## Application information sheet for MSCA DN applicants, Faculty of Social Sciences, VU

Versie 4, Research office FSS, IK 20-6-2023

The Marie Skłodowska-Curie Actions provide several opportunities for researchers in all stages of their careers to do international research as well as to temporarily hire international researchers. Specifically, within a Marie Skłodowska-Curie Doctoral Network (MSCA DN), the EU funds PhD positions for three years, since in most EU countries PhDs are three years. In the Netherlands it usually takes four years to finalize a PhD. If Dutch host institutes participate in an DN and want to offer a four-year PhD position, they should arrange additional funding for the fourth year themselves.

**Advice, guidance and institutional approval**

The Research Office (contactable via researchoffice.fss@vu.nl) provides advice and guidance in various areas. These include finding funding opportunities, using the submission system, completing application templates and specific funder requirements (cost eligibility, funding model, evaluation criteria etc). For financial advice we work closely together with the VUs Project Control office.

**MSCA DN requirements**

This guidance document is intended to provide clarity to FSS employees regarding requirements for MSCA DN applications (formerly known as MSCA ITN). FSS employee must comply with applicable European, national, university and financial requirements. Specifically, for MSCA DN these requirements can be found in detail scattered among several policies/documents:

-[Financial aspects of a Marie Skłodowska-Curie fellowship in the Netherlands](https://www.rvo.nl/subsidie-en-financieringswijzer/horizon-2020/pijlers/marie-curie-msca):

-[VU Richtlijn Marie Curie/ITN](https://vu.nl/nl/medewerker/start-dienstverband/richtlijn-marie-curie-itn-informatie):

-[Graduate School (GSSS) Admission requirements for a PhD candidate with a regular, short or a long trajectory](file:///C:\Users\ikoppejan\Desktop\%20https\assets.vu.nl\d8b6f1f5-816c-005b-1dc1-e363dd7ce9a5\344857a9-3dfc-44c4-9ac5-cc7b9c18d22c\VU-GSSS%20Admission%20with%20a%20regular,%20short%20or%20long%20PhD%20trajectory.pdf)

To comply with mentioned regulations and to avoid organizational and financial risks you are encouraged to follow the next steps:

1. Contact the Research Office (researchoffice.fss@vu.nl) for advice and guidance on your application, for MSCA DN preferably a half year before the deadline or asap.
2. Take note of the GSSS admission requirements (link above). Exceptions to a regular Dutch 4 year PhD trajectory should be addressed to the head of GSSS.
3. Budgets for applications to Horizon Europe calls (including MSCA) are prepared by Project Control (contactable via projectcontrol.fsw@vu.nl). You should contact them as soon as possible, to understand which costs are eligible and start preparing budget scenarios to discuss with your head of department.
4. Please consider that your application, including the budget, has to be approved by your head of department before submission. Specifically, agreement on (exceptions of) the duration of the PhD trajectory, the time for supervising (amount of PhDs) and the (lack of) funding have to be confirmed before you close the final budget with Project Control.
5. Budgets for all applications to Horizon Europe calls (including MSCA) must be routed through the Project Control office for institutional approval before the submission. You will be the first to approve the definitive budget for your application in the VU’s system and after that the authorization process (by head of department and managing director) follows automatically. It is important thus that you inform the Research Office that you obtained previous authorization from the GSSS and the head of department, in such a way that the grants advisor can give a positive advice and the process can be quickly concluded (if you fail to follow these steps you incur in the risk that the final approval takes too long).

For information on the calls for proposal, see the [MSCA website](https://ec.europa.eu/research/mariecurieactions/node_en) and the European Commission’s [Funding and Tender opportunities portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home).