MSCA4Ukraine – Application Requirements

- Application via nomination by the prospective host organisation

- Separate applications for each candidate

- Coordinated submission of applications by applicant organisations

- Roles within the applicant organisation:
  - Primary contact point
  - Head of applicant organisation
  - Academic mentor
  - Candidate

MSCA4Ukraine – Application Requirements

Responsibilities of the **Primary Contact Point**

(International Office staff, grants management officer or similar):

- Coordinates application process for all candidates
- Serves as primary contact for MSCA4Ukraine consortium for application and funding
- Ensures compliance with MSCA4Ukraine ToR, including eligibility
- Ensures interview between academic mentor and candidate
- Verifies documentation on identity, academic record and relevant language proficiency of candidate
- For doctoral candidates: Ensures enrolment at applicant organisation
- Develops host organisation statement on support measures for candidates
- Initiates and completes application in the online application portal
- Ensures timely contribution of all parties involved

MSCA4Ukraine – Application Requirements

Responsibilities of the **Head of Applicant Organisation**

(Vice-Chancellor, Executive Director, President or similar):

- May be contacted by MSCA4Ukraine consortium in case of questions or concerns

MSCA4Ukraine – Application Requirements

Responsibilities of the **Academic Mentor**

(active researcher at the applicant organisation):

- Conducts interview with the candidate before application

- Provides confidential assessment of the candidate's academic profile, achievements and future potential, and of the quality of the research proposal

- Provides workspace and access to relevant research equipment

- Serves as primary academic collaborator/advisor (in case of doctoral candidates: supervisor) of the candidate

- Supports the candidate in successfully completing their research proposal and furthering their academic qualifications

MSCA4Ukraine – Application Requirements

Responsibilities of the **Candidate**:

- Provides relevant information and documentation to contact point for review, verification, submission through online portal

- Provides CV and list of publications (in separate documents) to contact point for submission through online portal

- Develops research proposal in agreement with academic host

MSCA4Ukraine – Submitting Your Application

- MSCA4Ukraine online application portal opens **24 October 2022**

- Link will be provided on MSCA4Ukraine website

- For reference during preparation, a read-only version will be available on MSCA4Ukraine website by mid-October

MSCA4Ukraine – Online Application Portal

Please complete the form online. You can save data at any time and submit the completed form online to the Humboldt Foundation.

In relation to the researcher from Ukraine (candidate) on whose behalf you are applying please enter:

Candidate's family name*	
Candidate's first name(s)/given name(s)	

All fields marked with * are mandatory. All fields marked with (*) may become mandatory fields depending on the data you enter in other fields

Application in programme (depending on candidate's career stage)*

○	MSCA4Ukraine for doctorate holders
○	MSCA4Ukraine for doctoral candidates

If awarded MSCA4Ukraine funding, our organisation will provide the candidate with:*

○	an employment contract	
	☐	Where an employment contract is provided, the applicant organisation agrees to provide the candidate with any necessary information and assistance in order to ensure compliance with relevant labour laws. (*)
○	a research fellowship (allowed only when national legislation prevents the issuing of an employment contract)	

MSCA4Ukraine – Online Application Portal

Applicant institution

1. **Project management** (**Host organisation's contact point** for the Alexander von Humboldt Foundation **during the selection procedure**)

Title*	⌄
Family name*	
First name(s)/Given name(s)	
Country*	
City/Town*	Postal code
University / Organisation*	
Institute / Department	
Street, P.O. Box*	
Phone number*	Country Area Code Number
Email address*	

2. **Head of applicant institution** (e.g. Vice-Chancellor, Executive Director, President etc.)

Title*	⌄
Family name*	
First name(s)/Given name(s)	
Country*	
City/Town*	Postal code
Institution*	
Street, P.O. Box*	
Phone number*	Country Area Code Number
Email address*	

Funded by
the European Union

MSCA4Ukraine – Online Application Portal

3. Academic mentor

❙ The **academic mentor** must be an active researcher at the host organisation.

Title*	⌄
Family name*	
First name(s)	
Country*	
City/Town*	Postal code
University / Organisation*	
Institute / Department	
Street, P.O. Box*	
Phone number*	Country Area Code Number
Email address*	

❙ Please ask the academic mentor to upload their statement.

[Request documents]

Mentor's statement	No file has been uploaded yet.

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the European Union

MSCA4Ukraine – Online Application Portal

3. Academic mentor

| The **academic mentor** must be an active researcher at the host organisation.

Title*		˅
Family name*		
First name(s)		
Country*		
City/Town*		Postal code	
University / Organisation*		
Institute / Department		
Street, P.O. Box*		
Phone number*	Country Area Code Number	
Email address*		

Please ask the academic mentor to upload their statement.

Request documents

Mentor's statement	No file has been uploaded yet.

MSCA4Ukraine – Online Application Portal

4. Candidate's **personal details**

Title*	⌄
Family name*	
First name(s)/Given name(s)	
Former family name	
Date of birth*	
Gender*	○ male ○ female ○ non-binary
Nationality*	
Additional nationality	
Email address*	
Mobile number*	Country Area Code Number

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MSCA4Ukraine – Online Application Portal

5. Current residence

Please enter the location where the candidate resides at the time of this application, including their current institution if applicable.

Country*	
City/Town*	postal code
University / Organisation	
Department / Institute	
Street, P.O. Box*	

6. Date of departure

Please state when the candidate left Ukraine. If the candidate left Ukraine prior to 24 February 2022 or spent an extended period of time outside Ukraine before 24 February, please provide details and reasons so we can assess the candidate's eligibility under the MSCA4Ukraine Terms of Reference for Applicants.

Date of departure from Ukraine	
If date of departure was prior to 24/02/2022: Reason for leaving	

7. Proof of identity from candidate

Please ask the candidate to upload a copy of a document proving their identity.

Request documents

Copy of proof of identity	No file has been uploaded yet.

MSCA4Ukraine – Online Application Portal

5. Current residence

Please enter the location where the candidate resides at the time of this application, including their current institution if applicable.

Country*	
City/Town*	postal code
University / Organisation	
Department / Institute	
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Date of departure from Ukraine	
If date of departure was prior to 24/02/2022: Reason for leaving	

7. Proof of identity from candidate

Please ask the candidate to upload a copy of a document proving their identity.

Request documents

Copy of proof of identity	No file has been uploaded yet.

MSCA4Ukraine – Online Application Portal

8. Candidate's **educational qualifications and professional positions** in reverse chronological order, beginning with educational qualifications

Curriculum vitae

From*	To*	Position*	Institution, City*	Country*	Degrees / Remarks*
	today				

- Online form to ensure identical format for evaluation

MSCA4Ukraine – Online Application Portal

Candidate's academic profile

9. Field of research

Please enter the candidate's research areas according to the Humboldt Foundation's research area index (PDF).

Research area*		Code of research area*	
Second research area, if applicable		Code of research area	

10. Details of doctoral degree

Title of thesis (for Ph.D, C.Sc, etc.)			
Date of doctoral degree (if applicable: expected)		Grade obtained, if applicable	
Institution, City/Town			

11. Proposed fellowship period

Starting date*	Number of months*	⌄

12. Research project

Title of research project*	

Brief outline of research project* (300 characters max)

Keywords (up to five) defining the research topic at the host institute*	

MSCA4Ukraine – Online Application Portal

13. Required additional documents

All documents must be submitted in English. Translations must be provided for any documents that are not in English.

Please upload the additional documents that are required for your application here. Please note that we can only accept documents in PDF format (maximum file size: 10 MB).

Candidate's list of publications*	Outline of research project* (2,500 words max)
Upload attachment	Upload attachment
Ethics self-assessment*	Measures to support the candidate*
Upload attachment	Upload attachment
Doctoral certificate or enrolment certificate*	Financing plan*
Upload attachment	Upload attachment

Including details on dependents for family allowance

MSCA4Ukraine – Evaluation and Selection Process

Step 1 Eligibility check: AvH ensures application are complete and meet eligibility criteria.

Step 2 Ethics Check: Where indicated by ethical self-assessment: detailed ethics assessment by applicant organization and candidate, clarifying required formal ethics approvals (approvals not required at application stage).

Step 3 Evaluation process: Three external evaluators review and score each application.

Step 4 Selection: MSCA4Ukraine selection committee awards fellowships based on evaluation results.

Step 5 Fellowship offers: Issued and implemented by AvH.

Step 6 Notifications to unsuccessful applicants: Issued by AvH.

MSCA4Ukraine – Evaluation Criteria

Postdoctoral Fellowships:

Excellence: 35%
Quality of the researcher's **professional experience, competences and skills, and potential** for future research accomplishment.
Quality of the researcher's **proposal in terms of originality and potential to create a significant contribution** to the respective field of research.

MSCA4Ukraine – Evaluation Criteria

Postdoctoral Fellowships:

Impact: 35%
Quality of the **host organisation's plan for supporting the researcher**, including the quality and suitability of training and career development measures proposed and efforts to enhance temporary integration in the host country's academic community, including plans to support access for fellows and family members to accommodation, medical services, schooling and other social supports.
Quality of measures proposed to **prepare for reintegration** (in the future, in most cases, beyond the fellowship, when safe conditions for return are met), including efforts to (remotely) **maintain and strengthen connections with organisations and researchers in Ukraine** while on the fellowship.
Quality of the explanation for the proposed fellowship duration in respect to the **specific needs and interests of the researcher**, and **advancement of the proposed research**. In the case of short-term fellowship requests (under 18 months), quality of the proposed measures to either (a) prepare for reintegration to Ukraine (where this is stated rationale for the short-term request) or (b) prepare for follow-up fellowship or position outside Ukraine after the short-term fellowship.

MSCA4Ukraine – Evaluation Criteria

Postdoctoral Fellowships:

Implementation: 30%
Suitability of the **professional match between the researcher and the academic mentor/host organisation** (work in similar areas of research, potential for mutual academic benefit).
Compatibility with the host organisation (departmental strength in the researcher's area, or alternatively a void that the research can successfully fill).

MSCA4Ukraine – Evaluation Criteria

Doctoral Fellowships:

Excellence: 35%
Quality of the **researcher's competences and skills, and potential** for future research accomplishment.
Quality of the researcher's **proposal in terms of a first independent contribution** to the relevant academic field.

MSCA4Ukraine – Evaluation Criteria

Doctoral Fellowships:

Impact: 35%
Quality of the **host organisation's plan for supporting the researcher**, including the quality and suitability of training and career development measures proposed and efforts to enhance temporary integration in the host country's academic community, including plans to support access for fellows and family members to accommodation, medical services, schooling and other social supports
Quality of measures proposed to **prepare for reintegration** (in the future, in most cases, beyond the fellowship, when safe conditions for return are met), including efforts to (remotely) **maintain and strengthen connections with organisations and researchers in Ukraine** while on the fellowship.
Quality of the explanation for the proposed fellowship duration in respect to the **specific needs and interests of the researcher**, and **advancement of the proposed research**. In the case of short-term fellowship requests (under 18-months), quality of the proposed measures to either (a) prepare for reintegration to Ukraine (where this is stated rationale for the short-term request) or (b) prepare for follow-up fellowship or position outside Ukraine after the short-term fellowship

MSCA4Ukraine – Evaluation Criteria

Doctoral Fellowships:

Implementation: 30%
Suitability of the **professional match between the researcher and the academic mentor/host organisation** (work in similar areas of research, potential for mutual academic benefit).
Compatibility with the host organisation (departmental strength in the researcher's area, or alternatively a void that the research can successfully fill).

MSCA4Ukraine – Evaluation, Scoring, Selection

- 3 external evaluators will review each application
- Documents-based evaluation – no interviews due to urgent need for fellowships
- Score of 0 (unsatisfactory) to 5 (excellent) for each of the three evaluation criteria
- Applications scoring above 70%/10.5 points in total will proceed to selection stage
- If several applications reach identical scores but can not all be awarded, selection committee decides → focus on impact, especially re-integration
- Unsuccessful applications above 70% will form a ranked reserve list in case grants are declined
- Redress procedure will be in place

MSCA4Ukraine – Evaluation and Selection Timeline

Three internal cut-off dates for applications:

- 11 November → funding decisions expected by end of January
- 9 December → funding decisions expected by end of February
- 9 January → funding decisions expected by end of March
- Adjustable based on rate and quality of applications
- Grants are made until funds are exhausted → early application is advised

Thank you for your attention