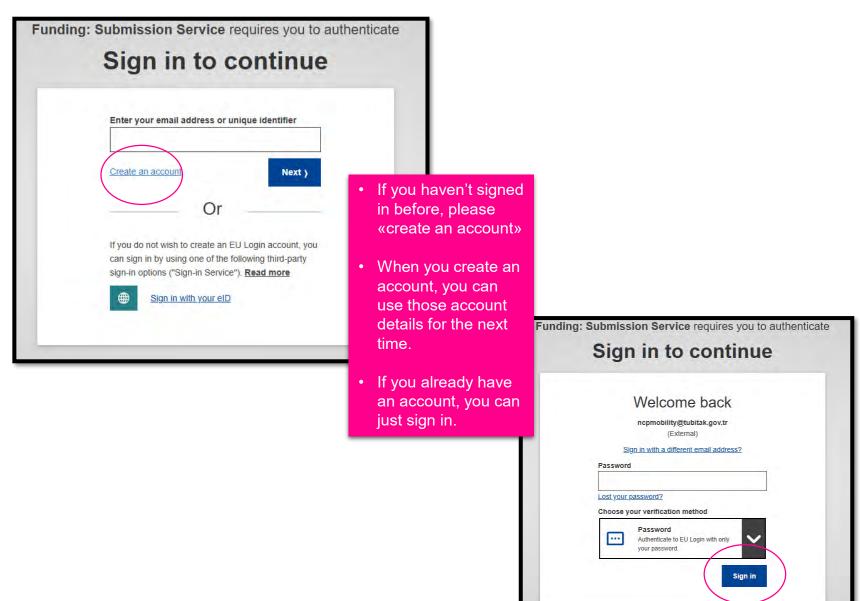
Start Submission: MSCA Doctoral Networks



- With this guide we will show you how to submit a proposal for 'Standard Doctoral Networks'
- Very similar steps can be followed for 'Doctoral Networks – Industrial Doctorates and Joint Doctorates'.

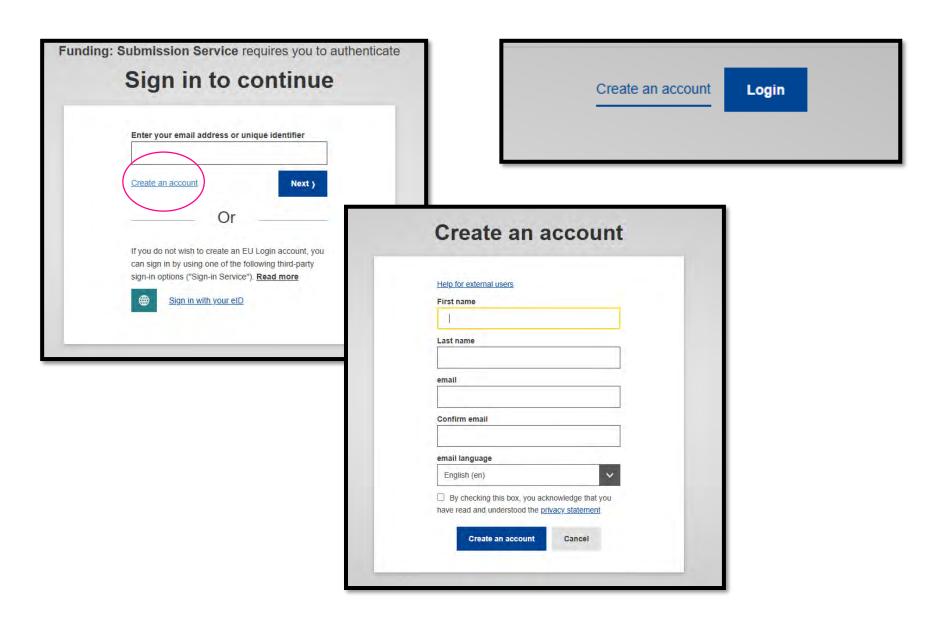


Sign in to continue



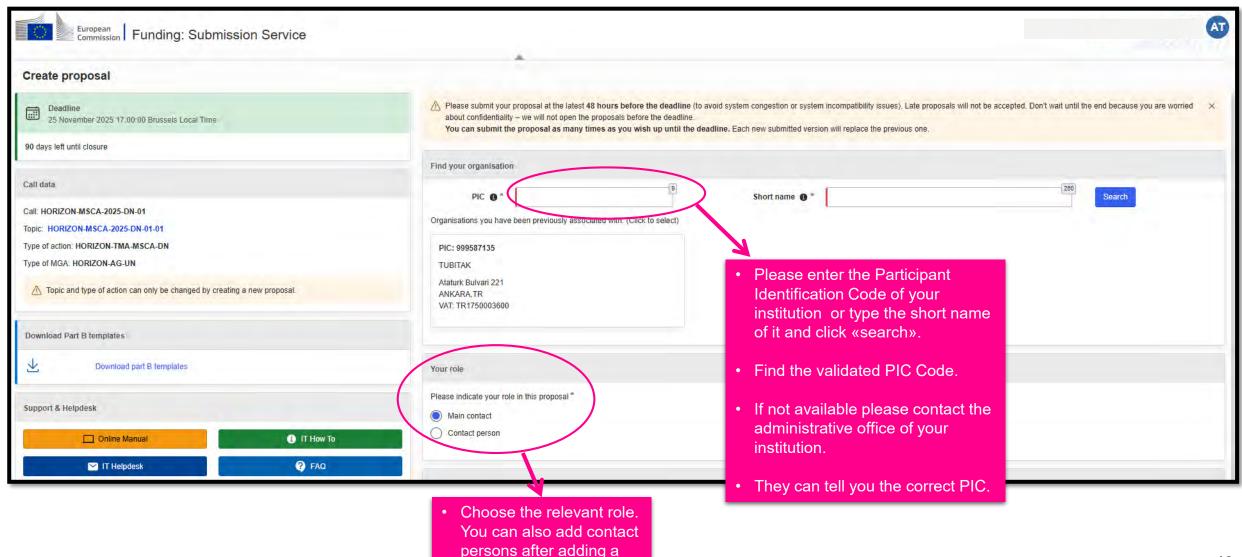


Create an Account for your institution (if not before)



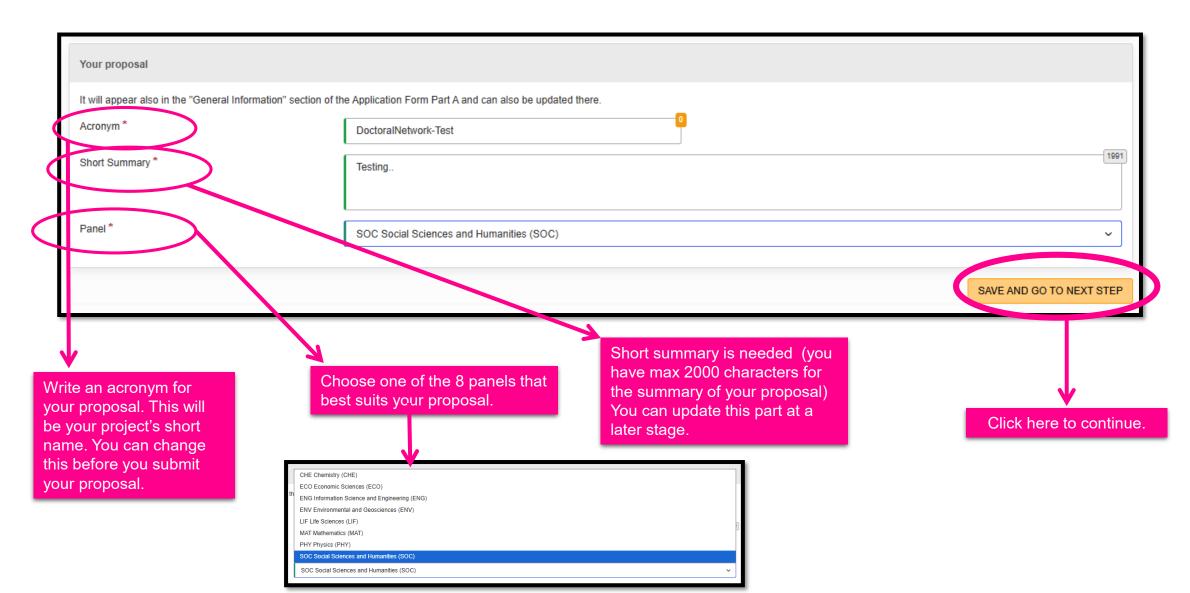


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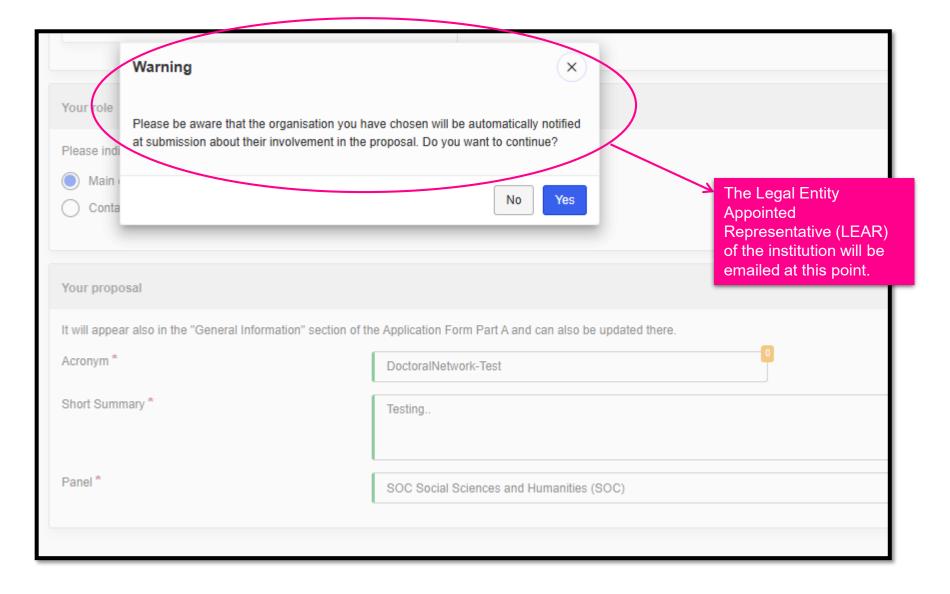


main contact.

Acronym & Short Summary

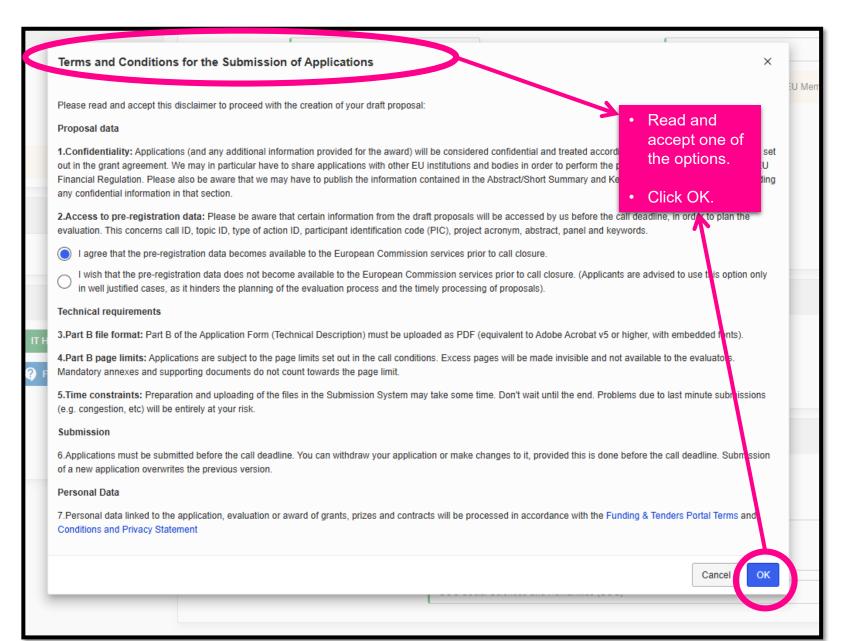


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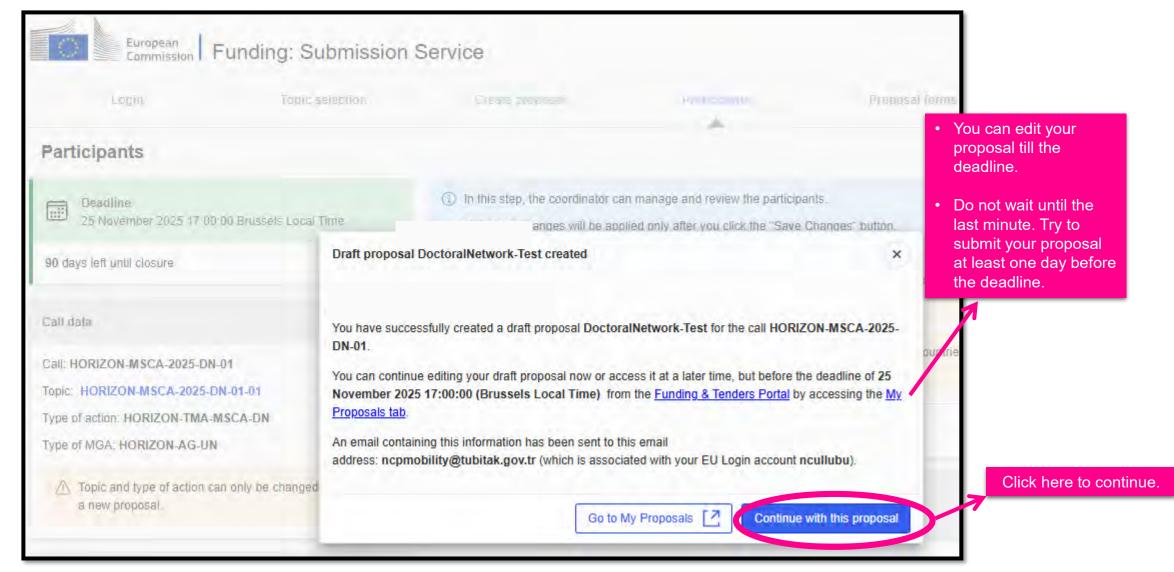


Terms and Conditions...

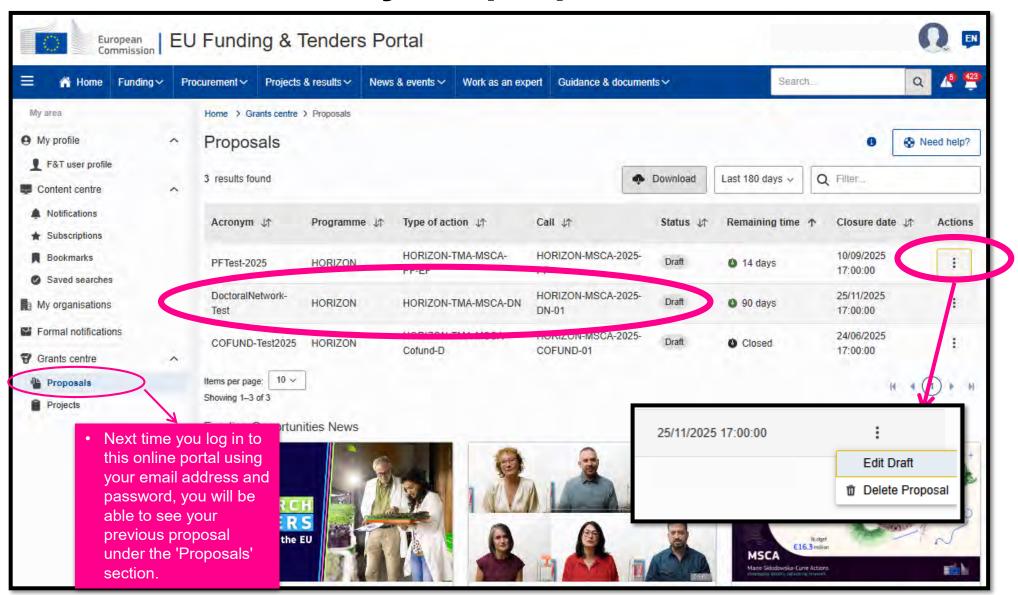


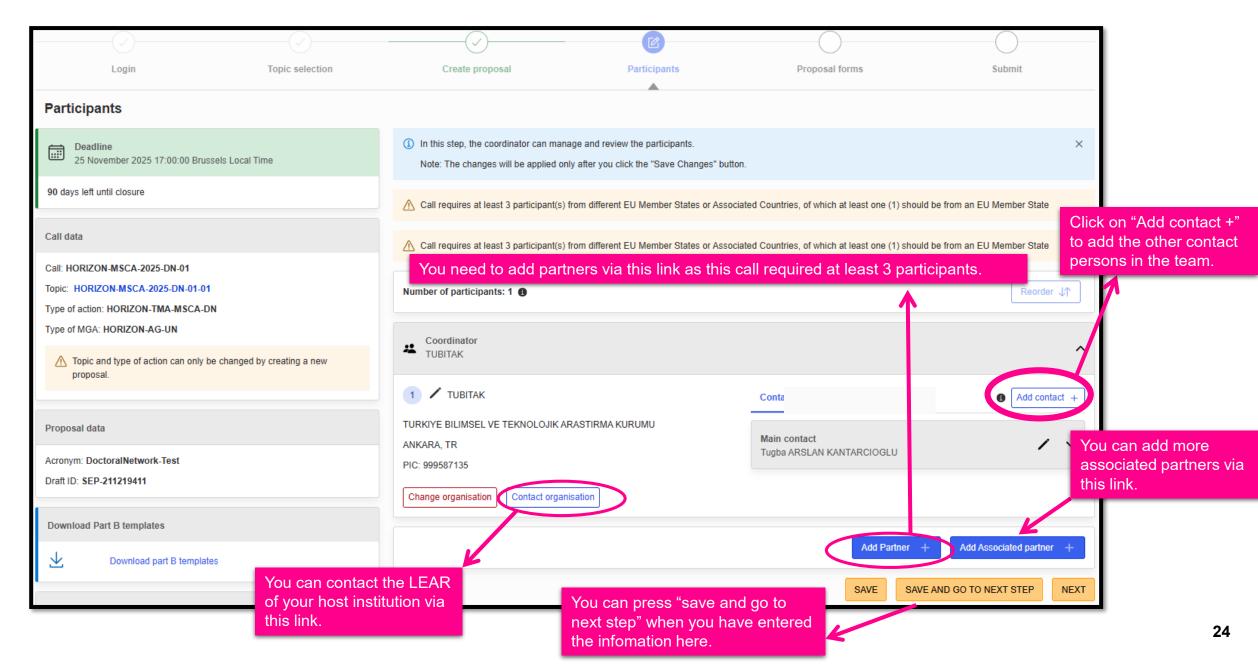


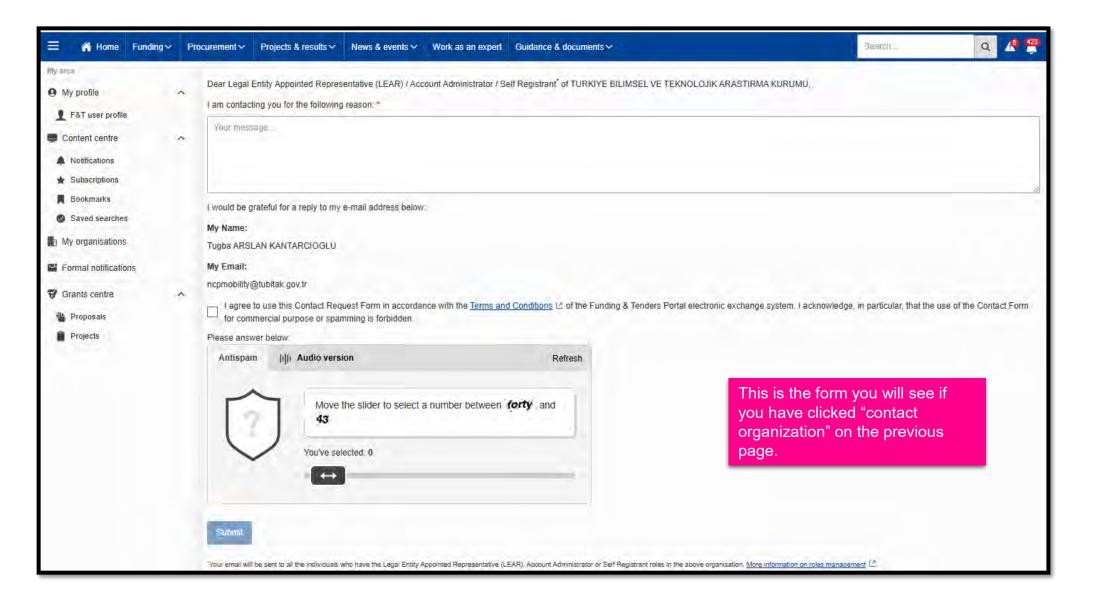
Draft proposal created

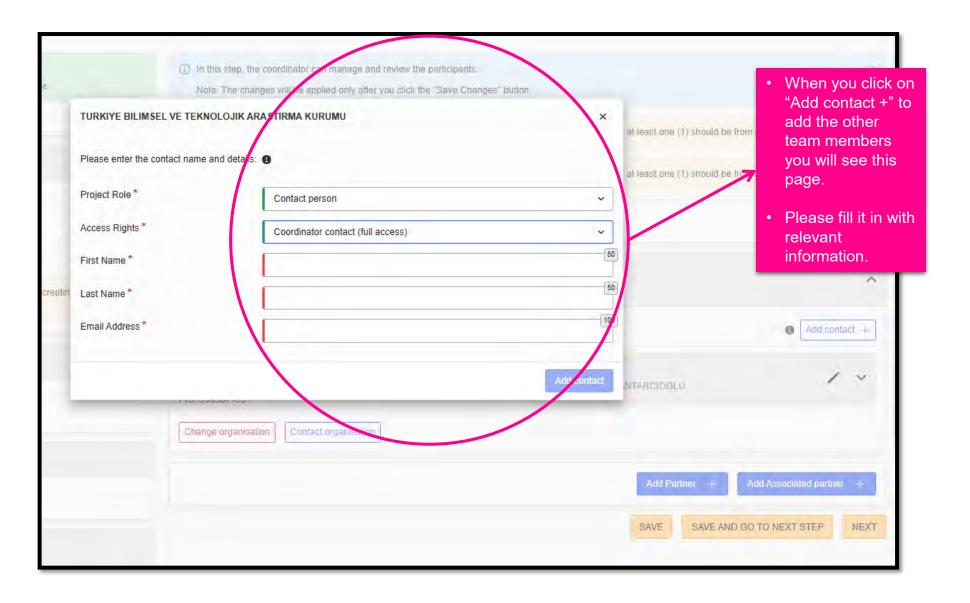


How to edit your proposal?



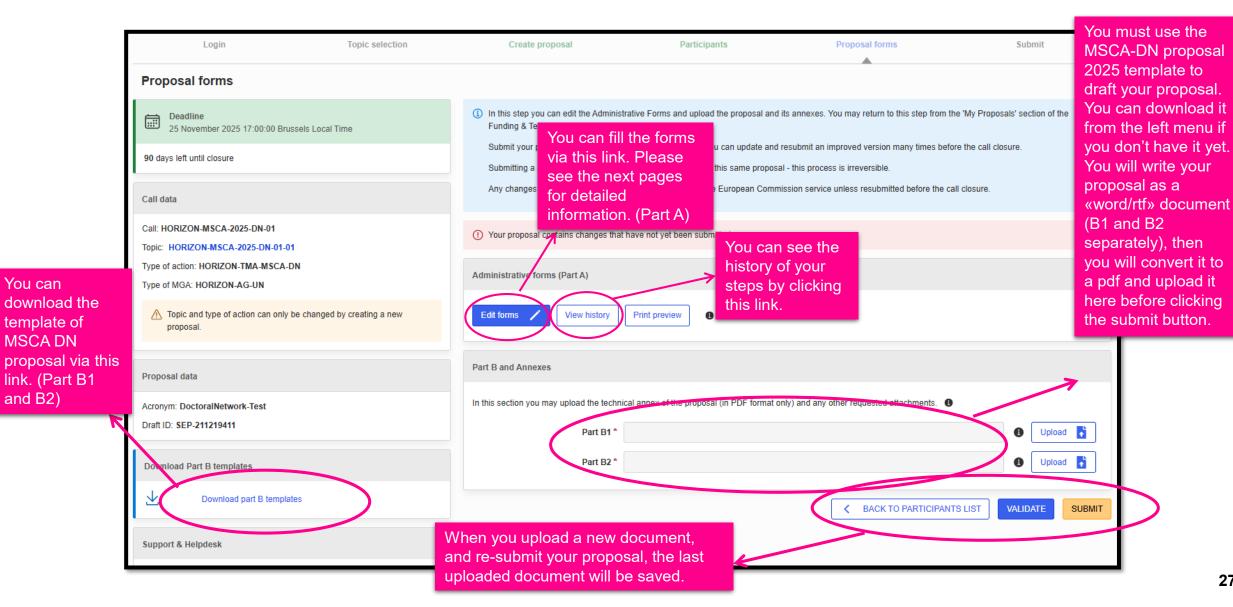




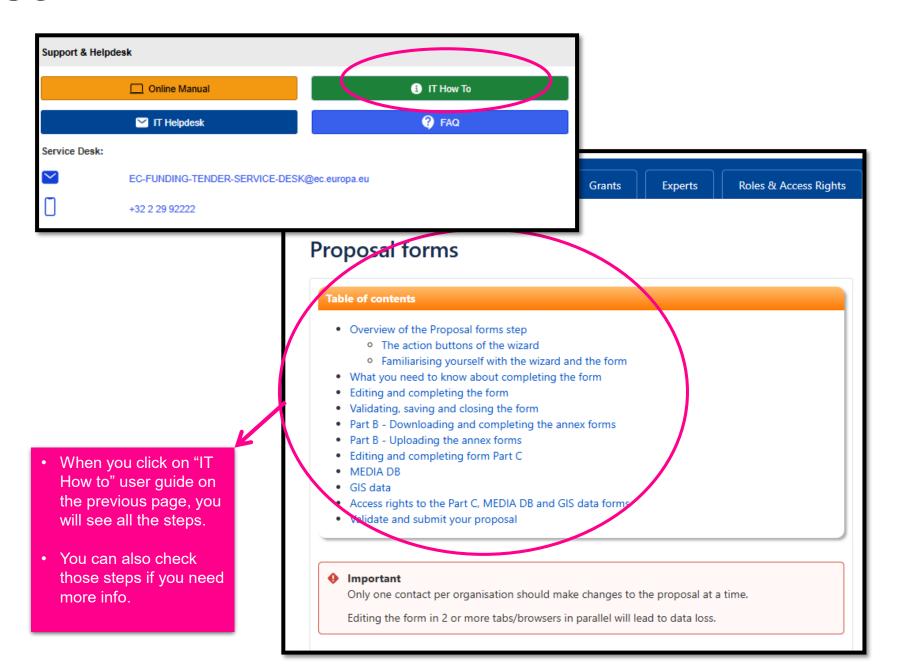


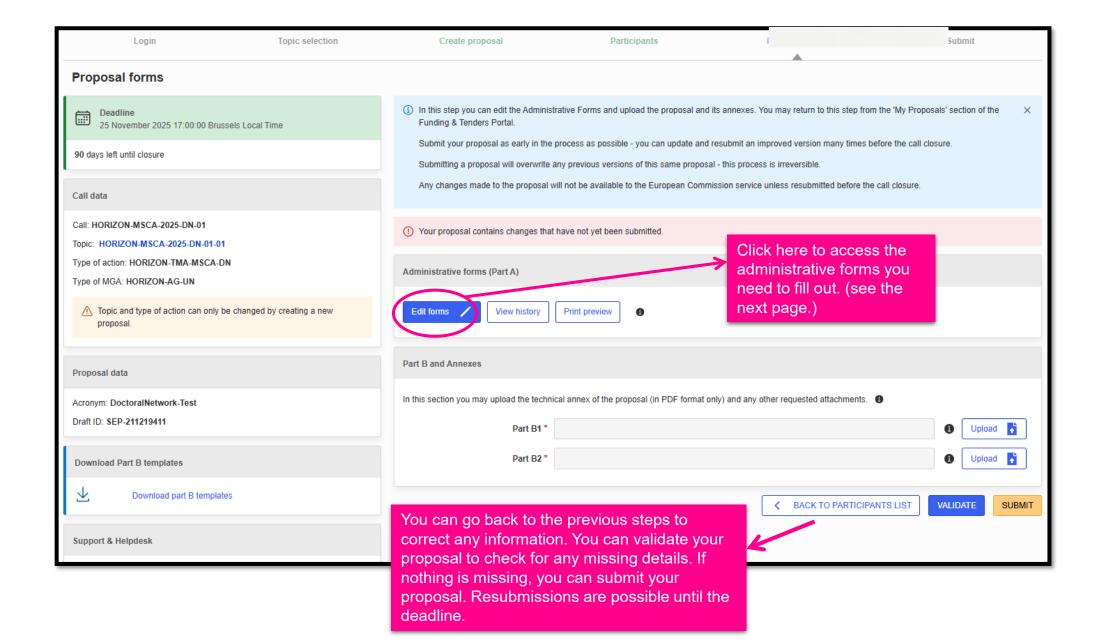
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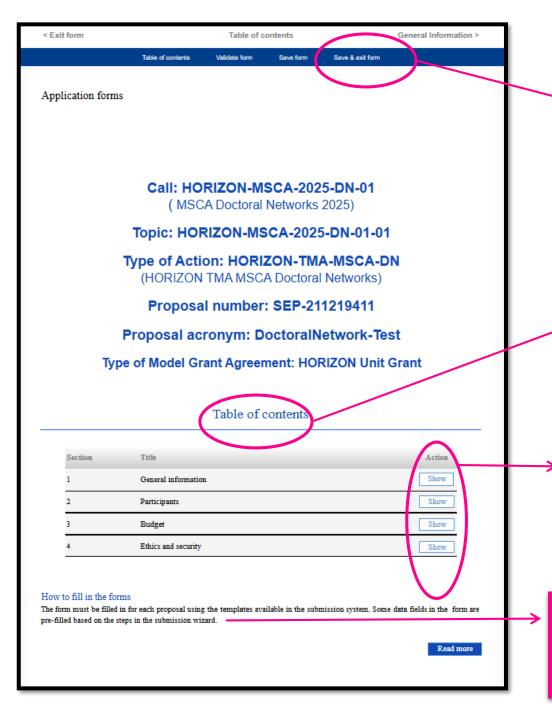
and B2)



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- You can save the information you enter in the form. You don't need to complete everything as soon as you open the participant portal — you have time until the deadline. (Please follow the instructions in the guide you opened on the previous page.)
- This is the table of contents for the forms.
- Click on every title under Table of Contents.
- You must open each section one by one and fill in all the required information.
- Please save the form each time using the button above.
- The form must be filled in for each proposal using the templates available in the submission system. Some data fields in the form are prefilled based on the steps in the submission wizard.



< Table of contents General Information Participants & contacts >

	Table of contents	Validate form	Save form	Save & exit form		
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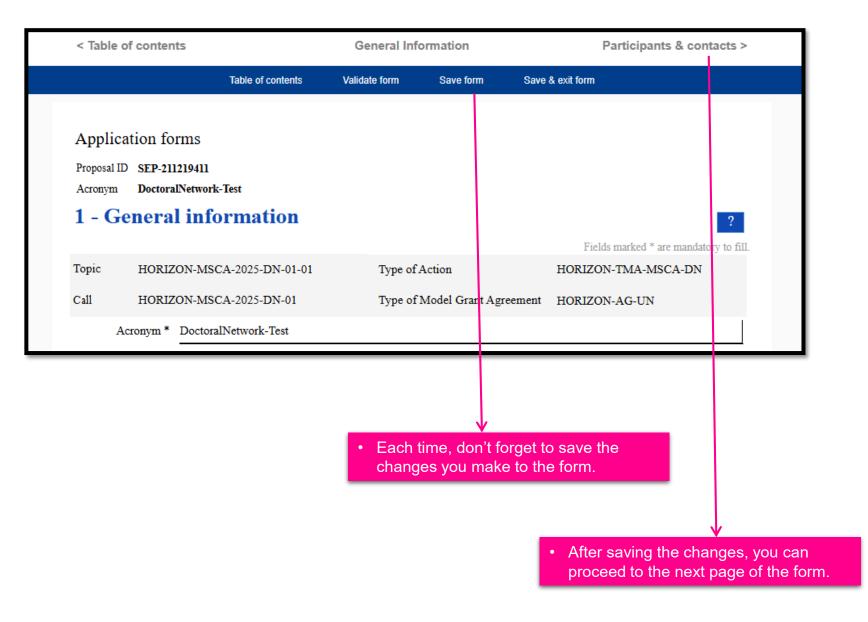
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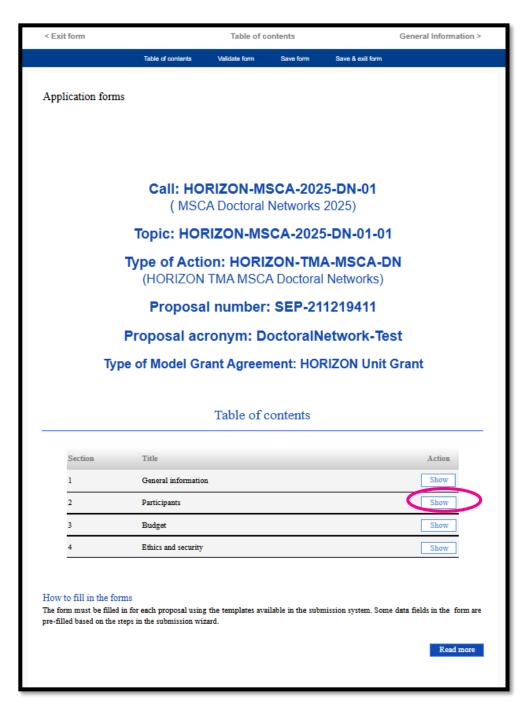
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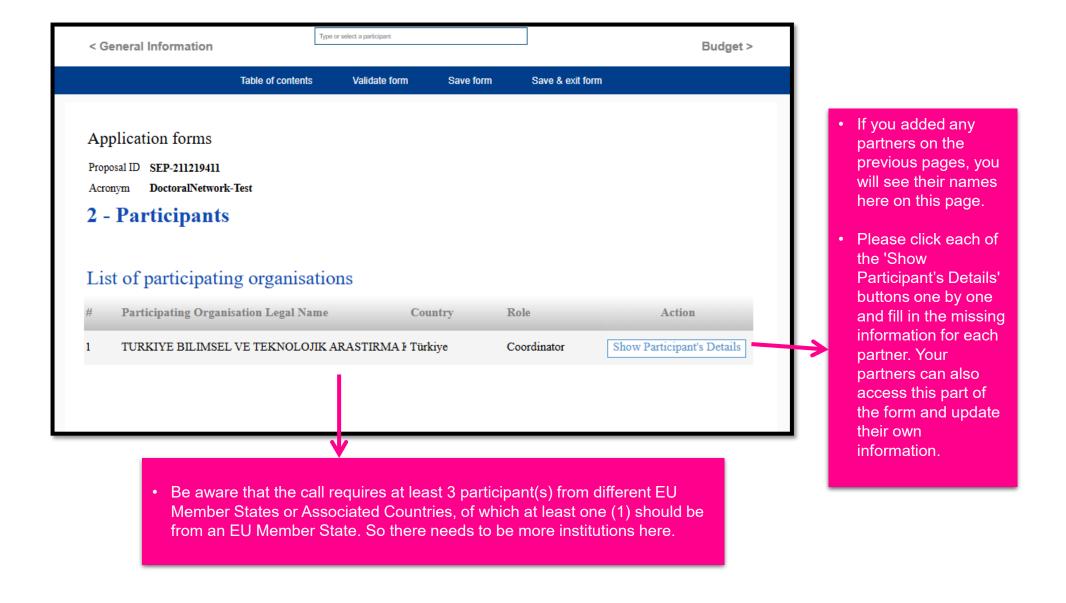
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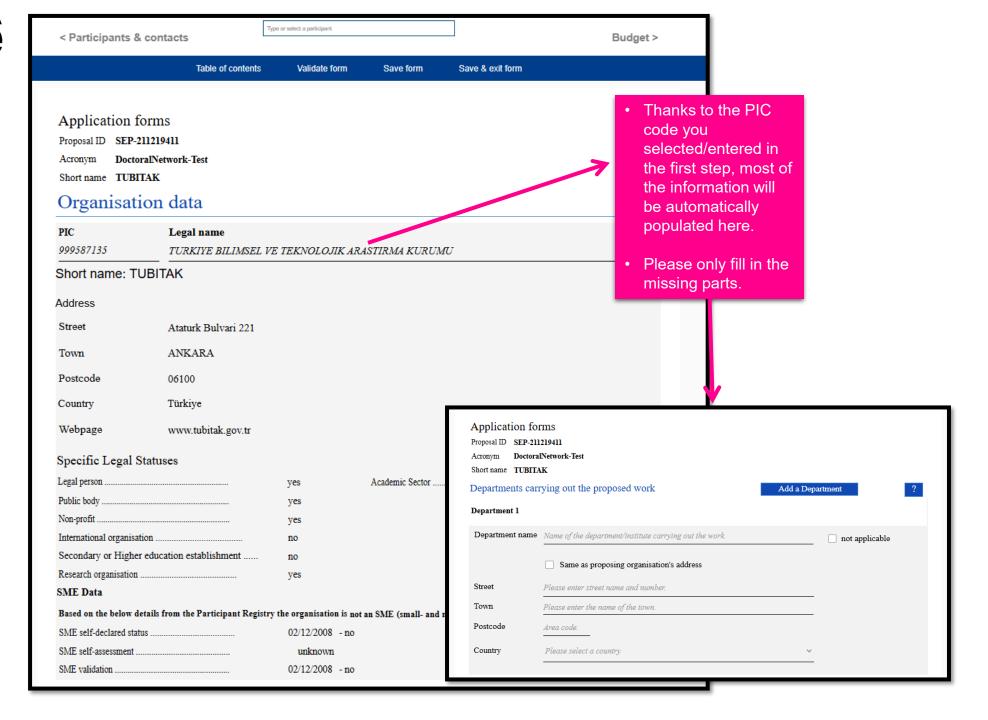
> > 31

Declarations Field(s) n	? marked * are mandatory to fill.
1) We declare to have the explicit consent of all applicants on their participation and on the content of this pr	
2) We confirm that the information contained in this proposal is correct and complete and that none of the practivities have started before the proposal was submitted (unless explicitly authorised in the call conditions).	
3) We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project. *	
4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the <u>Funding & Tenders Portal</u> and <u>Conditions</u> .	1 Terms
5) We have read, understood and accepted the <u>Funding & Tenders Portal Terms & Conditions</u> and <u>Privacy Statement</u> that set out the conditions of use of the Portal and the scope, purposes, retention periods, the processing of personal data of all data subjects whose data we communicate for the purpose of the applied evaluation, award and subsequent management of our grant, prizes and contracts (including financial transa audits). *	ication,
6) We declare that the proposal complies with ethical principles (including the highest standards of research as set out in the <u>ALLEA European Code of Conduct for Research Integrity</u> , as well as applicable international a national law, including the Charter of Fundamental Rights of the European Union and the European Convent Human Rights and its Supplementary Protocols. <u>Appropriate procedures</u> , <u>policies and structures</u> are in place responsible research practices, to prevent questionable research practices and research misconduct, and to hallegations of breaches of the principles and standards in the Code of Conduct. *	make some declarations to foster on the same page.
7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in to facilitate and the regulation 2021/821, or other items for which authorisation is required, we confirm that we will comply was applicable regulatory framework (e.g. obtain export/import licences before these items are used). *	the sense
8) We confirm that the activities proposed do not - aim at human cloning for reproductive purposes; - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or - intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer. - lead to the destruction of human embryos (for example, for obtaining stem cells) These activities are excluded from funding. *	
9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in one EU Member State. *	in at least
The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information relating to their own organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.	formation declared for
False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.	
MSCA-DN ver 1.00 20240517 Page 2 Last saved	18/08/2025 15:34

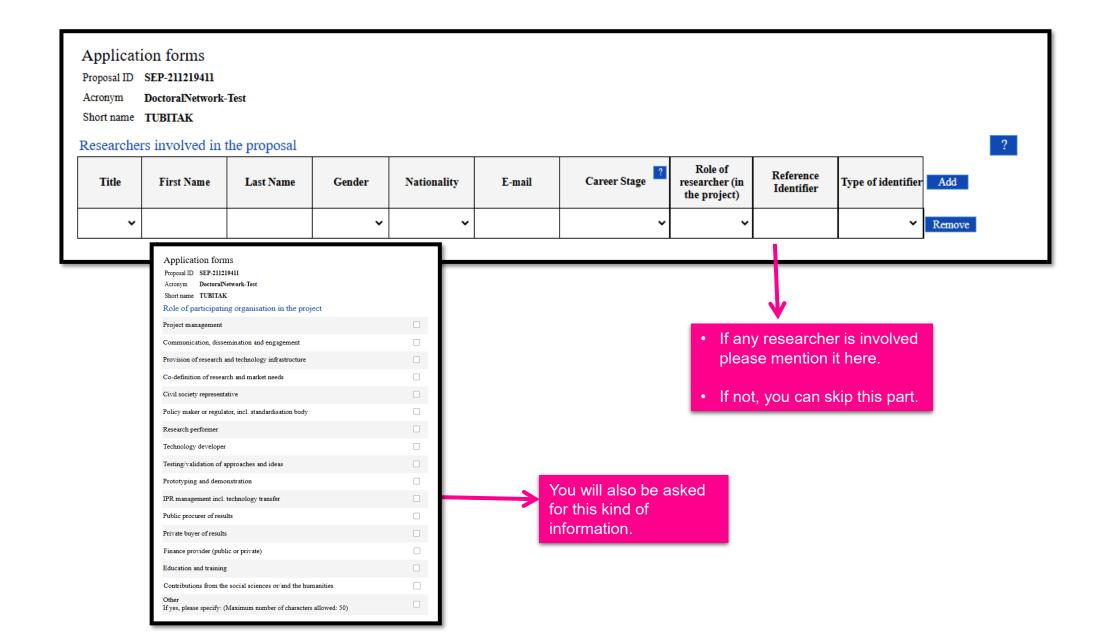


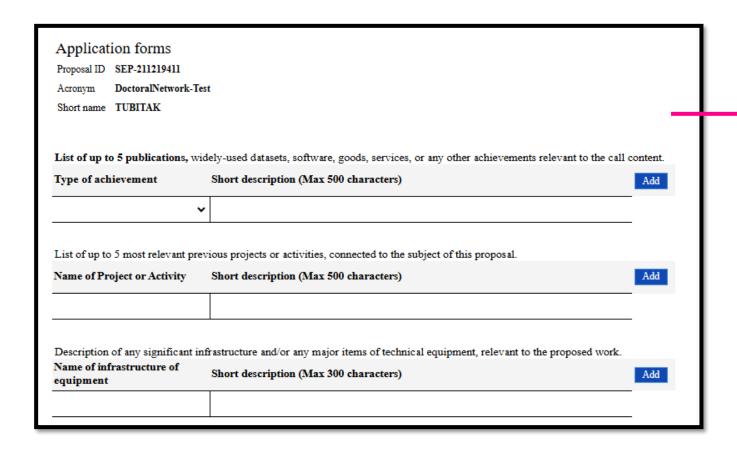






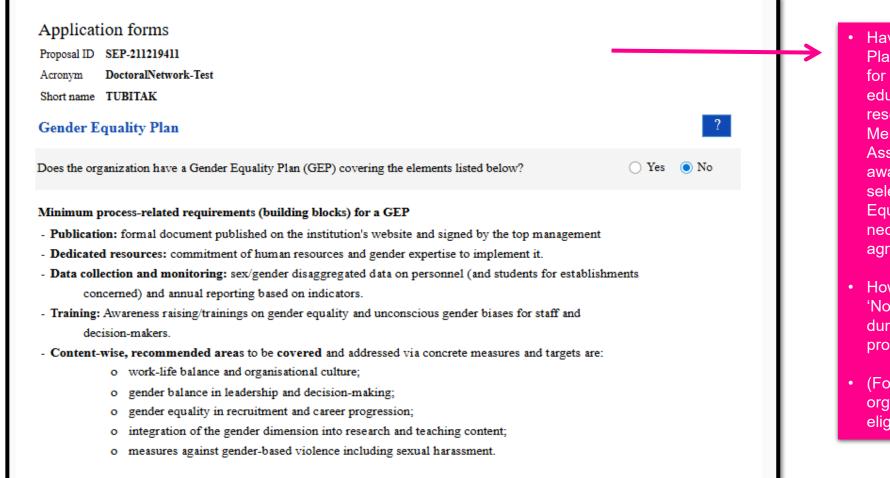
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Acronym Docto	ralNetwork-Test			
Short name TUBI	TAK			
Main contact pe	rson			
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Title		Gender	n O Man O Non Binary	
First name*	L	ast name*		
E-Mail*	ncpmobility@tubitak.gov.tr			
Position in org.	Please indicate the position of the person.		-	
Department	Name of the department/institute carrying out the work.		Same as organisation name	
	Same as proposing organisation's address			You will be asked for this kind of information
Street	Please enter street name and number.		_	this kind of information
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Website	Please enter website		-	
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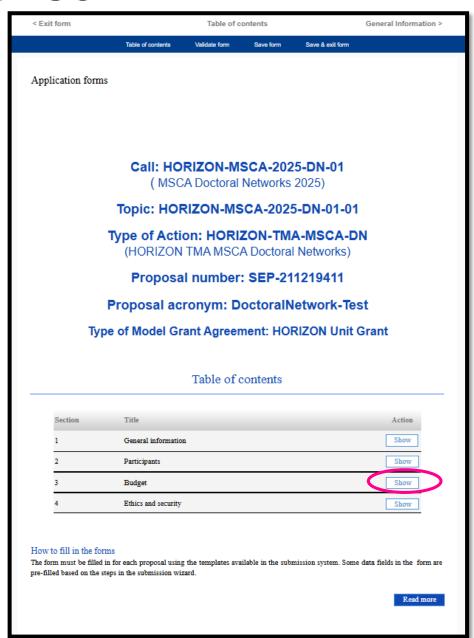


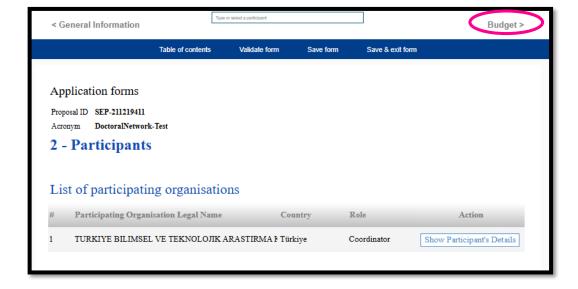
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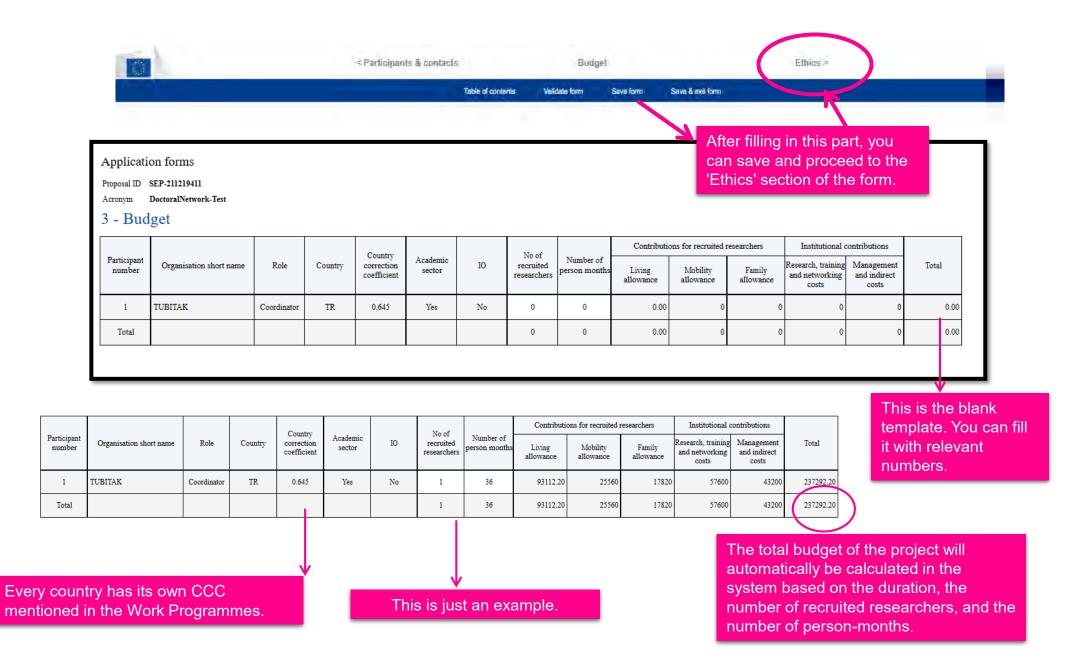
- To list of up to 5 publications, widely-used datasets, software, goods, services, or any other achievements relevant to the call content.
- To list of up to 5 most relevant previous projects or activities, connected to the subject of this proposal.
- Description of any significant infrastructure and/or any major items of technical equipment, relevant to the proposed work.
- Make sure not to leave the preparation of this information until the last day of submission.

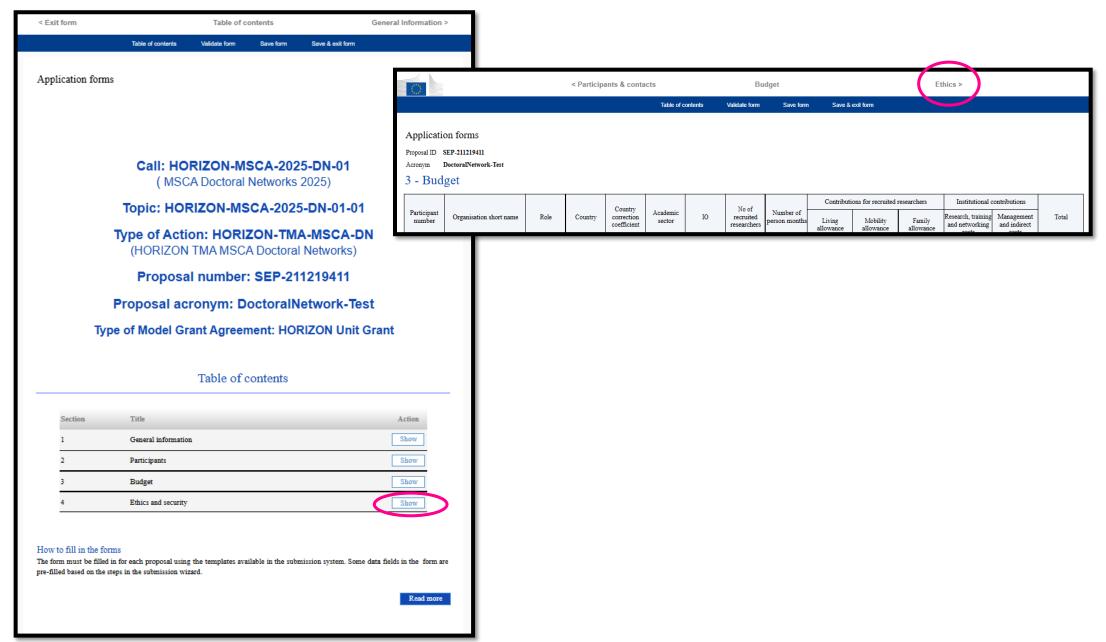


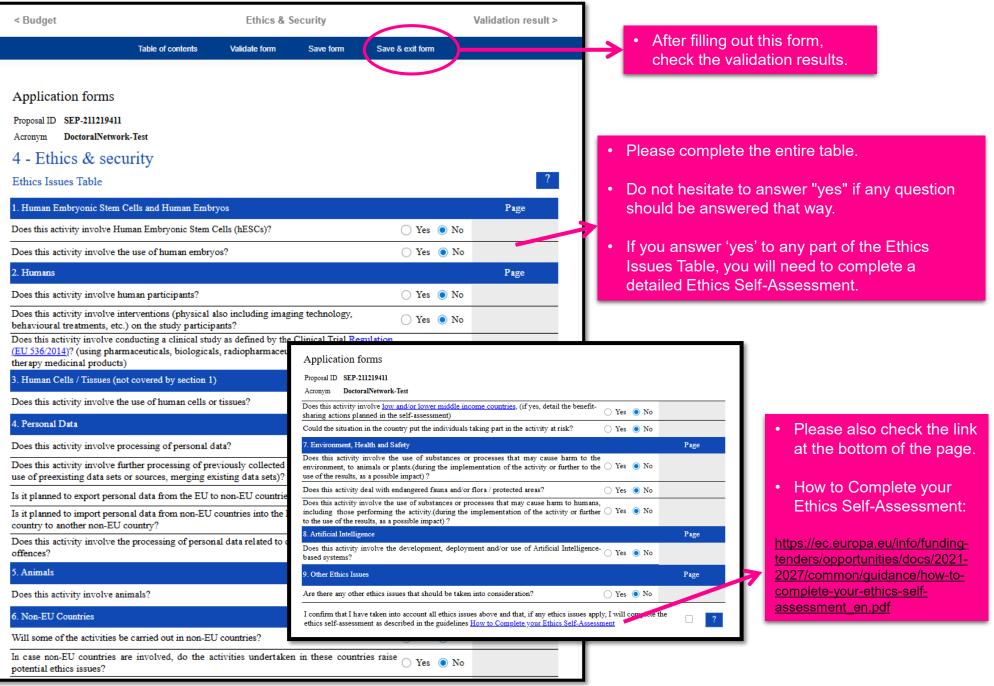
- Having a Gender Equality
 Plan is an eligibility criterion
 for public bodies, Higher
 education establishments and
 research organisations from
 Member States and
 Associated Countries. Be
 aware that if the proposal is
 selected, having a Gender
 Equality Plan will be
 necessary before the grant
 agreement signature.
- However, you can choose 'No' if you do not have a GEP during the application process.
- (For the other types of organizations, it's not an eligibility criterion.)





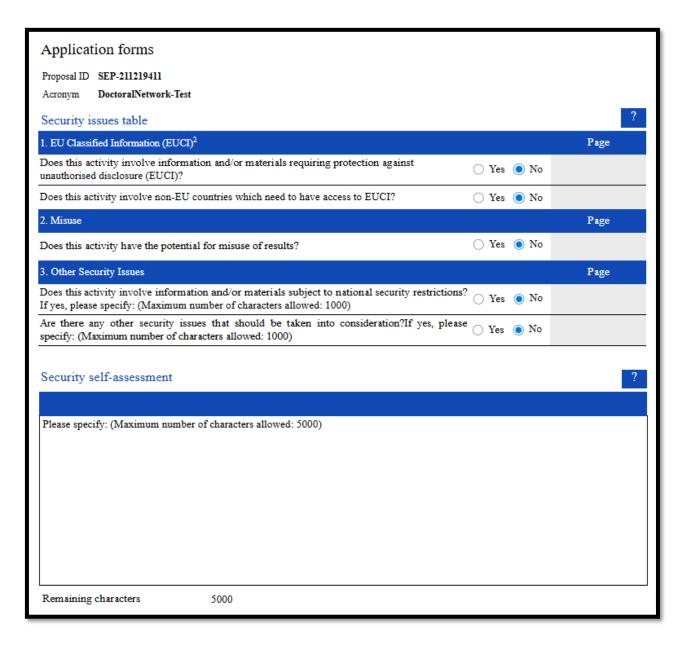




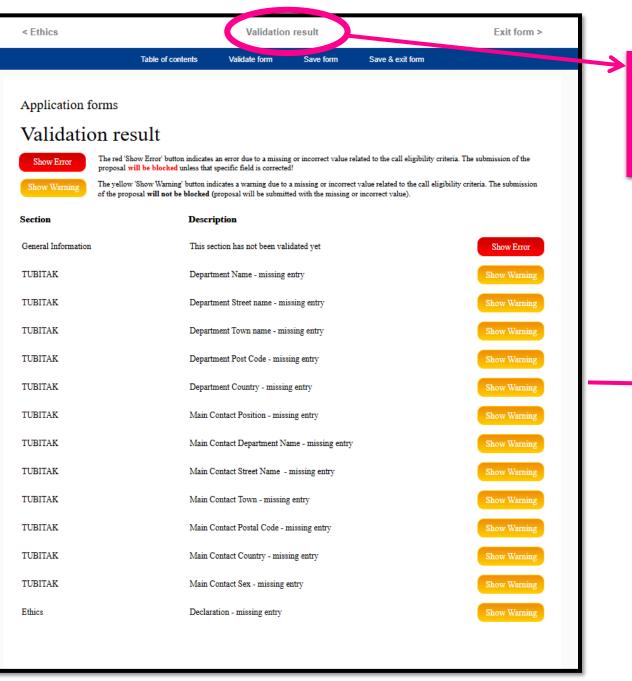


Application forms Proposal ID SEP-211219411 Acronym DoctoralNetwork-Test Ethics Self-Assessment Ethical dimension of the objectives, methodology and likely impact Explain in detail the identified issues in relation to: - objectives of the activities (e.g. study of vulnerable populations, etc.) - methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.) - the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.) Remaining characters 5000 Compliance with ethical principles and relevant legislations Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State. Remaining characters 5000

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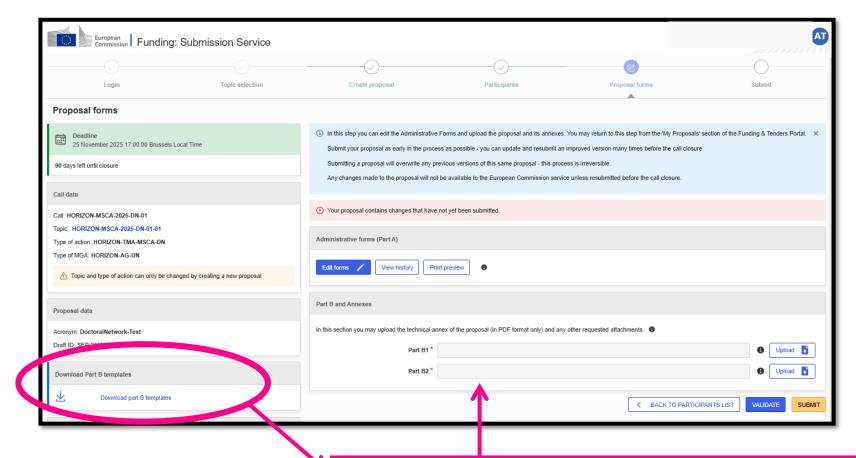


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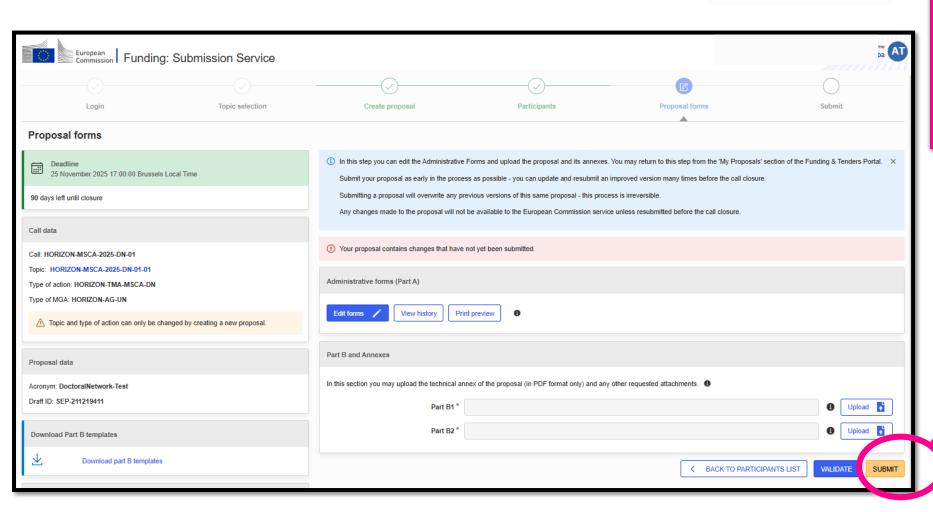
- After filling out this form, check the validation results.
- Once all the required information is provided, there will be no validation errors.

- of the form (the required fields), you will see the missing sections listed under the "Validation Results" section.
- You cannot submit your proposal until all errors marked in red are resolved.



- Make sure not to leave the preparation of the Part A forms until the last day of submission.
- As can be seen there are lots of pages to fill in.

- Make sure you have downloaded the final version of the template.
 You will download one Word document via this link, which includes both Part B1 and Part B2.
- Please write your proposal using these two sections (Part B1 and Part B2) in Word or RTF format.
- Then, convert each section into a separate PDF file and upload them here individually.



- Deadline for MSCA-DN-2025 call is
- 25 November 2025 17:00:00 Brussels Local Time

Once everything is ready, you can submit your proposal (before the deadline).



Please contact us if you have any question regarding this document via

ncpmobility@tubitak.gov.tr

For any kind of question about MSCA-DN call please contact the National Contact Point of your country: https://horizoneuropencpportal.eu/ncp-networks/msca/find-your-ncp

Good luck!

